Catalog / Course Policies

Auditing Courses / No Credit – Undergraduate Students

I. POLICY:

Students in good academic standing may broaden and deepen their educational experience by auditing courses. Auditing permits the student to attend a course without being required to complete exams and assignments. It is the universities’ intent, however, that auditing be a serious commitment on the part of the student and not disrupt the student's progress toward a degree. Careful consideration with the student’s academic advisor is recommended. Physical Education (activity) courses are exempt from auditing. Music (activity) courses available for auditing purposes require the permission of the instructor. Contact the Department of Music for more information.

A student who wishes to audit a course must mark the “NC” (No Credit) column for the course on the appropriate registration form, or “NW” when registering via the web, and complete the registration process prior to the end of the add/drop period. An audited course does not carry academic credit, nor does it satisfy any degree or program requirement. Regular tuition and fees will apply. Audited courses are not eligible for the COF tuition stipend or financial aid.

II. PURPOSE:

The purpose of this policy is to specify the purpose of, and procedures for, auditing classes (taking classes for no credit).

III. DEFINITIONS:

A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.

B. Academic Credit: Credit received for completion of an academic class; applies towards major, degree or program requirements.

C. Audit: Participating in a class without completing assignments or pursuing a grade for the course.

D. Audited Courses: Courses which are not taken for credit but in which a student participates fully.

E. COF (College Opportunity Fund): The funding provided by the state on behalf of the student to assist them in paying for college. The amount of funding depends on the number of credit hours enrolled in.

F. Degree Requirements: The courses and proficiencies which must be completed at a satisfactory level in order for a degree to be conferred.
G. **Tuition:** The fees paid by a student to the university for courses enrolled in, based on the number of credit hours enrolled in.

IV. **PROCEDURES:**

A. The student will identify any course(s) they wish to audit and discuss the reasons and benefits with their academic advisor.

B. The student will register for the course and check the ‘NC’ column on the registration form, or ‘NW’ if registering via the web.

C. If the course requires instructor approval prior to registration (e.g. Music (activity) courses) the student will obtain the label and then register as described in IV.B.

D. The no credit class will be billed for tuition and fees as with any other class. The COF stipend will not be applied.

E. The Record’s Office will contact all students registered for courses as no credit prior to the census date to ensure they have intentionally registered for no credit.

V. **RESPONSIBILITY:**

A. The student is responsible for obtaining any necessary permission, registering for the class to be audited as an NC or NW class, and for making a commitment to the learning opportunity provided by auditing a class.

B. The student is responsible for ensuring that auditing a class or classes does not impede their progress towards a degree.

VI. **AUTHORITY:**

ASC General Catalog, 2006-2007

VII. **HISTORY:**

Revised May 24, 2012
Revised November 13, 2013
Reviewed March 10, 2015

VIII. **ATTACHMENTS:**