4.04 Auditing Classes Policy

Policy 4.04
Volume 4 Enrollment Management
Chapter 04 Auditing Classes Policy
Responsible Office: Registrar
Originally issued: Unknown
Revised: January 26, 2009

Policy Statement

Regularly enrolled students at Georgia Health Sciences University may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No changes from audit basis to credit or from credit basis to audit will be permitted after the last day of the drop/add period. Students auditing courses will be required to pay regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility.

Reason For Policy

This policy establishes guidelines to students for registering and paying for audit courses.

Entities Affected By This Policy

All students and faculty at Georgia Health Sciences University are affected by this policy.
Who Should Read This Policy

Students who enroll at Georgia Health Sciences University, the faculty who teach them, and the staff who assist them with registration should be aware of this policy.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>706-721-2201</td>
<td><a href="http://www.georgiahealth.edu/students/Registrar">http://www.georgiahealth.edu/students/Registrar</a> <a href="mailto:registrar@georgiahealth.edu">registrar@georgiahealth.edu</a></td>
</tr>
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Related Documents

Georgia Health Sciences University Catalog

http://catalog.georgiahealth.acalog.com/

Definitions

These definitions apply to these terms as they are used in this policy:

<table>
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<tr>
<th>Auditor Drop/Add</th>
<th>Description</th>
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<tbody>
<tr>
<td>Auditor</td>
<td>A student who registers and pays for a class but receives no academic credit</td>
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<tr>
<td>Drop/Add</td>
<td>This is the period in which a student can drop and add courses. It is typically the first four days of the semester.</td>
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Overview

Regularly enrolled Georgia Health Science University students may register for courses as auditors. The student should notify their academic department of their intent to register as an auditor. No academic credit shall be awarded to students enrolled on this basis. No changes from an audit basis to credit or from credit basis to audit will be permitted after the last day of the drop/add period. Students auditing courses will be required to pay the regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility. A grade of “V” is assigned to students who register as an audit.
Process/Procedures

- Students register for class as an audit student.
- Class roster is reviewed and student is verified by faculty member to be registered as an auditor.
- Any change in status from credit to audit or audit to credit must be processed by the end of the drop/add period.
- A grade of “V” is assigned for each audit student.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.04, Auditing Classes Policy, are:

| Faculty | Verify student is enrolled as an auditor on the class roster. |

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« 3.10 Religion & National Origin Discrimination Policy 4.05 Class Attendance Policy »