

Graduate Audit Form



Registrar • School of Visual Arts
209 East 23rd Street, New York, NY 10010-3994
p212.592.2200 • f 212.592.2069
registrar@sva.edu

POLICIES FOR GRADUATE STUDENTS REQUESTING TO AUDIT A COURSE:

- You are permitted one undergraduate or one continuing education course per semester.
- You are permitted no more than two audit courses per academic year (fall, spring, summer).
- You are allowed no more than four audit courses for the duration of your graduate study at SVA.
- MAT Art Education students: you are allowed up to two audit courses for the duration of your study at SVA.
- You must be a currently enrolled graduate student to audit a course.
- Audit course tuition is waived; you will be charged for all applicable fees (materials fees, model fees, equipment fees, etc).
- Fees must be paid before you are registered.
- If the course you want has a fee, payment information must be submitted with this form.
- Credit card, personal check, or money order accepted.
- Courses are not guaranteed; all courses are subject to availability.
- All requests are reviewed by the Office of the Registrar and The Division of Continuing Education.
- We encourage you to keep a copy of this form for reference.
- Registration is not final until you receive a confirmation email from us.
- If the courses you want are full, cancelled, or not approved, you will be informed and invited to make new selections.
- You must not have any holds on your account (Bursar, Financial Aid, Library, etc).

IMPORTANT!

Final decisions and approvals for audit courses take place shortly before courses start. If the course you want starts weeks or a month from now, please remember that decisions and approvals are not made until shortly before the course start date. Registration is not final until you receive a confirmation email from us. Your account must be free of holds.

WRITE NEATLY OR TYPE:

Credit Card# Exp Date Signature

Full Name Student ID#:

Email:

Start Date	Course Number	Tuition	Fee
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Choice 1

Choice 2

Choice 3

The above student has my permission to audit the named course(s).

Graduate Department Chair Signature Date