

Course Audit Registration Form

Semester & Year:	
__ Summer 1	__ Fall
__ Summer 2	__ Spring
Year _____	

Name/Address _____

Phone Number () _____ - _____

Personal Email Address _____

ID VERIFIED
Type: _____
ID #: _____
Initials: _____

**LIST THE COURSE TO BE AUDITED BELOW WITH THE NUMBER AND TITLE
 PARTICIPATION / PERFORMANCE COURSES CANNOT BE AUDITED**

CRN	SUBJECT	COURSE	SECTION	TITLE

I AM EXEMPT FROM THE \$50 FEE FOR THE FOLLOWING REASON:	
___ Registered student at New Paltz	___ Over 60 years of age
___ Faculty member at New Paltz	___ Staff member at New Paltz
___ Alumnus of SUNY New Paltz	

After receiving the appropriate signatures, the stamp from Student Accounts (HAB 210) is required for processing.

Instructor	Date	Student Accounts Approval
Department Chair	Date	
Student	Date	
Academic Computing	Date	

AFTER OBTAINING ALL SIGNATURES AND WHEN REQUIRED, PAYING THE APPROPRIATE FEE, THE FORM MUST BE SUBMITTED TO RECORDS AND REGISTRATION.

The Audit Policy is printed on the reverse side of this form.

COURSE AUDIT POLICY

(Revised Spring 2011)

Some academic courses may be audited. Registered students at the State University of New York at New Paltz, faculty and staff of New Paltz, persons over 60 years of age and Alumnus of SUNY New Paltz may audit courses without paying a registration fee. For all others, a non-refundable registration of \$50.00 will be charged. Persons who would like to audit a course must obtain an Audit Form from Records and Registration. The completed form must have the signatures of:

- The chair of the department offering the course
- The course instructor
- Linda Smith, head of Blackboard Technology at New Paltz (Wooster Science Bldg. 1F)

Forms must be submitted to Records & Registration with the proper signatures and proof of payment of fee.

The audit privilege permits the auditor to attend a course, providing there is room in the course and the necessary approvals have been granted, and to do assignments, but it does not permit the auditor to take examinations in the course or to have his or her work evaluated in any other way. The auditor receives no grade for the course, nor is any record of course attendance kept in Records and Registration. Students may not change their enrollment status from audit to credit, or from credit to audit.

Audit privileges are not available in studio, laboratory, performance courses, or courses where class participation of students is of major importance, nor are they available in credit-free courses offered by the institution or in any foreign study program or course. **Online courses cannot be audited.**