

# Pennsylvania College of Technology

## Policy Statement

**Title:** Auditing a Course

**Number:** P4.40

**Approved by:** Presidential Action

**Approved Date:** 04/1983

**Last Review Date:** 02/2021

**Last Revision Date:** 08/2011

**Persons/Departments Affected:**

Academic Affairs; Students

**Responsible Department:**

Academic Affairs

**Definitions:**

Audit a course – to enroll in a course without receiving academic credit or a grade

**Policy:**

- I. Students may enroll in a course as an audit with permission of the instructor and the applicable school dean or designee if they have satisfied the prerequisites for the course.
  - A. Auditing students are not required to prepare papers or take examinations, and they do not receive credit or a grade for the course.
  - B. The same tuition and fees are charged for an audited course as for a course taken for credit and grade.
  - C. Students must indicate if they wish to audit a course when they schedule.
    - i. Students may not change their enrollment status after the first day of class.

**Revision History:**

Date: 08/2011 Revise to new format; minor editorial changes.

Date: 11/1999

**Cross References:**