VANDERBILT UNIVERSITY
Office of the University Registrar

Vanderbilt University Faculty or Staff Course Audit Request Form

Full-time faculty, full-time staff, and their spouses are permitted to audit one Vanderbilt course per semester on a tuition-free basis. No official transcript will be maintained. The faculty or staff member must be approved by HR under the guidelines of the Education Assistance Programs policy and faculty/staff auditors must have the approval of their supervisor. If the course can be audited, the Office of the University Registrar will notify the auditing student that the request has been approved.

Forms must be submitted to HR by the following deadlines:

Fall semester: August 15 Full-term summer: May 1 Second-half summer: July 1
Spring semester: January 1 First-half summer: June 1

To be completed by the auditing student (please print)

_____
Employee's Name Phone VU Employee ID

_____
Signature Date

_____
Auditing Student's Name Phone Email VUnetID Birth Date

_____ Auditing student is: VU Faculty ___ VU Staff ___ Spouse ___
Signature Date

In order of preference, please list the course that you would like to audit:

	Instructor's Name	Course and Section#	Course Title	Course Start Date
1.				
2.				
3.				

_____
Supervisor's Printed Name Signature Date

Drop Off: 1000 Baker Building **Scan:** tuitionbenefit@vanderbilt.edu

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HR Approval

Eligible to audit: Yes ☐ No ☐

Signature_____ Date_____

Office of the University Registrar

Instructor's Approval: Yes ___ No ___ Date____ [Approval is attached]

URO Approval: Yes ___ No ___ Date_____ Signature_____