

## REQUEST PERMISSION TO AUDIT AN MBA COURSE

To: The Student Experience Office (RJC 333) Student Number : \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Email: \_\_\_\_\_

Program that the student is currently enrolled in:

Full Time  Part Time  Co-op  Accelerated

Fully registered MBA students may request permission to Audit a course in addition to taking the courses required for degree completion. The student must seek permission from the instructor and an Academic Advisor prior to the end of the Drop and Add period. Permission will be granted based on available space and the format of the course. If permission is granted, the form will be returned to the student at the end of the term and it is his/her responsibility to obtain the final signature of the instructor and return the form to the Student Experience Office for processing.

\*\*\*\*\* Part-time students will be charged fees the equivalent of one half of the per course fee.

### COURSE INFORMATION

Category	Course Name	Course # (e.g. A701)	Day / Evening	Section
Audit				

\_\_\_\_\_ Student's Signature \_\_\_\_\_ Date

Permission is granted to audit the above course (Must be obtained PRIOR to the deadline for adding courses):

**Instructor's permission granted prior to the registration deadline:**

There is NO obligation for any instructor to allow a student to audit a course.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

**Academic Advisor's permission granted prior to the registration deadline:**

\_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

**Please complete this section of the form upon completion of the course.**

The student must obtain signatures for the grade and this form must be received in the Student Experience Office no later than the grade submission deadline. The only grade available is 'AUDIT'. Only forms that have been completely approved will be accepted by the Student Experience Office.

**Student receives grade of 'AUDIT' only if s/he attended 80% or more of the classes.**

**Instructor confirms agrees that the condition for 'Audit' have been met and that the course should be noted on student record.**

\_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

Processed by the SE-A  Initials \_\_\_\_\_ Date: \_\_\_\_\_