UNDERGRADUATE COURSE AUDIT FORM

Toronto Metropolitan University

- Complete this form and obtain the signature of the Teaching Department of the course you wish to audit.
- Return the completed and authorized form to the ServiceHub (POD150) for processing.
- Refer to the 'Significant Dates' section of the current Undergraduate Calendar for deadline dates to enrol.
  Forms received by the ServiceHub (POD150) after the final date to enrol for a semester will not be processed.
- **Please note:** For course audit charges please consult with the ServiceHub (POD150).

PART 1 (a): To be completed by Student

_____

TMU Student Number

_____   _____

First Name(s)   Last Name

_____

Program Name (e.g. Journalism, Business Management, etc.)

_____

Plan/Major (e.g. Building Science, Human Resources Management, etc.)

I am requesting to audit a course in the following semester(s):
(Please check one or all boxes as applicable)

☐ Fall   ☐ Winter   ☐ Spring/Summer

_____   _____

Course Code   Course Title

PART 1 (b): To be completed by Student

I understand that:

☐ There is an applicable charge for auditing a course.

☐ An AUD designation will be assigned for classes being audited. An AUD designation is not included in GPA calculations, or in establishing an Academic Standing, or as academic program credit.

_____   _____   _____

Signature of Student   Print Name   Date

PART 2: To be completed by Teaching Department

I approve the above - named student to audit the class indicated

○ YES   ○ NO

_____   _____   _____

Signature of Department Representative   Print Name   Date

PART 3: To be completed by The ServiceHub and Operations Support

○ YES   _____   _____

                   Signature of Client Services Representative   Date

○ NO   _____   _____

                   Signature of Operations Support Representative   Date