Permission to Audit a Course

Instructions: Print out this form and complete the information requested. Discuss your intention to audit the course with the instructor and obtain permission to register as audit. **DO NOT register for the course in ACES**; the registrar will register you as an audit. Bring the completed form to Academic and Enrollment Services, Nicholas School of the Environment.

The following student has discussed his/her intention to AUDIT my course and I grant my permission for such registration for:

Student Name: _________________________________
    Print legibly.

Student ID (see ACES): __ __ __ __ __ __

Course Title: _______________________________   Course Subject Code: __________

Course Number: _______   Class Number: _______  4-digit code in parenthesis next to the section number

Term/Year: Fall: ______春: ______  20____ (year)

Instructor’s Name: _________________________________
    Print legibly.

Instructor’s Signature: _________________________________

Assistant Dean’s Signature: _________________________________

See the Academic and Enrollment Services Office

Office Use Only

Processed by: _________________________________  Date: _________________________________

Before you submit this form, please read the following information.
You are responsible for making sure that you are carrying a minimum of nine credits. It is also your responsibility to make sure that you have adequate credits towards graduation and that you are meeting graduation requirements. If you have questions or concerns, please speak with Cynthia Peters or your advisor. Please be aware that the audit credits are included in the total number of credits for which you are registered even though they do not count towards credits for graduation. Therefore if auditing the course puts you over the 15 credit limit you must request permission for overload. Additionally, audited courses may not be used to fulfill program requirements. Do not wait until the last day of drop/add to get permission for an overload or to try to arrange to audit a course. An overload form is available from Academic & Enrollment Services or on the advising web site, go to:  
nicholas.duke.edu/advising/enrollment-forms