



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Audit Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

To identify students who may attend courses through Audit, by not taking the course for a grade or credit.

2. Scope

This policy applies to all undergraduate Commonwealth University students.

3. Definitions, Roles and Responsibilities

3.1 **Audit** : courses taken that do not earn credits or grades that factor into the GPA.

4. Policy

- 4.1. The request to audit a course must be submitted prior to the end of the Add/Drop period.
- 4.2. Courses cannot be converted from an audit to a for-credit course after the Add/Drop period.
- 4.3. Students may take a maximum of 5 courses as audit during a regular semester (fall or spring). Students may take a maximum of 4 courses as audit during the summer semester and a maximum of 2 courses as audit during the winter semester.
- 4.4. There is no limit on the total number of audit courses.
- 4.5. Students are not expected to complete assignments or exams as part of an audited course but may choose to do so through approval of the instructor.
- 4.6. Audited courses cannot be used toward any graduation requirements.



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- 4.7. Courses audited receive a grade of AU, which does not factor into the GPA calculation and is not used in calculations toward Dean's List or President's List.
- 4.8. Audit course tuition and fees will be billed at the same rate as courses taken for credit.
- 4.9. Availability to audit a course is subject to space availability.
- 4.10. A student may not audit a class in which they have previously received credit.

5. Procedures, Standards, and Guidelines

- 5.1 Students will submit the Form for Audit.
- 5.2 The form will be approved by the instructor, advisor and department chair.
- 5.3 The form will then be processed by the Office of the Registrar

6. Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1 Supporting Documents

- [Include title of supporting documentation here.] [\[Link\]](#)

7.2 History

- [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- Revised - [Date of Revision]
- Next Review Date - [Date of Revision]



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7.3 Related Policies - [Reference related policies]

7.4 Contacts for Additional Information and Reporting

[Name of Office / Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

Policy Template