



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 ccpe@georgetown.edu with subject line Audit Request
 - **By Fax** to 703-812-9324
 - **In person** to the front desk, 3101 Wilson Blvd., Suite 200, Arlington, VA 22201

Course Audit Request Form

Full Name: _____

Phone: _____

Cell Phone: _____

Email: _____

NetID: _____

Program completed: _____

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 archive this form in S:\OPS\CCPE Policies\Academic Policies, add the student's name and GUID to the course roster, and note the student's status on the course roster.