COURSE AUDIT FORM

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, but they do count as part of your course load.

Name of Student: _____ Student ID: _____

Email: _____

Course: _____ Class Number: _____
(*Subject & Catalog Number*) (*4/5-digit number*)

Term: _____

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: _____

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)

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