



California University of Pennsylvania

POLICY: Auditing a Course

A. Purpose & Scope:

To describe the process and procedure for auditing a course (graduate or undergraduate)

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):

Students may register to audit a course according to the following schedule:

15 week session - within the first 6 weeks

5 week session - within the first 2 weeks

10 week session - within the first 4 weeks

Audit courses are billed at the same rate as courses taken for credit. Audit forms are available in the Academic Records Office.

E. Effective date: 2005-2006 Undergraduate Catalog

Updated date: April 24, 2012