

Audit Permission Form
(MEMP and MEng)

To be completed by the student seeking permission to audit:

Duke Student ID (NOT Unique ID): _____ Duke E-mail Address: _____

Name (print clearly): _____ Duke Net ID: _____

Graduate/Professional School (e.g., Pratt School of Engineering): _____

Degree Pursuing (e.g., MEMP, MEng, etc.): _____

Seeking permission to audit the following course, if space is available*:

_____ (ex: 4630 EGRMGMT 560.02)
(class number) (course prefix) (course number) (course section)

Course Title (ex: Project Management): _____

Term:

- Fall Semester
- Spring Semester

Year:

- 2023
- 2024
- 2025

Grading Basis:

- Audit

I request to audit the course listed above and have read and understand the audit fee structure. Additionally, I understand it is my responsibility to complete course requirements according to the instructor's expectations of auditors.

Signature of Student

Date

To be completed by the Course Instructor:

Override enrollment cap, if necessary?

- Yes
- No

Signature of Course Instructor
(or attach email from Course Instructor)

Date

To be completed by Home Department Official (if non-MEMP or non-MEng student):

Permission to audit course outside of program?

- Yes
- No

(or attach email from Home Department)

Signature of Home Dept. Official

Date

Do not write below this line – office use only.

This student is number: 1 2 3 4 5

Signature of Master's Program Coordinator

Date

Please return completed form with appropriate signatures to:
MEMP: MEMP Academic Coordinator at memp_ac@duke.edu
OR MENG: Master's Coordinator

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Audit Policies

Interested in auditing a course? Great! Please familiarize yourself with the information below and complete the Audit Permission Form on the first page.

Auditing a course means that you attend classes but do not receive a typical letter grade. Some instructors require you to complete all of the assignments and some do not. It is **very** important that you understand what the instructor expects from auditing students; an instructor may expect assignments, readings, class participate, etc., and you must comply with these requirements to successfully complete the audit, as it is possible to fail. You will then receive either a passing (AD) or failing (N) grade for audited courses, which will appear on your transcript.

Instructor permission is always required: you may obtain this permission via email or by having the instructor sign the required Audit Permission Form above. This process is the same for all undergraduate and graduate courses, with the exception of Fuqua courses. (Information about auditing a Fuqua course can be found on the Student Resources Sakai site.)

Fee Structure for Auditing Courses

The fee for auditing courses depends on your tuition billing option. Please see below for an explanation of fees:

Campus MEMP Students

Pay-by-Term: No charge

Pay-by-Credit: **\$535 fee for each audited course***

Distance MEMP Students

Pay-by-Term: No charge

Pay-by-Credit: **\$535 fee for each audited course***

MEng Students

MEng students pay tuition per-term for the first three semesters of their program; therefore, during the first three semesters, MEng students may audit a course without incurring an audit fee. During their fourth semester, MEng students may select the pay-per-credit billing option. By doing so, MEng students would be charged **\$535 fee for each audited course***.

Non-Degree Seeking Candidates

Non-degree seeking candidates **may not** audit or sit in on courses (policy of the Graduate School).

** Audit fees subject to change each academic year and do not include applicable course fees (e.g., lab fees, equipment fees, etc.).*

(This page does not need to be returned with the form below, but it is your responsibility to understand the information above.)

**Please return completed form with appropriate signatures to:
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OR MENG: Master's Coordinator**