

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: AUDITING A COURSE – ARCHIVED APRIL 2014

ORIGINAL DATE: JANUARY 1981

LAST REVIEW/REVISION DATE: APRIL 2014

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.

Refer to University Policy 09-01-03 <http://www.bc.pitt.edu/policies/policy/09/09-01-03.html>

Approved by Graduate Council: 01/09/81

Revised and Approved by Total Faculty Organization: 12/89, 4/02, 04/08, 4/14

Reviewed by Policy Committee 12/95, 3/02, 2/08, 04/11