



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 met the notation Audit (AUD) is given; if the conditions are not met the notation Did Not Complete (DNC) is assigned.

Please Print

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.)

Undergraduate	
Degree (Specify General or Honours):	Class (Year Standing):
Major/Program	

Graduate
Degree
Department

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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Once complete, please forward **one copy** to each of the following: **Instructor; Department; Student File**

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).