

**Tarleton State University  
REQUEST TO AUDIT COURSE WORK**

**TODAY'S DATE:** \_\_\_\_\_

**UID or SSN:** \_\_\_\_\_

**NAME IN FULL:** \_\_\_\_\_  
Last Name First Name M.I.

**DATE OF BIRTH:** \_\_\_\_\_

**PHONE NUMBER:** (home) \_\_\_\_\_ (work) \_\_\_\_\_

**Have you resided in the State of Texas continuously (Exclusive of vacation travel) for the past 12 months?** Yes No



I request that I be permitted to audit undergraduate course work at Tarleton State University for the:  
Semester: \_\_\_\_\_ Year: \_\_\_\_\_

This request is for the following course and section:  
Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Title of Course: \_\_\_\_\_  
Class/Lecture Room: \_\_\_\_\_ Class/Lecture Day and Time: \_\_\_\_\_  
Lab Room: \_\_\_\_\_ Lab Day and Time: \_\_\_\_\_

Auditing is permitted only on the basis of available space; appropriateness of participation in the class activity and is subject to approval by both the Instructor and Department Head.

*Please keep a copy of this for your records. For use of Labs, you will need to present this to the lab assistant if you do not have a TSU student ID card.*

**NOTE TO APPLICANT:** This form must be completed and returned to the Office of the Registrar with the approval signatures and a receipt from the University Fiscal Office indicating payment of a \$25.00 audit fee and applicable laboratory fees.

**APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_

**INSTRUCTOR'S SIGNATURE:** \_\_\_\_\_

**DEPT. HEAD SIGNATURE:** \_\_\_\_\_

Applicant should read the following and acknowledge that the content is understood and accepted prior to auditing a course: I understand that the extent of my participation in the class is at the discretion of the instructor. I further understand that if I audit this section that I do NOT register for this course, I will not receive degree credit for this content, and that I will not be eligible for Credit Testing in this content area at Tarleton State University.

**Applicant's Signature:** \_\_\_\_\_

**Fee Receipt No.:** \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE OFFICE OF THE REGISTRAR**