Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policies

I – 15.0 Auditing a Course

Effective Date: May 2006

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To establish a clearly defined process and procedure for students who wish to audit courses.

2. Policy Statement

In accordance with VCCS policy 5.6.0, students may audit a course and attend without taking examinations. The regular tuition and fees are charged. The official transcript will reflect a grade of "X" for the audited course.

Audited courses 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. Financial aid cannot be applied towards an audited course. Audited courses may affect a student's financial aid status, veteran's benefits, or F-1 visa status.

Audit enrollments are on a "space available basis" and are completed by the last day to register/add a course.

Students who wish to attend a course without receiving academic credit must receive permission from the instructor and then the appropriate academic dean.

Students desiring to change course status from audit to credit or credit to audit must do so by the last day to register/add a course

3. Definitions

N/A

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

4. Applicability

This policy applies to all students who wish to audit a course.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Develop is responsible for the implementation of this policy.

6. Procedures for Implementation

a) Obtain a “Petition to Audit” form from the website or the Admissions and Advising Center.
b) Obtain the course instructor’s permission/signature.
c) Obtain the appropriate academic dean’s permission/signature.
d) Submit the completed form to the Admissions and Advising Center.
e) Audit enrollments are on a “space available basis” and are completed by the last day to register/add a course.
f) Audit students must register and pay tuition and fees for the course.
g) Audit students must adhere to the instructor’s attendance policy and follow the guidelines on the course syllabus, or they may be administratively withdrawn.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A