



UNIVERSITY OF CALGARY

PERMISSION TO AUDIT

See reverse side of form for audit regulations

REGISTRAR'S OFFICE
 2500 University Drive N.W.
 Calgary, Alberta, Canada T2N 1N4
 Telephone: (403) 220-5517
 Fax: (403) 289-1253
 Email: reginfo@ucalgary.ca

Surname _____ Given names _____		U of C ID Number _____	Academic staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	Faculty _____
Current address - Street _____		Session for which permission is requested: <input type="checkbox"/> Fall _____ (Sept.-Dec.) <input type="checkbox"/> Winter _____ (Jan.-April) <input type="checkbox"/> Spring _____ (May.-June) <input type="checkbox"/> Summer _____ (July-Aug.)		Are you registered in other courses for this session? <input type="checkbox"/> Yes <input type="checkbox"/> No
City _____	Province _____	Postal code _____		
Email _____				

Course(s) for which permission to audit is requested:

Ses.	Course name (abbrev.)	Course number	Lec #	Lab #	Tut #	Instructor's signature & date (if not approved, write 'denied')

<p>I have read the regulations on the reverse side of this form, and agree to abide by University regulations and deadlines.</p> <p>_____</p> <p>year mo. day Student's signature</p>	<p>Dean's ruling (if required):</p> <p>_____</p> <p>year mo. day Signature</p>
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AUDIT REGULATIONS

Who may audit courses?

Participation in class

- Students who have been officially admitted to the University and Visiting and Unclassified Students.
- Auditors may not participate in class discussions, assignments, examinations, or in parts of courses such as laboratories. If the Instructor wishes the student to participate in activities other than class discussions, permission must be obtained from the Department Head.

Procedure for registering as an auditor

- ALL ADMISSION, REGISTRATION, AND FEE DEADLINES WHICH APPLY TO REGULAR STUDENTS MUST BE MET BY STUDENTS WHO ARE AUDITING.
- A student must obtain written permission on this form from 1) the Dean of the faculty to which he/she has been admitted (excluding Unclassified, Visiting or Exchange Students), and 2) the Instructor of the course. Permission obtained from the Dean does not bind the Instructor to accept the student as an auditor in the class. The approved form must be returned to the Registrar's Office before the last day for changes of registration.

Changes between "audit" and "credit"

- Undergraduate students (including Unclassified and Visiting) will not be allowed to change from "credit" to "audit" or from "audit" to "credit" in any course after the last day for changes of registration specified in the Academic Schedule.

Fees for auditing

Official record of audits

- Audit fees are outlined in the University Calendar. Such fees are non-refundable.
- A course in which a student registers and attends as an auditor will appear on the official transcript, but will not count towards any degree or diploma. Since attendance as an auditor is compulsory, Instructors will notify the Registrar's Office if a student does not attend, and the course will be deleted from the student's record.

***Academic Staff and Visiting Scholars**

- Academic staff and visiting scholars (**not** visiting students) may audit courses without seeking admission to the University or paying fees. Such audits will not be recorded on an official transcript.

SEE THE CALENDAR FOR COMPLETE AUDITING REGULATIONS.