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 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

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

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

Graduate
Degree
Department

C. Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Term</th>
</tr>
</thead>
</table>

Course Title: ________________________________
Reason for Auditing Course: ____________________

D. Permission of Course Instructor

Instructor's Name
Signature
Date

E. Course Departmental Approval

Administrator's Name
Signature
Date

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

Student's Signature
Date _______________

RO/FGPA Use Only

<table>
<thead>
<tr>
<th>Eligible</th>
<th>Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

Processing Date
Initial

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.