Purpose

This memorandum outlines the special procedures and policies under which auditing of classes is permitted.

GENERAL PROVISIONS

To audit a class, registered students and persons not registered must obtain a drop/add registration form from the teaching department of the class [AUD for audit should be indicated on the form]. Permission from the class instructor and the department chair is required and should be indicated on the form with a written signature.

Requests to audit a class may be submitted only after the end of the official registration period (Last Day for students to add a class or late register) when it has been determined that there is still space available in the class. This date can be found on the University Registrar’s Calendar for the specific term.

This procedure applies to both Fall and Spring terms and both summer terms. Auditing of classes is permitted only in lecture-based courses and never in courses that include laboratories or performances. Auditing is not permitted in courses that focus on the development of written or oral communication skills or that rely heavily on class participation. Auditing is not permitted in independent studies courses, internships, special topics, directed readings, or similar courses. Auditing is also not permitted in classes that are offered primarily as online classes.

Note: Undergraduate students who audit a course may not subsequently enroll in and receive course credit for the same course they have audited.
PARTICIPATION

Auditors do not write papers, take quizzes or examinations, request review of written work, and do not participate in class discussions unless otherwise directed by the class instructor.

RECORDS AND GRADES

Effective Fall 2010, Auditors will be required to register for any class that they have been approved to audit. Auditors will appear on the instructor’s class roll but may not request grades.

No transcript of record will be issued and no grades accepted by the Office of the University Registrar. This change in business process was guided by the need to have an accurate listing of individuals in a classroom if there were to be an emergency situation, and to observe maximum seating limits as set by the fire marshal.

PROCESS AND FEE FOR AUDITING COURSES

Students officially registered for other classes in the same term may audit a class without paying a fee. These students will need to obtain a drop/add registration form from the teaching department of the class [AUD for audit should be indicated on the form]. Permission from the class instructor and the department chair is required and should be designated on the form with a written signature.

Persons not registered for classes must obtain a drop/add registration form, pay a $20.00 fee per class to the University Cashier’s Office, and then bring the permission and receipt to the Office of the University Registrar to complete the process. Payments will only be accepted after the end of the official registration period (Last Day for students to add a class or late register) when it has been determined that there is still space available in the class.
You will be asked to provide additional information [full name, date of birth etc.] when you bring the drop/add form and receipt to our office. This information will be used to register you as an auditor in our system. A copy of the registration transaction will be given to the student if requested to provide to the class instructor at the beginning of the term.

**Note:** Payments for audited classes may NOT be paid directly to the University Cashier’s Office by University departments. If a department wishes to fund a student for an audited class, the student must still pay the audit fee to the University Cashier’s Office and then seek reimbursement from the department.

**CONTINUING EDUCATION COURSES**

Students may not audit classes in the Friday Center for Continuing Education (Part-time Classroom Studies, Carolina Courses Online, Self-paced Courses, or Tutorial Programs), or classes preparing the student for Credit By Exam.