**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1006 |
| **Policy Type:** | Course Audit |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised-2-17-2009; Revised 9-12-18 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to provide access to a course without matriculation of credits. |
| **B: Scope** | This policy applies to all registered students. |

**Rationale Information**

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| **D. Policy & Procedure(s)**  Students who are interested in a particular subject matter, but who do not want to take a course for credit may sign up to audit a course in which space is available. While no credit is given for the audited course, the audited course does count as part of the 18 credits which a student may be permitted to take during a given semester. If a student is a part-time student, the audited course would have to be paid for as part of the course load. Students who audit a course need not take examinations or complete required projects, but may otherwise participate in class activities.  Students who sign up to audit a course may not switch to taking the course for credit after the add/drop period has ended, nor may students switch from taking a course for credit to auditing the course.  A student who audits a course is expected to attend the course regularly. All audited courses will be identified as such on the student’s transcript.  Work taken on an audit basis will not be graded and will not count towards the fulfillment of requirements for a degree to be awarded by Cheyney University. Since credits attempted and quality points will not be awarded for audited courses, they will not affect the student’s grade-point average in any way.  Students who audit courses will pay normal tuition and such other fees as may be required for the course.  To audit an undergraduate course, a person must be admitted to the University.  Students wishing to audit a course for which they registered should obtain a Course Audit Form from the office of the department offering the course.  Students must first register for the course before filing a course audit form. All audit processing, including revocation of previously requested audit classification, must be completed during the regular drop/add period. Copies of the completed form are returned to the Registrar’s Office, to the department chairperson, and to the student.  Audit students have the same privileges as other students in all coursework. There is no limit on the number of courses which may be audited.  All audited courses will be identified as such on the student’s transcript. |

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| **Date Received from the AAC:** |  |
| **AAC Approval Date:** | 9/12/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |