



## **Kutztown University Policy ACA-010**

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### **Auditing Undergraduate Courses**

#### **A. Purpose**

The purpose of this policy is to define the circumstances under which undergraduate students may audit credit courses and not receive credit.

#### **B. Scope**

This policy applies to all undergraduate students.

#### **C. Key words and phrases:**

Auditing a course – permission to sit in on all the meetings of a regular course that is offered for credit.

#### **D. Policy & Procedure(s)**

Registrations for the auditing of courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, the students who have registered for auditing will be required to withdraw.

The student would register “not-for-credit” and would pay the full fee.

The student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course.

Once the student had enrolled “not-for-credit,” the student cannot change part way through the course except through special action by the Undergraduate Exceptions Committee, upon receipt of approval from the department chair, and the appropriate college dean.

The student could take the course for credit at a later date.

The student is permitted to audit no more than one course per semester.

Policy ACA-010

**E. Effective Date**

1971

**F. Approved By**

Faculty Senate - April 2, 1971

**G. Last Reviewed**

October, 2008

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018