



**AUDIT STUDENTS POLICY**

Application for admission as an auditing student at Ponce Health Sciences University must be received by the Office of Admissions prior to the beginning of the term of enrollment for which the applicant is requesting admission. The non-refundable application processing fee of \$80.00 must accompany the application, which is valid for one academic year. Should the student not enroll within one year of admission, the fee is forfeited.

In order to process an application, the following minimum documents are required: application and resume. Students with incomplete records will be administratively withdrawn. Authorization from the Provost/Vice President of Academic Affairs is required to register. No more than a total of three audited courses are allowed.

Audit Students will pay 100 percent of tuition per course for personal and professional growth; no fees will apply. iPad will not be provided to auditing students. Auditing students are not required to take examinations. They will receive no credit, and no grade will be given. Auditing students are not eligible for financial aid.

This policy applies to Ponce Health Sciences University students or other students and it is effective immediately.

All inquiries and application for admission should be addressed to the Admissions Office, Ponce Health Sciences University, PO Box 7004, Ponce, Puerto Rico 00732, Phone: (787) 840-2575.

Name:		Date:		
<b>Audit Courses</b>				
Academic Year	Period	Course Code	Course Name	Description
Reason to be Audit Student:				
I understand the above policy and recognize that I will not received credits and will not be posted in my transcript or any other certification document.				
_____			_____/_____/_____	
Student's Signature			Date	

Authorizations	Name	Signature and Date
Recommendation of the Program Director/Department Chairperson		
Endorsement of the School Dean		
Authorization from Chancellor/VP of Academic Affairs		

Rev. 5/19