

Auditing of Courses	Procedure Number	523
	Effective Date	9-1-19

1.0 PURPOSE

Denote the process for students to audit a class.

2.0 REVISION HISTORY

Adopted on:
 July 1993
 Revised on:
 September 2014;
 December 7, 2018

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

5.0 PROCEDURES

To audit a class, a student should submit an "Audit Registration Form" to the Office of Records during regular registration periods identifying they are enrolling as an audit. Students may change an enrolled class to audit through the last day (of Registration) to make a schedule change by completing the necessary form in the Office of Records. The student will be charged the same tuition and fees as a regular class. No credit will be awarded and the letters "AU" will be recorded for the grade on the student's permanent record. Students auditing a class(es) are expected to meet all requirements, including attendance, for a course other than taking examinations and completing formal written papers. The names of those persons registered to audit a class will appear on the official class roster.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July, 1993
Ratified by:	Mason Campbell	Dec 7, 20018
Recommended by Chancellor (Signature)	Margaret Ellibee	April 9, 2019
UA Policy Alignment:		