

AUDITING A COURSE POLICY AND PROCEDURE

Students may audit a course with permission of the instructor, student's advisor, and the division chair and/or dean of the school upon payment of the auditing fee, one-half the regular tuition rate per course. An audited course appears on the student's academic record; however, no credits are earned and no grade is assigned. Program major and core requirements cannot be met through an audited course. **A request for this change MUST be submitted and approved no later than the last day of the add/drop period** (refer to the Academic Calendar (<http://catalog.walsh.edu/undergraduate/academic-calendar/>) for specific dates). Once the grade mode has been updated from a standard letter grade to audit, a student will not be permitted under any circumstances to revert back to a letter grade option.

Honors Students must have the permission of the Honors Director.

Procedure

- a. The student must register for the course via the Cavalier Center (<https://ssb9.walsh.edu/StudentSelfService/ssb/studentProfile/>) or through the Request to Add a Course (<https://walshcentral.etrive.cloud/#/form/53>) online.
- b. Students must submit a Request to Audit a Course (<https://walshcentral.etrive.cloud/#/form>) online after he/she has registered for the course.
- c. The request will route automatically to the course instructor, student's advisor, and the division chair or dean for approval.
 - i. If a student is a part of the Honors Program, their request must be approved by the Director of the Honors Program along with their academic advisor.
- d. Once approved by the necessary departmental figures above, the Office of the Registrar will be notified to update the grade mode from a standard letter grade to audit.
- e. The Student Service Center will be notified after the grade mode has been updated so necessary adjustments to the student's account can be made.
- f. When final grades are assigned at the end of the term, a final grade of AU will appear on the student's academic transcript.