

UNIVERSITY OF PITTSBURGH SCHOOL OF
NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE/GRADUATE PROGRAM

TITLE OF POLICY: AUDITING A COURSE

ORIGINAL DATE: JANUARY 1981

LAST REVIEW/REVISION DATE: APRIL 2020

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 / Audit Request Form ([Link to Form](#)) must be completed, signed by the faculty advisor and the course instructor, and a copy submitted to the Student Affairs & Alumni Relations. 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

Reviewed by Policy Committee 12/95, 3/02, 2/08, 04/11, 15-16, 04/20