

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: _____

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

Concentration (e.g., AIPI, BME, 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:

☐ 2025

☐ 2026

☐ 2027

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 the Master's Program Coordinator or Program DMS

Signature of Master's Program

Date

Please return completed form with appropriate signatures to: Pratt Student Records at Cherie.Creten@duke.edu

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Audit Policies

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.

Audited courses do not count towards a students required credits for graduation, nor do they count towards any credit requirements for foreign notational students who must maintain full-time enrollment.

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.

Fee Structure for Auditing Courses

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

MEM and MEng Students

Pay-by-Term: No charge

Pay-by-Credit: **\$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.)