



**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](mailto:tuitionbenefit@vanderbilt.edu)

**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 \_\_\_\_\_