A. Purpose

To provide the regulation and procedures for auditing a course rather than receiving credit for the course.

B. Responsibility

1. The student who wishes to audit a course is responsible for declaring "audit" status by completing an audit form.

2. The Student Registration and Records Office is responsible for processing the audit form and recording the grade of "AU" so that the student's grade-point average is not affected.

C. Procedures

1. Students who wish to audit courses must register for such courses.

2. Students must complete an audit form and have the form approved by the instructor of the course.

3. Students who audit receive no credit and are encouraged, but not required, to attend class, participate in discussions, and take examinations.

4. Fees for auditing a class are the same as for credit students.

5. Performance in an audited course will not affect the student's grade point average.

6. Audits must be processed before the end of the drop/add period for the term.

7. The decision to audit cannot be reversed; however, if a student fails to satisfy class requirements, the audit can be changed to a withdrawal.