

Policy Revision

Policy Title	Audit Policy		
Policy URL	https://catalog.arizona.edu/policy/audit-policy		
Rationale for Update	<ul style="list-style-type: none"> • Simplify the text to make the policy clearer for students. • Streamline the conditions under which a student may audit a course. • Remove parts of processes that are detailed elsewhere in other policies (and instead link to those policies). • Establish a student's ability to change to audit based on instructor judgment regardless of the student's grade at the time. • Emphasize the requirement that those seeking to audit must be admitted students. • Create a section for how audit appears on transcripts, based on existing policy text. 		
Contact Person for Questions	Abbie Sorg & Michael Davenport		
Responsible Unit	Office of the Registrar	URL	registrar.arizona.edu
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Law <input checked="" type="checkbox"/> Medicine <input checked="" type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 11/29/22	Status: Approved 11/29/22
	Undergraduate Council	Scheduled: 12/13/22	Status: Approved 12/13/2022
	Graduate Council	Scheduled: 1/20/2023	Status: Approved 1/20/2023
	Undergraduate CAAC	Scheduled: 1/24/2023	Status: Approved 1/24/2023
	Graduate CAAC	Scheduled: 12/13/2022	Status: Approved 12/13/2022
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit
<p>Audit is a registration status allowing students to attend a course without receiving credit. Both graduate and undergraduate students may audit courses. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment for catalog purposes.</p> <p>Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class. The instructor may administratively drop the student for nonattendance or non-participation. Students are required to process a Change of Schedule(link is external) form to withdraw from the class.</p> <p>Students may change registration in a course from credit to audit under the following conditions (this applies for all sessions/terms):</p> <ol style="list-style-type: none"> deadline to drop without a grade of W is also the deadline to change from credit to audit, or vice versa, with only an instructor's signature after the deadline to drop without a grade of W, a change from credit to audit will be permitted only if the student is doing passing work in that course and receives the approval of the course instructor after the deadline to drop with a grade of W, a change from credit to audit, or vice versa, will be permitted only if the student receives the approval of the course instructor AND the dean of the student's college(link is external). By Policy, permission from the dean to make registration changes after 	<p>Audit is a registration status allowing students to attend a course without receiving credit. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment.</p> <p>Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class. The instructor may administratively drop the student for nonattendance or non-participation.</p> <p>The deadline for course audits is the same as the deadline for withdrawing from a course. For class registration dates, see Registration Dates and Deadlines.</p> <p>Students may change registration in a course from credit to audit under the following conditions:</p> <ol style="list-style-type: none"> Prior to the deadline, students may change from credit to audit (or vice versa) with instructor approval. After the deadline, students may change from credit to audit (or vice versa) with instructor and Dean's approval.

Existing Policy

the last day to drop with a grade of W requires an extraordinary reason.

For class registration dates, see [Registration Dates and Deadlines\(link is external\)](#).

Audit Procedures:

- Students may not register for a grade of audit using [UAccess Student Center\(link is external\)](#). Students who do not pay for their courses prior to the first day of classes are subject to a late fee. Therefore, students are encouraged to prepay for audit courses in [UAccess Student Center\(link is external\)](#).
- [Fees \(link is external\)](#) for auditing courses are the same as for credit courses.
- Beginning the first day of classes, students must acquire the instructor's signature on a [Change of Schedule\(link is external\)](#) form for a grade of audit.
- In order for a new student or a readmitted student to enroll in audit courses only, the student must complete a non-degree seeking application and be admitted through either the [Graduate Admissions\(link is external\)](#) or [Undergraduate Admissions\(link is external\)](#) office.
- The grade of O, with no grade-point value (O is not included in the GPA), is awarded for courses taken for audit. This grade is not awarded unless the student is registered for audit.
- The grade of WO is awarded if the student withdraws after the deadline to drop without a grade of W.

Proposed Edit

Audit Procedures:

- Students must be admitted to the University of Arizona to enroll in audit courses. Students not currently admitted to the University of Arizona must submit an application and be admitted as a non-degree seeking student in order to audit courses. See [Graduate Admissions\(link is external\)](#) or [Undergraduate Admissions\(link is external\)](#).
- Students must enroll in the course and acquire the instructor's consent to audit the course. Refer to the Office of the Registrar for the [current process](#).
- Tuition and [Fees \(link is external\)](#) for auditing courses are the same as for credit courses.

Audit Grades

- A grade of O is awarded for courses taken for audit. This grade is not included in the GPA.
- A grade of WO is awarded if the student withdraws after the deadline to drop without a grade of W.
- A grade of XO is awarded in the following circumstances:
 - if the agreed upon level of participation by the student in an audit enrollment is not met.
 - if the student is administratively dropped from an audited course after the deadline to drop without a grade of W.

Existing Policy	Proposed Edit
<ul style="list-style-type: none">• The grade of XO is awarded-if the agreed upon level of participation by the student in an audit enrollment is not met.• The grade of XO is awarded for students who are administratively dropped for courses taken for audit after the deadline to drop without a grade of W.• The grade of XO can be assigned by the instructor on the grade roster by selecting XO, if the agreed upon level of participation by the student in an audit enrollment is not met.	

Audit Policy Benchmarking

I. Summary

A review of 17* ABOR peer and similar institutions' audit policies reveal several nuances regarding deadlines to audit, levels of course participation for auditors, and course types restricted from audit.

Of the 11 institutions that listed dates and deadlines for audit, the most frequent rate was equivalent to 12.5% into the term, which is consistent with UA's first audit deadline.

Though there was a variance as far as a second signature needed for audit, all institutions except for 2 explicitly require permission from the course instructor.

Out of 15 institutions, 8 did not provide expectations for auditor participation. The remaining 7 institutions describe participation varying from listening and observation only to nearly full participation in discussion and assignments.

*Only 15 of the 17 institutions have an audit policy to refer to.

Dates and Deadlines to Audit – UA currently has an initial deadline of 12.5% into the term but allows a change to/from audit later with additional approvals. For full texts of dates and deadlines, see page 14.

TIME INTO TERM	INSTITUTION
<i>est. 6.3%</i>	<ul style="list-style-type: none"> • University of North Carolina • Pennsylvania State University*
<i>est. 6.7%</i>	<ul style="list-style-type: none"> • Arizona State University
1/14 th (<i>est. 7.1%</i>)	<ul style="list-style-type: none"> • Michigan State University
<i>est. 12.5%</i>	<ul style="list-style-type: none"> • University of Arizona* • Northern Arizona University* • University of Illinois • University of Maryland • University of Minnesota
<i>est. 16.7%</i>	<ul style="list-style-type: none"> • University of Washington
<i>est. 26.7%</i>	<ul style="list-style-type: none"> • University of Wisconsin
<i>est. 28.6%</i>	<ul style="list-style-type: none"> • Ohio State University
Dates/Deadlines unavailable	<ul style="list-style-type: none"> • UC Davis • UCLA • University of Florida • University of Iowa • Texas A&M University • University of Texas

* The institution allows later changes to/from audit with additional permissions.

Permissions Required – UA currently requires instructor permission (if after drop for W deadline, dean of the college’s permission is also required)

PERMISSIONS REQUIRED TO AUDIT	INSTITUTIONS
Instructor	<ul style="list-style-type: none"> • University of Arizona • Arizona State University • Northern Arizona University • UCLA • University of Minnesota • University of Washington
Instructor, Dean of College offering Course	<ul style="list-style-type: none"> • University of Florida • University of Illinois
Instructor, Academic Advisor	<ul style="list-style-type: none"> • Ohio State University
Instructor, Dept Chair/Head	<ul style="list-style-type: none"> • University of North Carolina • Texas A&M University
Instructor, Dean of Students	<ul style="list-style-type: none"> • University of Texas
Instructor, Academic Dean	<ul style="list-style-type: none"> • University of Wisconsin
Does not specify	<ul style="list-style-type: none"> • University of Maryland • Michigan State University
No permission required	<ul style="list-style-type: none"> • Pennsylvania State University
Policy unavailable	<ul style="list-style-type: none"> • UC Davis • University of Iowa

Course Types Restricted from Audit – UA currently does not name any course types that may not be audited, only that it is up to the instructor.

COURSES RESTRICTED FROM AUDIT	INSTITUTION
None Mentioned	<ul style="list-style-type: none"> • University of Arizona • Northern Arizona University • UCLA • University of Florida • University of Maryland • Michigan State University • University of Minnesota • Ohio State University • Pennsylvania State University • Texas A&M University
Lab	<ul style="list-style-type: none"> • University of Illinois • University of North Carolina • University of Wisconsin
Performance	<ul style="list-style-type: none"> • University of North Carolina • University of Wisconsin
Law	<ul style="list-style-type: none"> • University of Texas - Austin
“Some courses may not be audited”	<ul style="list-style-type: none"> • Arizona State University
<ul style="list-style-type: none"> • Development of Writing/Oral Communication 	<ul style="list-style-type: none"> • University of North Carolina

<ul style="list-style-type: none"> Directed Readings Heavy participation-based courses Independent Study Internships Online courses Special Topics 	
<ul style="list-style-type: none"> Kinesiology Military Studio 	<ul style="list-style-type: none"> University of Illinois
All courses except lectures	<ul style="list-style-type: none"> University of Washington
Policy unavailable	<ul style="list-style-type: none"> UC Davis University of Iowa

Retaking Audited Course for Credit – UA currently does not specify that students may/may not retake a course previously audited for credit.

ABILITY TO RETAKE FOR CREDIT	INSTITUTION
Yes	<ul style="list-style-type: none"> Northern Arizona University University of Illinois (UGRD only) Michigan State University University of Minnesota
No	<ul style="list-style-type: none"> University of Illinois (GRAD only) Ohio State University
Unspecified	<ul style="list-style-type: none"> University of Arizona Arizona State University UCLA University of Florida University of Maryland University of North Carolina Pennsylvania State University Texas A&M University University of Texas – Austin University of Washington University of Wisconsin
Policy Unavailable	<ul style="list-style-type: none"> UC Davis University of Iowa

Priority of Credit-Seeking Students – UA currently does not specify registration/seat priority to credit-earning students over auditing students.

PRIORITY GIVEN	INSTITUTIONS
Enrollment window for audit same as credit-earning	<ul style="list-style-type: none"> University of Washington University of Wisconsin
Auditors enroll after official registration ends	<ul style="list-style-type: none"> University of North Carolina

Does not explicitly give priority to credit-earning students, but says auditing is approved on a space-available basis.	<ul style="list-style-type: none"> • University of Florida • University of Illinois • University of Texas - Austin
Priority not specified	<ul style="list-style-type: none"> • University of Arizona • Arizona State University • Northern Arizona University • UCLA • University of Maryland • Michigan State University • University of Minnesota • Ohio State University • Pennsylvania State University • Texas A&M University
Policy unavailable	<ul style="list-style-type: none"> • UC Davis • University of Iowa

Auditing Fees – UA fees for Audit are the same as fees associated with its credit-bearing course.

FEES/TUITION	INSTITUTION
Full-time students pay standard tuition and fees	<ul style="list-style-type: none"> • University of Arizona • Arizona State University • University of Florida • University of Illinois • Michigan State University • University of Minnesota • University of North Carolina • Ohio State University • University of Washington* (\$20 fee if after second week) • University of Wisconsin
Fees Unspecified	<ul style="list-style-type: none"> • Northern Arizona University • UCLA • University of Maryland • Pennsylvania State University • Texas A&M University • University of Texas – Austin
Policy unavailable	<ul style="list-style-type: none"> • UC Davis • University of Iowa

Level of Participation – UA policy currently states that instructor and student should agree upon a level of participation at the start of the course.

AUDITOR'S LEVEL OF PARTICIPATION	INSTITUTIONS
Listening and Observation Only	<ul style="list-style-type: none"> • University of Illinois • University of Minnesota

	<ul style="list-style-type: none"> • Texas A&M University • University of Texas – Austin • University of Washington
Typically no participation in discussion/exams/papers, but up to instructor	<ul style="list-style-type: none"> • UCLA • University of North Carolina
Participation in class and some assignments	<ul style="list-style-type: none"> • Northern Arizona University • University of Wisconsin
Agreed upon by instructor and student	<ul style="list-style-type: none"> • University of Arizona
Information Unavailable	<ul style="list-style-type: none"> • Arizona State University • UC Davis • University of Florida • University of Iowa • University of Maryland • Michigan State University • Ohio State University • Pennsylvania State University

II. POLICIES – Full Texts

University of Arizona

<https://catalog.arizona.edu/policy/audit-policy#:~:text=Audit%20Policy%20Audit%20is%20a%20registration%20status%20allowing,Both%20graduate%20and%20undergraduate%20students%20may%20audit%20courses.>

Audit Policy

Audit is a registration status allowing students to attend a course without receiving credit. Both graduate and undergraduate students may audit courses. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment for catalog purposes.

Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class. The instructor may administratively drop the student for nonattendance or non-participation. Students are required to process a Change of Schedule form to withdraw from the class.

Students may change registration in a course from credit to audit under the following conditions (this applies for all sessions/terms):

1. deadline to drop without a grade of W is also the deadline to change from credit to audit, or vice versa, with only an instructor's signature
2. after the deadline to drop without a grade of W, a change from credit to audit will be permitted only if the student is doing passing work in that course and receives the approval of the course instructor

3. after the deadline to drop with a grade of W, a change from credit to audit, or vice versa, will be permitted only if the student receives the approval of the course instructor AND the dean of the student's college(link is external). *By Policy, permission from the dean to make registration changes after the last day to drop with a grade of W requires an extraordinary reason.*

For class registration dates, see Registration Dates and Deadlines.

Audit Procedures:

Students may not register for a grade of audit using UAccess Student Center. Students who do not pay for their courses prior to the first day of classes are subject to a late fee. Therefore, students are encouraged to prepay for audit courses in UAccess Student Center.

Fees for auditing courses are the same as for credit courses.

Beginning the first day of classes, students must acquire the instructor's signature on a Change of Schedule form for a grade of audit.

In order for a new student or a readmitted student to enroll in audit courses only, the student must complete a non-degree seeking application and be admitted through either the Graduate Admissions or Undergraduate Admissions office.

The grade of O, with no grade-point value (O is not included in the GPA), is awarded for courses taken for audit. This grade is not awarded unless the student is registered for audit.

The grade of WO is awarded if the student withdraws after the deadline to drop without a grade of W.

The grade of XO is awarded if the agreed upon level of participation by the student in an audit enrollment is not met.

The grade of XO is awarded for students who are administratively dropped for courses taken for audit after the deadline to drop without a grade of W.

The grade of XO can be assigned by the instructor on the grade roster by selecting XO, if the agreed upon level of participation by the student in an audit enrollment is not met.

Arizona State University

<https://students.asu.edu/grades>

Grading Options and Definitions

A student may choose to audit a course, in which case the student attends regularly scheduled class sessions, but no credit is earned. The student should obtain the instructor's approval before registering and paying the fees for the course. Selected courses may not be audited. Veteran students using education benefits should see Veterans Services.

The mark of "X" is recorded for completion of an audited course unless the instructor determines that the student's participation or attendance has been inadequate, in which case the mark of "W" (withdrawal) may be recorded. This grading option may not be changed after

the close of the drop/add period. The "X" is not included in earned hours and is not computed in the GPA.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/506?wholsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Auditing a Course

Auditing a course means that the student regularly attends scheduled class sessions, but earns no credit and no grade. Auditing students participate in class and sometimes complete assignments and take examinations, but do not receive an A,B, C, D, or F grade from the instructor. Auditing offers students the option of exploring a course(s) without affecting their grade point average (GPA).

Auditing Students:

- are responsible for attending class regularly and participating in a satisfactory manner.
- are not required to complete written assignments or exams.
- are responsible for consulting with the instructor to determine acceptable satisfactory performance.
- receive a grade of "AU" (audit) for satisfactory attendance and classroom participation. However, the "AU" grade does not count in calculating the student's GPA, toward graduation, or in meeting professional requirements. If, in the instructor's judgment, the student has not conscientiously participated, the course will be expunged from the student's record.

Changing Enrollment from "Audit" to "Credit-Bearing."

Prior to the published deadline for adding courses, students may change their enrollment in a course from audit to credit-bearing or from credit-bearing to audit—but only with the instructor's signature and stamp.

The grading option may be changed after the close of Drop/Add if the student fills out a "Petition to Change from Credit to Audit after the Deadline" form or a "Petition to Change from Audit to Credit after the Deadline" form found on the Registrar's Website under Forms and Policies.

After a student completes a course as an audit, the "AU" on their permanent record may not be changed to a credit-earning grade; however, students may retake a previously audited course for credit.

UC Davis

Audit Policy unavailable

UCLA

<https://registrar.ucla.edu/registration-classes/enrollment-policies/class-policies/auditing-classes>

Auditing Classes

With the consent of the instructor, registered students and interested individuals are permitted to audit classes.

Attendance at UCLA classes is limited to duly registered and enrolled regular session or concurrent UCLA Extension students. With instructor consent, registered students and interested individuals are permitted to audit a class. Arrangements are made directly with the faculty member under any rules that the instructor may establish. Those auditing a class ordinarily do not participate in discussions, examinations, or written papers. Audited classes are not recorded on a study list or on transcript.

University of Florida

<https://catalog.ufl.edu/UGRD/academic-regulations/registration-policies/#auditingcoursestext>

Auditing Courses

Auditing a course is approved on a space-available basis. In addition to paying tuition and fees, the student must obtain approvals from both the instructor and dean of the college offering the course. Immunizations also are required, regardless of on-campus or online offering status.

Audited courses are reflected on the academic transcript with a grade value of AUD.

Students auditing a course to complete course requirements should refer to Grades and Grading Policies.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article3/part3/3-305/>

Registration of Auditors

- a. An “auditor” is only a listener in the classes attended; the auditor is not a participant in any part of the exercises.
- b. A student attending as an auditor only is not considered to be a current student.
- c. Auditors are not permitted in laboratory, military, kinesiology (other than theory), or studio classes.
- d. Permission to attend a class as an auditor is granted only by the instructor of the class, classroom space permitting, with the approval of the dean of the college concerned. Written approval must be obtained on an official Auditor’s Permit. This form should be presented to the instructor at the first class meeting and submitted to the appropriate college office by the 10th day of instruction (7th day of instruction for summer term).
- e. Current students must obtain approval of the dean of their home college. Former students not currently registered must obtain the approval of the dean of the college in which they were last registered. Persons not previously registered obtain the approval of the dean of the college in which the course is offered.

- f. Audit requests submitted after the census date will require written proof from the instructor that the student has not participated in the class activities.
- g. Students on “dropped” status are not eligible to audit classes. (See § 3-110 on drop rules.)
- h. Staff employees of the university must secure the recommendation of the head of the department in which they work.
- i. Students registered full time (Tuition Range I) are not charged a fee for auditing classes. (See § 3-501(b).)
- j. Persons not registered in university courses and students registered in a partial program (Range II, III, or IV) are charged a fee of \$15 (amount subject to change) for each course attended as an auditor. The auditor’s fee is waived for persons sixty-five years of age or older. Proof of age must be presented at the Records Service Center, 901 West Illinois Street, Urbana.
- k. Students who change from credit registration to auditor status in the same course and who are not eligible for refund of tuition and/or fees for credit registration dropped are not charged the auditor’s fee.
- l. An audited course will appear on the student transcript with a grade of AU.
- m. For graduate students, audited courses may not be repeated for graduate credit and otherwise do not count toward the registration requirement of fellows.

University of Iowa

Audit policy unavailable

University of Maryland

<https://provost.umd.edu/vpac/course-policies#grading>

Grading Method Guidelines

Regular, Pass-Fail, Audit (RPA) is the default grading method for undergraduate courses. Academic Affairs and the Office of the Registrar strongly recommend the use of this grading method in all undergraduate course proposals to maintain the greatest flexibility for the department, as it allows the Dean to permit a late change in grading method (e.g., to Audit) in the case of a student emergency such as grave illness or injury. Pass-Fail and Audit options may be offered or restricted at the discretion of the department on a semester-by-semester basis, so approval of these options does not automatically require the department to offer them.

Pass-Fail is a limited undergraduate grading method option for students. Graduate students are not eligible to receive this grading option. Pass-Fail cannot be offered by itself but is offered with Regular or Regular, Audit. See the Undergraduate Catalog section on Registration, Academic Requirements and Regulations for additional restrictions on Pass-Fail.

Regular, Audit (RA) is the default grading method for graduate courses. Graduate research (e.g., 799, 898 and 899) can be graded through a regular grade or satisfactory/fail, or both.

Satisfactory-Fail can be offered on its own. It is usually offered on the graduate level (e.g., for thesis and dissertation research), but can also be offered at the undergraduate level.

Michigan State University

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s521>

Class Visitor

A person may be permitted to enroll in credit courses as a visitor on a non-credit basis with appropriate approval. Credit may not be earned in courses taken as a visitor except by re-enrollment for credit in the course, and completion of the course with a satisfactory grade. See the Grading Systems section for additional information.

Students enrolled as visitors are expected to attend classes regularly. Those so enrolled who do not attend regularly may be dropped from the class at the request of the instructor.

To be enrolled as a visitor, a student must enroll in the same manner as for credit courses at the university. Students enroll for the course through the enrollment system and then contact the Office of the Registrar to have the visitor code added to the record. Enrollment in a course may not be changed to or from a visitor basis except during the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Such credits as the course normally carries are included as part of the total credit load for which fees are assessed. The V-Visitor—is recorded on the transcript in credit courses for students enrolled as a visitor on a non-credit basis. Choice of the V-Visitor must be communicated by the student to the Office of the Registrar during the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) and may not be changed after that date.

University of Minnesota – Twin Cities

<https://catalogs.umn.edu/sites/catalogs.umn.edu/files/2020-09/UMNTC%20Policies%202020-22.pdf>

Other Transcript Symbols (pg 83 of PDF)

1. Auditing a course. There will be a symbol V, visitor, indicating registration as an auditor or visitor. No credit is awarded and the auditing student does not receive a grade. A. Students auditing a course are required to pay full tuition but do not take exams and are not required to do homework. An auditor is entered on the class roster, is counted as filling a seat in a controlled entry course, and is counted in an instructor's student contact hours. B. Students may not sit in on a course without registering for it. C. A student may take a previously audited class for a grade.

University of Minnesota

<https://onestop.umn.edu/registration/registration-rules>

Auditing Courses

Most faculty permit auditing in their courses. However, if a course is only set up for an A-F grading basis, then it can't be audited. As an auditor, you enroll in, pay tuition and fees for, and attend classes but do not complete assignments or take examinations. You receive no credit for the class, but the class will be placed on your transcript with the symbol "V" (visitor) to indicate your special registration status. For further information, check with your academic advisor.

University of North Carolina

<https://catalog.unc.edu/policies-procedures/registration-enrollment-withdrawal/#text>

Auditing Courses

To audit a class, registered students and persons not registered must obtain a registration/drop/add form from the teaching department offering the class. Permission from the class instructor and the department chair is required and should be indicated on the form with a written signature. This procedure applies to fall, spring, and both summer terms.

Requests to audit a class may be submitted only after the end of the official registration period (last day for students to add a class or late register) when it has been determined that there is still space available in the class. This date can be found on the University Registrar's Calendar for the specific term.

Auditing classes is permitted only in lecture-based courses and never in courses that include laboratories or performances. Auditing is not permitted in courses that focus on the development of written or oral communication skills or that rely heavily on class participation. Auditing is not permitted in independent studies courses, internships, special topics, directed readings, or similar courses. Auditing is also not permitted in classes that are offered primarily online. Students may not audit courses offered through the Friday Center for Continuing Education (Part-Time Classroom Studies, Carolina Courses Online, Self-Paced Courses, or tutorial programs) or courses preparing students for credit by examination.

Students auditing a course do not write papers, take quizzes or examinations, or request review of their work, and do not participate in class discussions unless otherwise directed by the course instructor. Students who audit a course may not subsequently receive course credit for that course. Additional information on the University's policy on auditing is available online.

Students officially registered for other classes in the same term may audit a class without paying a fee. Persons not registered for classes must pay a \$20.00 fee per class to the Office of Student Accounts and University Receivables, then bring the permission and receipt to the Office of the University Registrar to complete the process. Payments will only be accepted after the end of the official registration period. Effective fall 2017, individuals of age 65 or older may audit a class without paying a fee.

If requested, a copy of the registration transaction will be given to the student to provide to the class instructor at the beginning of the term.

Ohio State University

<https://advising.osu.edu/grades>

R (Auditing a Course)

You can audit a course to refresh your understanding of the material (in a course you have already taken) or to learn more about a subject without earning a letter grade. Fees are assessed for auditing a course, but no credit hours are earned. Auditing a course requires the

permission of the instructor and the permission of your college, through your academic advisor. You may not audit a course and then repeat it for credit.

Since you will not earn credit for an audit, the hours do not count toward eligibility for financial aid.

Pennsylvania State University

<https://registrar.psu.edu/registration/adding-dropping-auditing-courses.cfm>

Adding, Dropping, and Auditing Courses

If a student wishes to register for a course without earning a letter grade or credit, the course may be taken as an audit.

- Must be processed prior to the semester/session or during the add period for the course.
- No signature needed.
- Course will appear on the student's schedule as though it has been scheduled for credit.
- The course will appear on the student's transcript with the grading symbol "AUS" if attendance was regular or "AUU" if the attendance was unsatisfactory.
- No credit is earned, and the grade-point average is not affected.
- A course may be dropped for credit and added for audit or dropped for audit and added for credit by undergraduate students only during the drop and add periods for the course.
- Credits for a course being audited are not counted in determining the following:
 - full-time status for undergraduate students
 - enrollment status (full-time or part-time) for graduate students
 - calculating semester standing
 - financial aid status
 - full-time status for international students for reporting to SEVIS (Student Exchange Visitor Information System) under federal requirements.

Process to Audit a Course:

1. In person using a Registration Drop/Add Form.
2. Write "AU" in place of credits on the form.
3. Submit the form to the Registrar's office.

Texas A&M University

<https://student-rules.tamu.edu/rule02/>

Special Course Status

2.1 Visiting Classes A student enrolled at Texas A&M University may regularly attend class as a visitor only after securing permission from the instructor and the head of the department in which the course is offered. This authorization carries only the privilege of listening and observing. Courses in which a student is a visitor will not be considered in determining a student's credit hour load.

A person attending a class or doing the work of a course for which he or she has not registered in advance shall not receive credit for the course.

University of Texas – Austin

<https://catalog.utexas.edu/general-information/registration-tuition-and-fees/auditing-a-course/>

Auditing a Course

Auditing a course is usually done for academic exploration and self-enrichment.

Permission to audit a course entitles the student to attend class but not to hand in papers, take part in discussion, or receive evaluations. An auditor does not receive University credit for the course audited. The audited course will not appear on the student's transcript.

A law student may not audit a law course.

A University student who wishes to audit a course should obtain a Class Auditor Permit from the Texas One Stop and secure the consent of the course instructor and the student's dean. A nonstudent must obtain the Class Auditor Permit from the Texas One Stop and the consent of the instructor. Nonstudents under the age of 65 are charged an audit fee of \$20 a course.

Auditors are permitted only when space is available. An instructor or dean may refuse any request to audit a course. Nothing in these rules prohibits an instructor from permitting guests and visitors in a class.

University of Washington

https://registrar.washington.edu/registration/policies-procedures/?_ga=2.229929756.1454611233.1659394040-561517483.1648747931

Auditing a Course

Regularly admitted students may audit a course by completing the below process. The audit option can be changed after the registration period has begun through the end of the second week of the quarter.

1. Students must first register for the course.
2. Complete the Registration Transaction Form [UoW 2127] (Section 2) to change the course to "Audit".
3. Obtain approval from the instructor to audit the course and provide initials on the form indicating such.
4. Submit the completed form to the Office of the University Registrar (OUR) via email to regoff@uw.edu

Limitations

- Audit status cannot be changed via online tools such as MyPlan.
- Course prerequisites must be met.
- Permission to audit is ordinarily granted for lecture classes only.

- Attendance in courses as an auditor is based on the consent of the instructor and space availability.
- Auditors may not participate in class discussion or laboratory work and course registration may be canceled at the discretion of the instructor.
- Audit credits count in the calculation of fees and included in the billing on a fee statement.
- Auditors, except ACCESS program students, pay standard tuition and fees.
- A \$20 change of registration fee will be charged starting the second week of the quarter.
- Audited courses and credits for audited courses do not appear on a student's permanent record/transcript.
- Audit courses may not be changed to credit registrations after Friday of the second week of the quarter.

University of Wisconsin

<https://guide.wisc.edu/undergraduate/#enrollmentandrecordstext>

Audit

Students may audit eligible courses with instructor and academic dean consent, and if no laboratory or performance skills are involved. Auditors may not recite or take examinations but are expected to attend classes regularly and do some assigned work. Although courses for which students enroll as an auditor are factored into tuition, such courses do not earn academic credit and do not count in determining full-time/part-time load for enrollment certification in an academic term. Students initiate a request to audit by completing a course change request via their MyUW Student Center (see Course Change Request for detailed information). Students may submit audit requests via their Student Center from the time that they enroll until midnight on the Friday at the end of the fourth week of fall and spring semesters. (For modular and summer session courses, audit requests must be submitted by midnight Friday of the week in which the session is one-fourth completed). School and college policies may vary from this description. Students are advised to consult with the instructor concerning specific course requirements that must be satisfied.

AUDIT DEADLINES – Full Text

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Last day to change from credit to audit, or vice versa, with only an instructor's signature	<ul style="list-style-type: none"> • Refund deadline • W deadline 	<ul style="list-style-type: none"> • 12.5% in term • 16 week – 10th day • 7 week – 5th day
Beginning today, a change from credit to audit requires instructor approval on a Change of Schedule form		<ul style="list-style-type: none"> • Above +1 day
Last day for students to change to/from audit with only instructor approval		<ul style="list-style-type: none"> • 62.5% in term

		<ul style="list-style-type: none"> • 16 week – end of the 10th week • 7 week – end of the 5th week
Instructor's and deans' permissions required on a change of schedule form to change to/from audit		<ul style="list-style-type: none"> • Above +1 day

University of Arizona

<https://registrar.arizona.edu/dates-and-deadlines>

Arizona State University

<https://students.asu.edu/academic-calendar#fall2022>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Last Day to Register or Drop/Add Without College Approval <i>From policy: "This grading option may not be changed after the close of the drop/add period"</i>	<ul style="list-style-type: none"> • Drop/add deadline 	<ul style="list-style-type: none"> • est. ~6.7% in term • 15 week – 5th day • 7.5 week – 2nd day

Northern Arizona University

<https://in.nau.edu/wp-content/uploads/sites/153/2022/02/Fall-2022-Session-Deadlines.pdf>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Last Day to Add Last Day to Drop/Delete (without "W") <i>from policy: "Prior to the published deadline for adding courses, students may change their enrollment in a course from audit to credit-bearing or from credit-bearing to audit—but only with the instructor's signature and stamp."</i>	<ul style="list-style-type: none"> • Drop/add deadline • Last day for a refund (only 16 week sessions) 	<ul style="list-style-type: none"> • est. ~12.5% in term • 16 week – 10th day • 7.5 week – 4th day • 5 week – 2nd day
<i>from policy: "The grading option may be changed after the close of Drop/Add if the student fills out a "Petition to Change from Credit to Audit after the Deadline" form or a "Petition to Change from Audit to Credit after the Deadline" form found on the Registrar's Website under Forms and Policies."</i>		<ul style="list-style-type: none"> • Above 1+ day

UC Davis
No Audit deadlines available

UCLA
No Audit dates/deadlines available

University of Florida
No Audit dates/deadlines available

University of Illinois – Urbana Champaign
<https://registrar.illinois.edu/academic-calendars/fall-2022-academic-calendar/>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
<ul style="list-style-type: none"> • Deadline to drop or reduce semester hours and receive refund if reducing assessment range for ALL students • Deadline for UG to add a semester course via Student Self-Service • Deadline for GRAD to add a semester course via Student Self-Service and without approval <p><i>From policy: "This [Auditor's Permit] form should be...submitted to the appropriate college office by the 10th day of instruction (7th day of instruction for summer term)"</i></p>	<ul style="list-style-type: none"> • Drop/Add deadline 	<ul style="list-style-type: none"> • <i>est. ~12.5% in term</i> • 16 week – 10th day • Summer session/8 week - 7th day

University of Iowa
Audit Dates/deadlines unavailable

University of Maryland
<https://www.registrar.umd.edu/deadlines.html>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Change grading option	<ul style="list-style-type: none"> • Add a Course • Apply for Graduation 	<ul style="list-style-type: none"> • <i>est. ~12.5% in term</i> • 16 week – 10th day

	<ul style="list-style-type: none"> • Change Credit Level • Drop a Course Without “W” 	
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Michigan State University

<https://reg.msu.edu/ROInfo/Calendar/academic.aspx>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Visitor Change Deadline <i>from policy: “Enrollment in a course may not be changed to or from a visitor basis except during the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters)”</i>	<ul style="list-style-type: none"> • Open Add Period ends 	<ul style="list-style-type: none"> • 1/14th (~7.1%) in term • 14 week – 5th day

University of Minnesota

<https://onestop.umn.edu/calendar/academic-calendar?terms=Fall%202022>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Last day to change grade basis (A-F or S/N) or variable credits in full semester and first 7-week session classes	<ul style="list-style-type: none"> • Last day to receive a 50% tuition refund for cancelling first 7-week session classes • Last day to receive a 75% tuition refund for cancelling full semester classes • Last day to add full semester and first 7-week session classes without college approval • Last day to cancel full semester and first 7-week session classes and not receive a “W” 	<ul style="list-style-type: none"> • <i>est. ~12.5% in term</i> • 16 week – 10th day • 7 week – 10th day

University of North Carolina

<https://registrar.unc.edu/events/category/university-registrars-calendars/fall-2022/list/>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
<p>Last day for students to add classes to their schedule in ConnectCarolina for Fall <i>From policy: "Requests to audit a class may be submitted only after the end of the official registration period (last day for students to add a class or late register)"</i></p>		<ul style="list-style-type: none"> est. ~6.3% in term 16 week - Last day for late register is 5th day. Audit begins after this time but a cut-off date is not specified.

Ohio State University

https://registrar.osu.edu/registration/Important_dates/AU22_important%20dates.pdf

Dates and Deadlines Wording	Deadlines with shared date	Calculation
<p>Last day to register for pass/non-pass options for a course – Undergraduates only</p>	<ul style="list-style-type: none"> Last day to drop a course without receiving a "W" on record Last date to drop a course using online registration Last day 50% Refund Policy 	<ul style="list-style-type: none"> est. ~28.6% in term 14 week – 20th day/end of week 4. 7 week – 10th day/end of week 2

Pennsylvania State University

<https://www.registrar.psu.edu/academic-calendars/2022-23.cfm>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
<p>Regular Drop Deadline <i>From policy: "A course may be dropped for credit and added for audit or dropped for audit and added for credit by undergraduate students only during the drop and add periods for the course"</i></p>	<ul style="list-style-type: none"> Regular Add Deadline 	<ul style="list-style-type: none"> est. ~6.3% in term 16 week – 5th business day (lists date over weekend)
<p>Late Drop Begins</p>	<ul style="list-style-type: none"> Late Registration Begins 	<ul style="list-style-type: none"> Above +1 day
<p>Late Add Deadline</p>	<ul style="list-style-type: none"> Late Drop Deadline 	<ul style="list-style-type: none"> est. ~75% in term 16 week – end of week 12

Texas A&M University
 Audit Dates/Deadlines unavailable

University of Texas – Austin
 Audit Dates/Deadlines unavailable

University of Washington
<https://www.washington.edu/students/reg/2223cal.html>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Last day to change to or from audit grade option. A \$20 fee may be charged.		<ul style="list-style-type: none"> • <i>est. ~16.7% in term</i> • 12 weeks – 10th day

University of Wisconsin
<https://registrar.wisc.edu/dates/#fall-2022>

Dates and Deadlines Wording	Deadlines with shared date	Calculation
Deadline for students (except graduate) to request pass/fail or credit/audit options for a Fall term course <i>From policy: "Students may submit audit requests via their Student Center from the time that they enroll until midnight on the Friday at the end of the fourth week of fall and spring semesters. (For modular and summer session courses, audit requests must be submitted by midnight Friday of the week in which the session is one-fourth completed)"</i>	<ul style="list-style-type: none"> • Deadlines for students (except graduates) to change variable credits (after: need instructor permission and dean approval) 	<ul style="list-style-type: none"> • <i>est. ~26.7% in term</i> • 15 week – end of week 4