

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE/GRADUATE PROGRAM**

TITLE OF POLICY: **AUDITING A COURSE**

ORIGIANL DATE: JANUARY 1981

LAST REVIEW/REVISION DATE: FEBRUARY 2008

POLICY: After registering for a course, a student must declare the intention to audit a course within the first two weeks of the term.

The course appears on the transcript with an “N” audit designation. “N” for completion or “W” for withdrawal are appropriate grades for audits. No credits are granted for audited course.

PROCEDURE: For undergraduate students the Grade Option Form must be completed, signed by the faculty advisor and the course instructor, and a copy submitted to the Student Services. Graduate students may audit a course upon written approval of the course instructor.

The student follows the same procedure as for registering for a credit course. The regular tuition is assessed.

Approved by Graduate Council: 01/09/81
Revised and Approved by Graduate Faculty Organization: 12/89, 4/02, 04/08
Reviewed by Policy Committee 12/95, 3/02, 2/08