



## **AOP 11.11: Auditing a Class**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to standardize procedures for students desiring to audit a class.

### **REVIEW**

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### **POLICY/PROCEDURE**

Upon recommendation from the relevant course instructor and subject to approval by the appropriate dean and Registrar, a student may enroll to audit a course. The approval to audit must occur by the last day to add a course in the semester. A student may not change from credit to audit or audit to credit status after the last day to add a course in the semester. An audited course counts as part of a student's regular load. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom rules including attendance requirements is the same as for students taking the course for credit. At the time the request for audit is approved, the professor will inform the student auditing the class of attendance expectations. Failure to meet any or all of these requirements may result in an auditor being administratively dropped from the class roll. No audited course may be counted as part of the required hours of any degree or program requirement.

**APPROVED:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

10/10/2016  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

10/10/2016  
Date

/s/ Cody Coyne  
President, Robert Holland Faculty Senate

10/18/2016  
Date

**REVIEWED BY:**

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

10/25/2016  
Date

/s/ Joan Lucas  
General Counsel

11/01/2016  
Date

**APPROVED:**

/s/ Mark Keenum  
President

11/03/2016  
Date