Request for Permission to Audit Course

Instructions
- Please complete Sections A-C below
- Obtain approval from the department offering the course (Section D)
- Obtain course instructor’s approval (Section E)
- Undergraduate Degree Students or Special Students this form to the Registrar’s Office 300 Tory Building
- Graduate Degree Students should return this form to Graduate Studies, 512 Tory Building

Note: Access to courses for purposes of auditing is limited by demand for credit space in courses. Some courses are not available for audit purposes. The deadline to change a course enrolment from credit to audit or audit to credit is the last day for course changes. The Course Outline may specify conditions, such as attendance, that must be satisfied for successful audit. If these conditions are not met the notation Did Not Complete (DNC) is assigned.

A. Personal Data

Name ____________________________ Student Number ____________________________

Email ____________________________ Telephone ____________________________

B. Current Program

Are you a Special Student?

Yes □ No □

(If yes, please go to section C.)

Degree (Specify General or Honours): ____________________________

Class (Year Standing): ____________________________

C. Course Information

CRN ____________________________ Subject ____________________________

Course # ____________________________ Section ____________________________

Term ____________________________

Course Title ____________________________

Reason for Auditing Course ____________________________

D. Course Departmental Approval

(Undergraduate Engineering Students obtain permission from the Faculty of Engineering and Design, 3091 MC)

Administrator’s Name ____________________________ Signature ____________________________ Date ____________________________

E. Permission of Course Instructor

Instructor’s Name ____________________________ Signature ____________________________ Date ____________________________

Student’s Signature ____________________________ Date ____________________________

Have you obtained approval from the department and the instructor (Sections D and E)?

RO/GSRO Use Only

Eligible Registered Comments Processing Date Initial

Yes □ No □

Yes □ No □

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