



**Virginia Military Institute**  
**Lexington, Virginia**

**Permit to Audit a Course**

**TO:** Registrar's Office  
**FROM:** Cadet Name: \_\_\_\_\_ Class \_\_\_\_\_ VMI Box \_\_\_\_\_  
**THROUGH:** Instructor, Department Head of Course, and Department Head of Major

---

**Audit Policy:** A cadet may audit a course after receiving permission from the instructor, the head of the department in which the course is offered, and the head of his or her curriculum. If the cadet wishes a record of the audit on his or her permanent record, then he or she must submit a formal permit to the Office of Registration and Records through the instructor before the end of the drop/add period. Such a cadet must meet VMI's attendance policy. If a cadet does not request a record of the audit, then he or she must only meet requirements set by the course instructor.

1) Permission is requested to Audit the following course:

Course Number: \_\_\_\_\_ Name: \_\_\_\_\_  
Term Offered: \_\_\_\_\_ Instructor: \_\_\_\_\_

2) Please obtain the approval of the Instructor of the Course:  Approved  Disapproved

Instructor Signature: \_\_\_\_\_

CADET SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

<p style="text-align: center;"><b><u>Department Head of Course Offered:</u></b></p> <p style="text-align: center;"><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove</p> <p>Signature: _____</p> <p style="text-align: center;">Head of _____ Curriculum</p> <p>Date: _____</p>	<p style="text-align: center;"><b><u>Department Head of Major Area:</u></b></p> <p style="text-align: center;"><input type="checkbox"/> Approve <input type="checkbox"/> Disapprove</p> <p>Signature: _____</p> <p style="text-align: center;">Head of _____ Curriculum</p> <p>Date: _____</p>
--	--

Reviewed and Changed by Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** Obtain the necessary signature and return to the Registrar's Office by the close of the drop/add period (week one).