INSTRUCTOR’S PERMISSION TO AUDIT A COURSE

To audit a course in Pratt or Trinity College, a student must have written permission of the instructor and submit that permission to the Registrar’s Office before the end of drop/add. Once enrolled in a course for regular credit, the student cannot change it to an audit after drop/add. Similarly, after drop/add, a course taken on an audit basis may not be changed to a course for regular credit. **Physical education, studio art, applied music, dance technique, or performance courses may not be audited by undergraduate students.** A course audited may not later be taken for credit. Courses taken on an audit basis do not fulfill any curriculum requirements.

Name of Student: _______________________________ Student ID: ___________

Email: _______________________________________

Course: ______________________________________ Class Number: ___________

(Subject & Catalog Number) (4/5-digit number)

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**To Be Completed by the Course Instructor:**

*I approve that this student may enroll in this course on an audit basis.*

Print Name: ______________________________________

Signature: ___________________________ Date: _______________

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**Please check one option below:**

☐ Enroll the student; add the student to the waitlist if the class is full

☐ Enroll the student even if the class is full (override seating capacity)

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Please submit this form to the Registrar’s Office by 5:00 PM on the last day of drop/add for the current term. Forms may be emailed to registrar@duke.edu.