SOUTHERN METHODIST UNIVERSITY UNIVERSITY REGISTRAR

Audit (Course Visitor) Permit – EN4500A

AUDITOR/COURSE IDENTIFICATION:

1. Auditor's Name: _____
(Last) (First) (Middle)

(Subj. Prefix) (CRS#) (Section)

7. If currently enrolled, your school-of-record: _____

_____

REQUIRED APPROVALS:

1. _____
(Instructor/Dept. Chairperson)

4. Home Telephone: _____

5. Business Telephone: _____

6. Course: _____

_____ The above-named Auditor is authorized to attend your course when all required approvals have been secured.

Students who wish to audit or visit a class, whether or not concurrently enrolled for regular coursework, are required to submit this Audit (Course Visitor) Permit during the regular registration period. The following apply:

1. Class space must be available.
2. Classroom recitation and participation are restricted. No grade is assigned. No credit is recorded. No laboratory privileges are included.
3. If a student wants credit for the course, he/she must enroll in and attend the class as a regular course. Regular tuition must be paid.
4. The auditor's name will not appear on class rosters or grade sheets.
5. Regular admission and enrollment procedures are ***not*** followed for those students auditing a class.
6. A student is authorized to audit and attend a course only when this Audit (Course Visitor) Permit has been completed and approved.
7. ***The audit fee is non-refundable.*** However, undergraduate students enrolled full-time for any given term (12 hours for Spring and Fall, 6 hours per Summer Session, 12 hours Combined Summer) may audit one 3-hour course at no charge.

AUDITOR INSTRUCTIONS:

1. Complete the "Auditor/Course Identification" section of this permit form.
2. Secure the required approvals in the order listed.
3. Bring signed form with all approvals to the Registrar's Office.