



# California University of Pennsylvania

## **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:**