



Policy: Auditing a Course

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Registrar Office

Policy: Students who register as an auditor for a course do not receive academic credit toward a program or degree, and will have "audit" appear on their transcripts. Due to the prerequisites, course requirements, or limited enrollment, some courses may not accommodate auditors.

- 1.0 Students should check with the Registrar's Office for availability of courses to audit.
- 2.0 The student should discuss the decision to audit a course with the faculty member teaching the course. The faculty member teaching the course reserves the right to communicate specific expectations related to the student's level of participation in the course.
- 3.0 A student who registers for "audit" and wishes to change to "credit" may do so during the first week of the session with the following stipulations:
 - 3.1 The student must secure written verification from the faculty member that he/she has been performing at credit-level status and submit this to the Registrar's Office when requesting the changes in registration status.
 - 3.2 The student must pay the tuition difference between the audit and credit rates.
- 4.0 A student who registers for "credit" and then decides to change to "audit" is permitted to do so but must communicate this to the Registrar by the end of the first week of the session.

See also DROPPING, ADDING, SWAPPING COURSES POLICY.

Revision Process and History

- All revisions to the policy must be approved by Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template