

# Permission to Audit and/or Change of Audit/Credit Status

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

**Note:** Registration as an audit student is not allowed prior to the start of classes.

## STUDENT INFORMATION (Please Print)

Last Name				First Name				Middle Name(s)			
Student Number				Tel:				E-mail			

## REQUEST (Check all that apply)

Permission to Audit a Class (if "Audit Allowed with Permission" is listed in Course Offerings). If permission is not required, this form is not needed. Go directly to Student Central to be registered.

Changing from Audit to Credit status (Students may change from audit to credit prior to the add/drop deadline in a term and will be assessed the full tuition cost.)

Changing from Credit to Audit status (Fee charges will be the cancellation penalty or the audit fee within allowable dates whichever is greater.) Changes from credit to audit status must be made before the deadline to avoid academic penalty.

## CLASS(ES) FOR WHICH ABOVE ACTION IS TO BE TAKEN: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

**Step 1:** Have the Instructor of the class sign and date below

Instructor's Name		Instructor's Signature		Date (mm/dd/yyyy)

**Step 2:** Have the Department Head sign and date below

Department Head or Designate's Name		Department Head or Designate's Signature		Date (mm/dd/yyyy)

**Step 3:** ONLY IF A PERMISSION IS REQUIRED for exceeding the enrolment limit and/or for an override of a class restriction. Take this form to the Departmental Office to have the correct permit(s) placed on your record in the system. If not, go directly to step 4.

Departmental use only: Initial each permission entered into system and date.

Limit	Permission	Restrict	Date (mm/dd/yyyy)

**Step 4:** Take the completed form to Student Central in person for processing.

## DECLARATION

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date

FOR OFFICE USE ONLY	
Entered by	
Date	