

Date submitted:
(For office use only)



Naropa University ALUMNI AUDIT FORM

ATTENTION INSTRUCTORS:

If your course is available for audit, we will allow ALL students / alumni into the course for who you sign approval for. You may wish to wait until after add/drop to determine who may audit your course.

NAME

TELEPHONE

STUDENT ID

Email (used to confirm audit)

Semester

Year

Do you wish this to be your primary email? Y / N

Can we make your student email inactive? Y / N

Course #	Course Title	Sect	# Credits	Instr. Signature --REQUIRED
Faculty Program Coordinator (Graduate programs and BA Psych) or School Director signature required for courses not on the "available to audit" list:				

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I accept full academic and financial responsibility for the policies and procedures in the current Naropa University Catalog. I have read the instructions on the reverse. I understand that I will be registered for audit in course(s) as indicated above. I will be charged the audit fee plus any additional course fees. I understand that I should not be registered in this course for credit if I wish to be registered for audit.

Student signature: _____ Date: _____

Instructions for Auditing Courses

Any current degree-seeking or full-time visiting student, as well as any alumnus who has earned a degree from Naropa, may audit selected courses during the fall and spring semesters by following the procedures below:

1. Pick up an alumni audit form from Student Administrative Services or download it from the *alumni* tab on MyNaropa.
2. Check the Registration Schedules on MyNaropa (<https://my.naropa.edu/ics/>) to determine which courses are eligible for auditing. If the course you are interested in is not eligible for auditing, you must also obtain the permission from the program. **Neither the program's nor the instructor's permission are guaranteed.**
3. Bring the audit form to class to obtain the instructor's signature.
4. If you are registered for the course for credit, drop the course. Audit forms received for classes in which an alumnus is currently registered, or has withdrawn from, will not be processed.
5. Submit the form to SAS, complete with required signature(s), **within one week of the end of the drop/add period for the course**. Audits will begin to be added after the drop/add date.
6. Plan to pay for your audit and fees immediately. Late fees will be added to unpaid fees approximately two weeks after the last day of the drop/add period.
7. Students who are admitted to a class will be charged \$30 per credit hour plus *all related course fees*.
8. You will only be permitted to the course if:
 1. You are a current degree-seeking or visiting student (including those on an approved Leave of Absence) or alumnus who has earned a degree from Naropa;
 2. The course is available to audit (or you received program permission);
 3. You received instructor permission;
 4. You are not currently registered for, or withdrawn from, the course for credit.
9. If approved you will receive an email stating that you have been allowed into the course as an audit.

Keep in mind:

No grades are given, nor credit earned for audited courses.

Audit courses may not be dropped or withdrawn from. No refunds are given for audits.

The audit fees and related course fees are due by last day of the drop/add period. You are still responsible for the fees. *Plan to pay for audit fees immediately as late charges may be added shortly after the last day of the drop/add period.*

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