

Auditing of Courses Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

Purpose:

This policy is to describe the process and procedure for auditing a course.

Policy:

With the permission of the instructor, interested persons may audit courses if there is space available in the course from the first day of class and up until the end of the drop/add period. No credits, quality points or grades are assigned for audited courses. Students must declare their intentions in writing to the Office of the Registrar prior to the end of the drop/add period. Laboratory courses may not be taken as an audit. Students who enroll in a course for credit may change to an audit grade only during the drop/add period. Likewise, students who enroll in a course to audit may only change to credit during this same period.

Procedures:

If a student wishes to audit any course that they have scheduled, they must notify the Registrar's Office, in writing, prior to the end of the drop/add period.