

SUNY Polytechnic Institute Registrar's Office
Course Audit Registration Form

100 Seymour Road, Utica, New York 13502

Instructions: This form is to be completed by students wishing to audit a course. Students may register on the first day of classes through the last day to add only. **Online and hybrid courses are not available for audit.** Ability to audit is based upon seat availability as determined no earlier than the first day of classes for the term. Please complete all information requested below and submit this form with the required signatures to the Registrar's Office no later than the end of the last day to add courses for the semester.

Student Name *(First,Middle Initial,Last)*: _____

Address: _____

E-mail Address: _____

Date of Birth: _____ Male: _____ Female: _____

Required Information

Have you ever been dismissed from another college for disciplinary reasons? ☐ Yes ☐ No

(Answering "yes" to the question listed above will not automatically prevent enrollment; the institution may use this information to ensure campus safety. An applicant who responds "yes" will be requested to provide further information for consideration. The information will be reviewed by a campus committee. Any deliberate falsification or omission of data may result in denial of enrollment or dismissal.)

Course Information: ☐ Fall ☐ Spring ☐ Summer Year 20__

Program/Major(if applicable): _____

Course Abbreviation, Number & Section: _____

Course Title: _____

Day and Time: _____

Building and Room Location: _____

Student Signature: _____ Date: _____

Note: Students auditing a course do not pay tuition or fees for the course; their names do not appear on the class roster; and no credit or grade is received by the student.

A student may only register to audit a course on the first day of classes through the last day to add a course for the term.

Hybrid and online courses are not available for auditing. Signatures indicate approval.

Signature of instructor: _____ Date: _____

Distribution by Registrar's Office

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