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. Register for the course in the DukeHub. Then, bring the completed form to the Student Services office, Nicholas School of the Environment. We will administratively change the grading basis once we receive your completed form.

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. 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 credit limit, you must request permission for overload. 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 Student Services or on the advising web pages.

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

Student Name: ___________________ Student ID: ________________ (this is not the unique ID; see DukeHub for Student ID)

Course Title: ____________________________ Course Subject Code: _________

Course Number: ________ Class Number: ___________ 4 to 6 digit code in parenthesis next to the section number in the DukeHub

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

Do you have enough available *credits to add this course? ______ *If no, complete and submit an Overload Request Form.

Instructor’s Name: ____________________________

Instructor’s Signature: ____________________________

NSOE Registrar’s Signature: ____________________________

See the Student Services office, A108, LSRC

If you have questions or concerns, please speak with the NSOE Registrar or your advisor.