IMPORTANT INFORMATION REGARDING AUDITS

- You may not switch from credit to audit, so please make sure that you are not registered for the course when you turn in your audit request form.

- **No grade or credit is earned when auditing a course.** Once you audit a course, you may not take it again for credit.

- Auditors are not enrolled through ACES WEB. **Audit requests are processed after the drop/add period has ended**, provided there is space remaining in the course.

Please complete this form and return to the Fuqua Registrar(s), after obtaining signature of the professor.

Date of Request: _____________________________

**Student Name** _______________________________ **Signature** _______________________________

(Please print)

**Duke Unique ID#** ______________________________

(NOTE: ID number on back of Duke Card)

**Check Applicable Session**: _____Fall 1 Semester (M01) _____Spring 1 Semester (M03)

_____Fall 2 Semester (M02) _____Spring 2 Semester (M04)

_____________________ (Course prefix)  ___________ (Course number)  (Course section)

(Example: MGRECOM 300.101)

**Course Title**: _____________________________________________________________

**Name of Instructor**: _______________________________________________________

**Signature of Faculty or Department representative**: ____________________________

**Do not write below this line, Office use only.**

Class Number ___________  Empl # _____________  Signature of Fuqua Registrar  Date

Over-ride credit limit? YES   NO