

Duke Kunshan University

Course Audit Form

With the written consent of the instructor and permission of the academic advisor, a full-time degree student is allowed to audit one or more courses in addition to the normal program. Students must register for audit courses by submitting a signed course audit form to the Office of the University Registrar. After the Drop/Add period in any term, no student classified as an auditor in a particular course may take the course for credit, and no student taking a course for credit may be reclassified as an auditor. **Physical education activity, studio art, applied music, and dance technique performance courses may not be audited. A student may not repeat for credit any course previously audited.** Undergraduates who have been dismissed, suspended, or placed on leave of absence may not audit or enroll in a course for credit at Duke Kunshan University.

Name of student:

SIS ID:

(8-digit number in student center)

Email:

Term:

Course:

(subject & Catalog Number)

Class Number:

(4-digit Number)

Total number of credits for the session and semester including the audited course:

The audited course results in an overloaded: Yes No

I understand that an audited course cannot be used to count toward any requirements, including major requirements. I also understand that if I audit this course, I may not repeat it for credit in the future.

Student's Signature:

If the audit results in an overload, the signature of Dean of Undergraduate Studies will be needed.

Dean's Signature:

Date:

To Be Completed by the Course Instructor

I approve that this student may enroll in this course on an audit basis.

Print Name:

Signature:

Date:

Please check one option below:

Enroll the student; add the student to the waitlist if the class is full

Enroll the student even if the class is full (override seating capacity)

To Be Completed by the Advisor

I approve that this student may enroll in this course on an audit basis.

Print Name:

Signature:

Date:

Campus mailing address:

Academic Building Room 3124

Duke Kunshan University

No. 8 Duke Avenue

Kunshan, Jiangsu Province 215346

Contact:

E-mail: dku-registrar@dukekunshan.edu.cn

Phone: (+86) 512-3665-7021