Course Audit Request Form

Policy:
Georgetown University CCPE non-credit certificate program completers are permitted to audit courses under the following conditions:

- The student completes and submits the audit request form.
- The student registered for and completed the course in a previous term.
- The student has no outstanding financial balance with the University.
- The student’s audit request is approved by the program manager.
- The student’s audit request is approved by the faculty.
- The course is not at maximum enrollment as of the course start date.
- Georgetown CCPE retains the right to approve or deny substitution petitions based on academic standards.

Instructions:
1. Complete all required information
2. Submit this form:
   - By Email to ccpeprograms@georgetown.edu with subject line Audit Request
   - In person to the front desk, 640 Massachusetts Ave. NW, Washington, DC 20001

<table>
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<tr>
<th>Course number</th>
<th>Course name</th>
<th>Start Date</th>
<th>Term</th>
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I understand that my request will be reviewed by the Center for Continuing and Professional Education on a space available basis and requires faculty approval. I understand that a staff member will add my name to the course roster as a non-registered auditor. I understand that the audited course will not be transcripted and that my academic record will not be changed.

Student Signature .................................................. Date ______________

For office use only:

The program manager must notify the faculty member teaching the course and receive written approval (e.g. email) from the faculty.

Date Received: _______________ Student GUID: ________________________________

Clear Balance Approval: _______________ (initials) ____________________________ (date)

Faculty Approval Received Date: _______________ Program Manager Approval: _______________ (initials) _______________ (date)

Notes:

The program manager must upload to student’s record in Destiny, add the student’s name and GUID to the course roster, and note the student’s status on the course roster.