



MISSISSIPPI STATE UNIVERSITY™

Mississippi State University

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM: All Holders of Mississippi State University Academic
TO: Operating Policy and Procedure Manual

DATE: April 6, 2000
Revised- November 25, 2005
Reviewed-March 22, 2010

SUBJECT: 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 prior to the official enrollment count day (10th class day for spring and fall semesters; third class day for summer school sessions). A student may not change from credit to audit or audit to credit status after the official enrollment count day. 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, compliance 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.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2014

/s/ Peter L. Ryan 05-10-10
Interim Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 05-11-10
Provost and Executive Vice President Date

/s/ R. Hart Bailey 05-17-10
President, Robert Holland Faculty Senate Date

REVIEWED BY:

/s/ Don Zant 05-21-10
Office of Internal Audit Date

/s/ Charles L. Guest 05-26-10
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 06-01-10
President Date

THIS POLICY HAS BEEN SUPERSEDED