### AUDIT – PROFESSIONAL DEVELOPMENT PROGRAM FORM

Academic Year 2011/2012 and Summer 2012

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>BANNER D # (or last 4 digits of SS#):</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>PHONE:</td>
</tr>
</tbody>
</table>

1. **Class to be audited:**

2. **School:**
   - [ ] Arts
   - [ ] Business
   - [ ] CE BSPS
   - [ ] CE Non-Degree
   - [ ] Education
   - [ ] Health Sciences
   - [ ] Law
   - [ ] Music
   - [ ] Nat/Env Sciences
   - [ ] Nursing
   - [ ] Pre-Pharmacy
   - [ ] Pharm. D
   - [ ] School of Leadership & Professional Advancement
   - [ ] Other
   - List program: ___________________________

3. **Class Level:**
   - [ ] Undergraduate
   - [ ] Graduate
   - [ ] Other

4. **Term:**
   - Fall 2011
   - Spring 2012
   - Summer 2012

5. **Employee’s Status: (Check only one box)**
   - [ ] Full-Time Faculty
   - [ ] Full-Time Administrator
   - [ ] Full-Time Employee

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Employee Signature ____________________________ Date ____________

Department Head Signature ____________________________ Date ____________

Vice President or President Authorizing Signature ____________________________ Date ____________

Office of Human Resource Management ____________________________ Date ____________

*Please read important information on next page*
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GENERAL INFORMATION

1. **Period of Application:** This application is valid only for the term specified on the reverse, and is to be submitted to Human Resources for verification of eligibility.

2. **Application Deadline Dates:** All audit – professional development program forms must be completed and received by the Human Resources Office by the following dates:

   - **Fall 2011 (August 22, 2011)**
   - **Spring 2012 (January 4, 2012)**
   - **Summer 2012 (May 7, 2012)**

3. The University offers an Audit – Professional Development program for full-time employees. This training and professional development opportunity permits class enrollment with no fees. The Audit – Professional Development form, available from the Office of Human Resource Management, must be completed, appropriate supervisor and Vice President approvals obtained, and returned to the Benefits Office by the deadline dates on the form. Generally, the deadlines are established one week prior to the start of classes each semester. Enrollment for the class is completed via the School of Leadership. Participation may be limited. Employees will not receive grades or credits associated with classes completed using this program. Books that may be purchased by the department will remain the property of the University at the conclusion of the class.

   Refer to TAP No. 13 at [www.hr.duq.edu](http://www.hr.duq.edu) for additional information.