

The Graduate School

DUKE UNIVERSITY

INSTRUCTOR'S PERMISSION TO AUDIT A COURSE

In order to audit a course, a graduate student must have the approval of the instructor of the course. Complete this form and deliver it to the Registrar's Office either in person (Bay 9, Room A289, Smith Warehouse), via fax*, or as a signed, scanned pdf sent to registrar@duke.edu for manual registration **by 5:00 p.m.** on the last day of drop/add for the current semester. Any student registered full-time in a degree program may audit courses without charge during the Fall and Spring semesters. Otherwise an audit fee is charged.

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.

Date: _____

To Whom It May Concern:

_____ of _____
*Student Name and Student ID*** *Student's Department/Program*

would like to take _____ on an **AUDIT** basis.
(Department / course / section number)

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Instructor's Approval Required:

Instructor's Signature: _____

Instructor's Name (please print): _____

*The Fax number for the Registrar's Office is: 919-684-4500

The Student ID number is available on ACES. Please do **NOT submit your Duke Unique ID.