



# Course Audit Request Form

Full Name: \_\_\_\_\_

NetID: \_\_\_\_\_ GUID: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program: \_\_\_\_\_

Term: \_\_\_\_\_

Program completed: \_\_\_\_\_

**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

Course number	Course name	Start Date	Term

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 transcribed 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.