

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 15.0 AUDITING A COURSE

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<b>Policy #:</b>	<b>I – 15.0</b>
<b>Effective:</b>	<b>May 2006</b>
<b>Revised:</b>	<b>September 2008</b>
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### **PURPOSE**

Auditing a course provides students with the opportunity to learn course content without receiving a course grade.

#### **POLICY**

Generally, the college does not encourage students to enroll in credit courses on an audit basis. Students who wish to attend a course without receiving academic credit must receive permission from the instructor and then the appropriate academic dean.

Audit course carry no credit and do not count as part of the student's course load, do not meet degree/certificate completion requirements and do not transfer to other institutions.

Audit enrollments are on a "space available basis" and are completed during the add/drop period of the course.

Students desiring to change course status **from audit to credit** must do so during the course add/drop period.

#### **PROCEDURE**

1. Obtain a "Permission to Audit" form from the website or the Welcome Center.
2. Obtain the course instructor's permission/signature.
3. Obtain the appropriate academic dean's permission/signature.
4. Submit the completed form to the Admissions and Records office.
5. Audit enrollments are on a "space available basis" and are completed during the add/drop period of the course.
6. Audit students must register and pay tuition for the course.
7. Audit students must adhere to the instructor's attendance policy.