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. A course audited may not later be taken for credit. Courses taken on an audit basis do not fulfill any curriculum requirements.

Date: __________________________

To Whom It May Concern: __________________________ has permission to enroll in my course

__________________________

__________

__________________________

on an AUDIT basis.

__________________________

(department and course number)

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**Student ID#: __________________________

Instructor’s signature: __________________________

Instructor’s name: __________________________

Department/Program: __________________________

*The Student ID number is available from the “Advisement Report” on ACES*
Please do NOT submit your Duke Unique ID

Student is expected to submit completed form to the Registrar’s Office

Campus Mail:
Box 104804

US Mail:
1121 West Main Street, Suite 1200, Bevan (Coca-Cola) Building, Durham, NC 27701

January 2015