EDINBORO UNIVERSITY OF PENNSYLVANIA

AUDITING OF COURSES

Policy No. A041
Page 1 of 2


Recommended for approval by: Michael J. Hannan, Ph.D.
Provost and Vice President for Academic and Student Affairs

Approved by: H. Fred Walker, Ph.D., President on 1-23-2016

Effective Date

Review Date: As Required

INTENT

The intent of this policy is to describe conditions pertaining to the auditing of courses at Edinboro University of Pennsylvania.

POLICY

1. Edinboro University undergraduate students may audit undergraduate courses, and Edinboro University graduate students may audit undergraduate or graduate courses. Auditing involves participation in a course without accountability for credit purposes.
2. Students must have the approval of their academic advisor and the instructors of the courses to be audited.
3. An audited course will not be counted as part of the student's academic load and no credit will be received. Audited courses will be recorded on student transcripts as "AU".
4. Students scheduling for audits will be given lowest priority for seat availability.
5. After the expiration of the "add" period, students may not change audit status to credit or credit to audit.
6. Students must pay the Bursar's Office the established course credit tuition and fees for auditing courses.
7. Students age 62 or older will receive full tuition and fee waiver for courses taken for audit only. The tuition and fee waiver does not apply to courses taken for college credit. Sundry charges, as defined in the catalog, will apply as appropriate. Students must work directly with the Registrar and are scheduled for classes one week prior to the start of the semester/term based upon seat availability.
8. Petitions for credit by competency examinations will not be honored for courses audited by students.
9. Undergraduate Special Students (non-degree seeking) are permitted to remain in attendance for no longer than the equivalent of one academic year, or 30 semester hours of credit. Graduate special students are permitted a maximum of 9 semester hours of credit.
New Catalog statement for Senior Citizen Tuition Waiver:

**Senior Citizen Tuition Waiver**
All persons age 62 or over who wish to enroll to audit an undergraduate or graduate credit-bearing course offered by Edinboro University of Pennsylvania will be given a full remission of tuition and fees for classes which have available seats. Sundry charges, as defined in the catalog, will apply as appropriate. Individuals interested in utilizing this waiver to audit classes must contact the Registrar and are scheduled one week prior to the start of the semester/term based upon seat availability. This tuition and fee waiver **does not apply** to courses taken for college credits.
Application to Audit a Course

STUDENT INFORMATION:
Student ID: ____________________________  □ Undergraduate  □ Graduate  (Check One)

Name: Last ____________________________ First ____________________________ M.I. ______

Local Address: ____________________________ Street ____________________________ City State Zip Code

Phone Number: ____________________________

I request permission to AUDIT a course during the following:

Term: (Check One):  □ Fall 20___  □ Wintersession 20___  □ Spring 20___  □ Summer 20___  □ Session ___

AUDIT is requested for the following course:
NOTE: Audited courses are NOT eligible for financial aid.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course No.</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor's Name</th>
</tr>
</thead>
</table>

Student Signature: ____________________________ Date: _________________

My signature attests to the fact I have read and understand the policy for auditing a course.

SIGNATURES OF APPROVAL:

Student's Advisor ____________________________ Date ____________

instructor of the Course to be Audited ____________________________ Date ____________

OFFICE USE ONLY:

Audit Recorded by: ____________________________ Completion Date: ____________________________

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501

created 12/2/2005 • revised 10/20/2017
Application to Audit a Course, Cont.

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