Graduate School POLICY: Auditing a Course

A. Purpose & Scope
To describe the process and procedure for auditing a graduate course.

B. Definition(s)
Grade: A letter indicating a student’s level of achievement.
Credit: recognition by a college or university that a course of studies has been successfully completed; typically measured in semester hours
Transcript: A record of a student’s permanent academic history.
GPA (Grade Point Average): Grade Point Average is determined by dividing the total number of quality points earned by regular courses at California University of PA by the total number of GPA hours.

C. Policy
A student may audit a course with the understanding that he or she will receive neither a grade nor credit for the course. The course will be listed on the student’s transcript without affecting the GPA. Once a course is registered for audit, it cannot be converted back to a credit course.

D. Procedure(s)
Audit courses are billed at the same rate as courses taken for credit. Audit forms are available in the Graduate School.

E. Effective date: 2005-2006 Graduate Catalog
Updated date: April 24, 2012
Amended Date: