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## Policy AC012: Auditing a Course

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller.

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Dr. Scott E. Miller, VP for Academic Affairs and Provost,  
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson.

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Dr. Dale-Elizabeth Pehrsson, President,  
Pennsylvania Western University

**Effective Date:** 07/01/2022

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### A. Intent

To describe the process and procedure for auditing a course (graduate or undergraduate).

### B. Definition(s)

Not Applicable.

### C. Policy

Approval of the instructor is required for course auditing. The student will not be expected to complete assignments or exams as part of an audited course, but may elect to do so through agreement with the instructor.

Students must notify the Office of the Registrar of their intention to audit a course prior to the end of the Add-Drop period. Audits are processed at the end of the Add-Drop period pending space availability in the class. The course cannot be converted back to a credit course after the Add-Drop period has ended.

When auditing a course, students will receive a grade of AU on their transcript, but will not earn credit toward graduation for the course; this grade does not impact the student's GPA. Audited courses are also excluded in credit and GPA calculations for Dean's List determination.

Course audit credits will not count toward workload for financial aid purposes and full-time status. Auditing a course may impact student financial aid eligibility, and students are encouraged to contact the Financial Aid Office if considering auditing a course.

Audit course tuition and course fees are billed at the same rate as courses taken for credit.

A student cannot audit a course that is required for their program of study (major, concentration, certificate, minor).

A student cannot repeat an audited course for credit.

**D. Procedure(s)**

1. The student must declare their intention to audit a course using the Permission to Audit form. This form must include approval of the student's academic advisor (if enrolled in an academic program) and the instructor of the course to be audited.
2. The form must be submitted to the Office of the Registrar prior to the end of the add-drop period for the semester or term.
3. If seats are available in the class at the end of the add-drop period, the Registrar will enroll the student into the class for audit credit.

**E. Related policies**

Add-Drop Policy (AC036)

Aging Adult Tuition Waiver (62+) Policy (AC047)

Class Standing Policy (AC052)

Grading Policy (AC019)

Graduation Requirements Policy (AC028)

Repeating a Course Policy (AC032)

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.