



AOP 11.11: AUDITING A CLASS

PURPOSE

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

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 an undergraduate student's regular load. For graduate students, regardless of whether they receive an assistantship, audit hours may not be used to satisfy the full-time enrollment requirement in any semester. Students auditing a class are not required to take tests and/or exams 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 that student 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.

REVIEW

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

REVIEWED:

/s/ Peter Ryan 1/26/2022
Executive Vice Provost for Academic Affairs and
Dean of the Graduate School Date

/s/ David Shaw 5/6/2022
Provost and Executive Vice President Date

/s/ Rebecca Robichaux-Davis 4/9/2022
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 5/6/2022
Assistant Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 5/9/2022
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 6/27/2022
President Date