

## Audit (Course Visitor) Permit – EN4500A

**AUDITOR/COURSE IDENTIFICATION:**

Date: \_\_\_\_\_

1. Auditor's Name: \_\_\_\_\_  
(Last) (First) (Middle)

2. SMU ID (if available): \_\_\_\_\_

3. Home Address: \_\_\_\_\_  
\_\_\_\_\_

4. Home Telephone: \_\_\_\_\_

5. Business Telephone: \_\_\_\_\_

6. Course: \_\_\_\_\_  
Subj. Prefix CRS# Section Term7. If currently enrolled, your school-of-record: \_\_\_\_\_  
\_\_\_\_\_**REQUIRED APPROVALS:**1. \_\_\_\_\_  
Instructor/Dept. Chairperson Date2. \_\_\_\_\_  
Academic Dean for Course Date3. \_\_\_\_\_  
Cashier Date Fee Paid4. \_\_\_\_\_  
Registrar Date

**Instructor:** The above-named Auditor is authorized to attend your course when all required approvals have been secured.

**Students wishing to audit or visit a class, whether or not concurrently enrolled for regular coursework, are required to submit this Audit (Course Visitor) Permit during the regular registration period. The following rules apply:**

1. Class space must be available.
2. Classroom recitation and participation are restricted. No grade is assigned. No credit is recorded. No laboratory privileges are included.
3. If a student wants credit for the course, he/she must enroll in and attend the class as a regular course. Regular tuition must be paid.
4. The auditor's name will not appear on class rosters or grade sheets.
5. Regular admission and enrollment procedures are **not** followed for those students auditing a class.
6. **A student is authorized to audit and attend a course only when this Audit (Course Visitor) Permit has been completed and approved.**
7. ***The audit fee is non-refundable.*** However, undergraduate students enrolled full-time for any given term (12 hours for spring and fall, 6 hours per summer session, 12 hours combined summer) may audit one 3-hour course at no charge.

**AUDITOR INSTRUCTIONS:**

1. Complete the "Auditor/Course Identification" section of this permit form.
2. Secure the required approvals in the order listed.
3. Bring signed form with all approvals to the Registrar's Office.