

PRATT SCHOOL OF ENGINEERING INSTRUCTOR'S PERMISSION TO AUDIT A COURSE

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, _____
(Student's Name) (Department and Course Number)

on an AUDIT basis.

*StudentID#: _____
Instructor's signature: _____
Instructor's name: _____
Department/Program: _____

*The StudentID number is available from the "Advisement Report" on ACES. Please do NOT submit your UniqueID.

The student is expected to submit this completed form to the Registrar's Office (114 S. Buchanan Blvd., Smith Warehouse, Bay 9, Room A289) by 5 p.m. on last day of drop/add.