

# TECH 4350 AUDIT REQUEST

Students seeking to audit TECH 4350 – Topics in Industrial Studies with Dr. Dominick Fazarro must complete the following steps in order to be formally enrolled, participate in the course, and have the audit transcribed by The University of Texas at Tyler (UT Tyler).

I. Complete and submit an Application for Course Audit form.

**Note:** Students already admitted to UT Tyler are not required to complete this form.

II. Complete a TECH 4350 Audit Request form, and submit the form to [DFazarro@uttyler.edu](mailto:DFazarro@uttyler.edu) for Dr. Fazarro's approval.

III. Dr. Fazarro will submit the approved forms for registration and final processing; students will receive an email at their Patriot email account once they have been enrolled.

IV. Make payment of a \$50 audit fee in the Cashier's Office (ADM 125C) or by contacting [Cashiers@uttyler.edu](mailto:Cashiers@uttyler.edu).

**Note:** Students who are residents of the State of Texas and are 65 years of age or older are exempt from the \$50 audit fee. (Contact [Enroll@uttyler.edu](mailto:Enroll@uttyler.edu) for details on how to apply this exemption.)

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## Student Statement of Understanding:

I understand by submission of this form that The University of Texas at Tyler (UT Tyler) will exclusively contact me regarding any items related to my student records, including items protected under FERPA, at my Patriot email account and that it is my responsibility to check this account regularly. I understand that it is my responsibility to request transcripts for my coursework completed at UT Tyler, and that transcripts will not automatically be sent on my behalf to any party based on participation in or completion of TECH 4350 or any other course(s). I understand that I am enrolling in TECH 4350 as an audit-only student and will not receive credit hours for the course, will only receive a grade of 'AU – Audit', that the course cannot be dropped once enrollment has been completed, and that completion of this form and/or an Application for Course Audit does not entitle me to enroll in other courses at UT Tyler without seeking admission to UT Tyler otherwise.

**Name:** \_\_\_\_\_  
First Middle Last

**Student Signature:** \_\_\_\_\_

**UT Tyler Student ID Number:** 5 \_\_\_\_\_

**Primary Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Secondary Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Semester:**     Fall             Spring             Summer            **Year:** 20\_\_\_\_\_

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Dean may sign in place of Department Chair)

## **Enrollment Management Use Only:**

Enrollment Completed By: \_\_\_\_\_ Date processed: \_\_\_\_\_ Date Student Emailed: \_\_\_\_\_