

Ferris State University
Permit to Audit a Class

Audit Policy: Students are permitted to register for courses, space permitting, on an audit basis during the designated "Institutional Change Days" during the first four (4) days of the semester. Permission/signatures of the **head of the department** offering the course and the **student's dean office** are required. When course capacity is limited, students taking the course for credit will have registration priority over audit students.

Senior citizens (age 60 or older) may audit one course per term on a space available basis for a charge of \$25.00 per course.

Emeriti (regardless of age) may audit a course at no charge (consistent with their enrolling for credit courses). Departments submitting the form should verify senior citizen status and indicate such on the form in order for applicable charges to be arranged. Emeriti should complete a tuition waiver with HR, after which Student Financial Services will be notified by HR to waive charges.

Ferris employees are not eligible to use tuition benefits to audit a course, see section IX of HRPP 2013:40.

All other students will be charged the same tuition rates and fees for auditing as for credit students.

Instructions:

- 1) The Department of the course which the student will be auditing should register the student for the course.
- 2) This form should be emailed to the Registrar's Office from the Department, registrar@ferris.edu.
- 3) The form will then be sent to Student Financial Services for any necessary adjustments to charges.

Student Name: _____		Student Number: _____	
College: _____		Academic Program: _____	
Course Prefix _____	Number _____	Section Code _____	Semester _____ Year _____
<input type="checkbox"/> *Senior Citizen	Verified by: _____	<input type="checkbox"/> Emeriti	
Signatures:			
Student's Dean Office: _____		Date: _____	
Printed Name: _____			
Dept. Head of course to be audited: _____		Date: _____	
Printed Name: _____			
Registrar's Office: _____		Date: _____	
Printed Name: _____			
Student Financial Services: _____		Date: _____	
Printed Name: _____			

*Verify using information in SPAIDEN for DOB or ask for a copy of driver's license if information not available.

Registrar's Office
1201 S State St CSS 201, Big Rapids, MI 49307
registrar@ferris.edu