

The University of Texas at Tyler

Course Audit Request

Registration to Audit courses may be approved and processed only during the period from the first day of classes through the Census Date of each term, as listed on the Academic Calendar.

Persons who are not already UT Tyler students must obtain an Audit Application from the One-Stop Service Center(OSC) (STE 230) to be eligible for enrollment.

Prior to Auditing a course students should be aware of each of the following characteristics of Audit courses:

- An automatic grade of 'AU – Audit' will be assigned at the time of registration
- Courses with the 'AU' grade cannot be dropped once added
- Courses with the 'AU' grade do not earn academic credit
- Courses with the 'AU' grade do not qualify students for advanced standing examinations
- Participation in class activities is at the sole discretion of the instructor
- Audit fees are non-refundable and are based on the total credit hours of Audited courses as follow:
 - 1-4 hours = \$50; 5-8 hours = \$100; 9-11 hours = \$150; 12-14 hours = \$200; 15 or more hours = \$250
- Certain courses are ineligible for Audit registration including, but not limited to:
 - Any course offered on an individual instruction basis
 - Any course requiring the use of laboratories, computers or studio spaces (this includes foreign language courses that require a laboratory)
 - All courses offered through the Ben and Maytee Fisch College of Pharmacy

To register for a course Audit, please complete the following steps:

1. Complete all fields below in full; use the Class Search menu in *myUTTyler* for course information.
2. Obtain required signatures of the course instructor and Chair of the department offering the course.
3. Return the completed Course Audit Request form to the OSC (STE 230).
4. Make payment of all applicable audit fees at the OSC or via Student Center in *myUTTyler*.
 - Students who are residents of the State of Texas and are 65 years of age or older may claim an exemption from audit fees at the OSC at the time of registration.

Please print:

UT Tyler Student ID Number: _____ Phone Number: _____

Name: _____
Last First Middle

Course Prefix and Number: _____ 5-Digit Class Number: _____
(Ex: MATH 1314) (Ex. 12345)

Section Number: _____ Semester/Year: _____
(Ex. 001, 060) (Ex. Fall 1999)

Course Title: _____

Instructor's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____
(Dean may sign in place of Department Chair)