



Faculty/Staff Application to Audit Course with Tuition and Fees Waived

Applicant: As a member of the University of Iowa faculty or staff with a 50% time or greater regular appointment, you are eligible to audit one University of Iowa course per semester without being assessed tuition and mandatory fees for that course. You must be admitted to the University either in a degree program or as a nondegree student. Any accommodation or modification related to work hours for class attendance requires approval of your employing unit. You will be subject to a late registration penalty if you register on or after the first day of classes.

Complete Applicant Information and Course Information in Sections 1 and 2. Print the form. Sign in Section 1. Obtain signatures in Sections 2 and 3. (Faculty must also obtain a signature in section 4.) If you are already admitted to the University, take the signed form to the Registrar Service Center, 17 Calvin Hall, to register. If you are not admitted to the University, complete the application for admission as a nondegree student at <http://www.uiowa.edu/admissions/undergrad/apply/nondegree.htm>. The transcript requirement is waived and there is no application fee when you are applying in order to participate in the staff audit program. After you have been admitted, take this signed form to the Registrar Service Center to register. You will be notified by email when the tuition and fees have been removed for this registration.

Section 1: Applicant Information

Name		University ID Number	
Email	@uiowa.edu	Position Title	
Department		Campus Address	Phone
Signature	_____	Date	_____

Section 2: Course Information and Instructor Authorization

Semester	Year	Department, Course, Section Number	
Course Title		Semester Hours: 0 (zero)	
Instructor Name			
<i>I authorize the applicant to audit this course.</i>			
Instructor Signature	_____	Date	_____

Section 3: Authorization by Employee's Supervisor or Department Head

Signature	_____	Date	_____
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Section 4: Authorization by College Dean or Associate Dean (required for faculty only)

Signature	_____	Date	_____
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Received Registrar Service Center (date): _____ Registration complete (date) _____

Received Registrar's Office (date): _____ Tuition/Fees override processed (date) _____