

# Request to Audit Course(s) at SFA

Registrar's Office • PO Box 13050 • Nacogdoches, Texas • 75962-3050 • Fax 936-468-7638 • registrar@sfasu.edu

NAME \_\_\_\_\_ ID # \_\_\_\_\_

Current / Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Semester (ex. Fall)		CRN	
Year		Course (ex. ENG 131 008)	

STUDENT: I am requesting to audit the above listed course for the indicated semester. I have read and understand all information printed on this form. I understand that I accept responsibility for this action and any ramifications that may result from this action.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

INSTRUCTOR/CHAIR: By signing this form I confirm that I will allow this person to register for my course and confirm that there is a seat available.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

The General Bulletin states "Students may audit regular academic courses offered on campus on a space-available basis and with the permission of the instructor. Transcripts do not reflect audit courses. Students may not audit regular academic courses offered off campus. In those cases where a student enrolls for continuing education credit or audit of a regular academic course, the tuition and fees shall be the same as the tuition paid by regularly enrolled students."

SFA Policy 3.3: "Tuition and fees for auditing a course shall be the same as tuition and fees paid by regularly enrolled students. Generally, financial aid (including exemptions and waivers) cannot be applied to the charges related to auditing a course, unless specifically allowed under the terms of a scholarship or grant." *For questions concerning tuition and fees, contact the Business Office at 936-468-6960 or [businessoffice@sfasu.edu](mailto:businessoffice@sfasu.edu).* For questions concerning financial aid, contact the Financial Aid office at 936-468-2403.

The Department of Languages, Cultures & Communication will not allow students to audit their courses per Liberal & Applied Arts administration.

I understand that by registering for a course that I agree to abide by all university rules and policies.

Grades are denoted as AU and do not appear on an SFA transcript. Audited hours do not count in attempted, earned, or GPA hours.

The deadline for this form is by 5PM on the Official Reporting Day of the requested semester. This date may be found on the Registrar's Office website: [www.sfasu.edu/registrar](http://www.sfasu.edu/registrar)

Return completed form in person to the Registrar's Office, Rusk 202 with picture ID. Faxed or emailed requests must have notarization completed.

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, on this day \_\_\_\_\_ personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

Notary Seal:

\_\_\_\_\_  
Notary Public's Signature