



## **Kutztown University Policy ACA-009**

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### **Auditing Graduate Courses**

#### **A. Purpose**

The purpose of this policy is to define the circumstances under which graduate students may audit credit courses and not receive credit.

#### **B. Scope**

This policy applies to all graduate students.

#### **C. Key words and phrases:**

Auditing a course – permission to sit in on all the meetings of a regular course that is offered for credit.

#### **D. Policy & Procedure(s)**

Registrations for the auditing of courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, the students who have registered for auditing will be withdrawn.

The students would register "not-for-credit" and would pay the full fee.

The students would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course.

Once the student had enrolled "not-for-credit," he/she could not change his/her mind part way through the course unless through special action by the Graduate Exceptions Committee.

The student could take the course for credit at a later date, subject to the recommendation of the department offering the course and the approval of the Graduate Exceptions Committee.

Policy ACA-009

**E. Effective Date**

1970

**F. Approved By**

Faculty Senate - December 3, 1970

**G. Last Reviewed**

October, 2008

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014