Cheyney University Policy AA-2010-1047

Policy on Auditing Undergraduate Courses

Approved by: President’s Cabinet/ Academic Affairs Council

History:
Revised -2-17-2009
Additional History -- n/a

Related Policies: n/a

Additional References: n/a

A. Purpose
The purpose of this policy is to define the circumstances under which undergraduate students may audit credit courses and not receive credit.

B. Scope
This policy applies to all undergraduate students.

C. Key words and phrases:
Auditing a course – permission to sit in on all the meetings of a regular course for credit by paying an auditing fee.

D. Policy & Procedure(s)
Registrations for the auditing of courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, the students who have registered for auditing will be required to withdraw.

The student would register “not-for-credit” and would pay the full fee.

The students would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course.

Once the student had enrolled “not-for-credit” he/she could not change his/her mind partially through the course except through special action by the Committee on Academic Affairs and upon receipt of approval from the department chairperson and the appropriate divisional dean.

The student could take the course for credit at a later date.

The student should be permitted to audit no more than one course per semester.