



Office of Academic Affairs  
Application to Audit Courses

General guidelines for auditing are explained on the back of this form. Please read before signing.

Title Last Name First Middle Preferred Name

Relationship to MTSO (check all that apply):

- no prior relationship - how did you hear about us? \_\_\_\_\_
- alumni - name you attended under, if different than above \_\_\_\_\_
- spouse of current MTSO student - spouse name: \_\_\_\_\_
- current or former employee of MTSO, current farm worker or \_\_\_\_\_ spouse of current employee
- member of MTSO Parish Partner Church - name of church: \_\_\_\_\_

Street address, city state & zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current vocation: \_\_\_\_\_ Religious affiliation (if any): \_\_\_\_\_

Highest educational degree earned: \_\_\_\_\_ Year: \_\_\_\_\_ Major field of study: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(for IRS 1098T forms, tax credits)

Gender:  female  male

AUDIT COURSE REQUEST IS FOR: TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

Course No.	Course Title	Days	Times	Instructor

**AUDITING COSTS:** \$200 per course (\$75 for ages 60 and up). Full-time students, spouses/partners of degree-seeking students, members of Parish Partner churches, farm workers and current and retired employees of MTSO may audit one free course per term. Spouses/partners of MTSO employees may audit three free courses per year.

**DEADLINES:** Requests must be submitted to the registrar's office no later than one week prior to the first class meeting.

Contact the Office of Academic Affairs for more information at [academicaffairs@mtso.edu](mailto:academicaffairs@mtso.edu). Forms can be faxed to 740-362-3129 or mailed to the Office of Academic Affairs, MTSO, 3081 Columbus Pike, Delaware, Ohio 43015.

I understand the attached information on both pages regarding auditing classes at MTSO.

<b>INTERNAL USE ONLY</b> Consent of instructor required: ___ approved ___ denied ___ IT ___ Library
--

\_\_\_\_\_  
Auditor Signature Date

Please return this form with all necessary signatures to the Office of Academic Affairs (W-121) or [academicaffairs@mtso.edu](mailto:academicaffairs@mtso.edu).

**General guidelines for auditing – please read before signing.**

1. Availability to audit individual courses at MTSO is subject to change based on the enrollment of credit-seeking students in the course.
2. Course instructors reserve the right to require, limit or prohibit auditor participation in their courses.
3. Auditors at MTSO must fulfill the requirements for auditors as stated by the instructor of the course they are auditing. These requirements may include readings, class attendance, and other appropriate forms of participation. This also includes using MTSO email accounts and other technology, such as the learning management system, Populi.
4. Auditors will not be required to submit written work for evaluation, nor to take examinations.
5. Auditors who stop attending will be administratively withdrawn from the course and will receive a “W” for the course.
6. Auditors cannot request at a later date to receive academic credit for courses they audited.
7. Auditors do not appear in the student directory. The Federal Educational Rights & Privacy Act guides our ability to disclose information about students. For more information about records privacy, please see our website at: <http://www.mtso.edu/academics/registrar/ferpa-notice/>

Contact Academic Affairs for more information at 740-362-3482 or [academicaffairs@mtso.edu](mailto:academicaffairs@mtso.edu). Forms can be faxed to 740-362-3129 or mailed to the Office of Academic Affairs, MTSO, 3081 Columbus Pike, Delaware, Ohio 43015.