

# Request for Permission to Audit a Course

## Instructions

- **This form can only be submitted up to the last day for course changes** and the student must be registered in the course they are requesting permission to audit.
- Please complete Sections A-C below
- Obtain course instructor's approval (Section D)
- Obtain approval from the department offering the course (Section E)
- *Undergraduate Students or Special Students* should return this form to the **Registrar's Office, 300 Tory Building**
- *Graduate Students* should return this form to **Graduate and Postdoctoral Affairs, 512 Tory Building**

**Note:** Permission to audit is based on demand for credit registration and some courses are not available for audit purposes. Formal registration is required and students may be required to satisfy all registration requirements. Regular tuition fees apply to courses taken for audit. The deadline to request to change a course registration from credit to audit or audit to credit is the **last day for registration and course changes**. **Students may not petition to change status from audit to credit after the last day to register.** Graduate students are limited to a maximum of 1.0 course-weight registration per program.

Audited courses receive no academic credit, but are counted as part of your total course load. A full fee assessment for the course will be applied to your student account.

## A. Personal Data (Please Print)

|       |                |
|-------|----------------|
| Name  | Student Number |
| Email | Telephone      |

## B. Current Program

Are you a Special Student?

Yes    No

(If yes, please go to section C)

| Undergraduate                        |                        | Graduate   |
|--------------------------------------|------------------------|------------|
| Degree (Specify General or Honours): | Class (Year Standing): | Degree     |
| Major/Program                        |                        | Department |

## C. Course Information

| CRN | Subject | Course # | Section | Term |
|-----|---------|----------|---------|------|
|     |         |          |         |      |

Course Title: \_\_\_\_\_

Reason for Auditing the Course: \_\_\_\_\_

**Approval on this form is only valid up to the last day for course changes.**

## D. Permission of Course Instructor

| Instructor's Name | Signature | Date |
|-------------------|-----------|------|
|                   |           |      |

## E. Course Departmental Approval (Undergraduate Engineering Students obtain permission from the Faculty of Engineering and Design, 2090 MC).

| Administrator's Name | Signature | Date |
|----------------------|-----------|------|
|                      |           |      |

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

## RO/FGPA Use Only

| Eligible   | Registered   | Comments | Processing Date | Initial |
|--|--|----------|-----------------|---------|
| <input type="checkbox"/> Yes   <input type="checkbox"/> No | <input type="checkbox"/> Yes   <input type="checkbox"/> No |          |                 |         |

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Erika Strathearn, FIPPA representative for the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.