

UNIVERSITY OF PITTSBURGH SCHOOL OF  
NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE/GRADUATE PROGRAM

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**TITLE OF POLICY:** AUDITING A COURSE

**ORIGINAL DATE:** JANUARY 1981

**LAST REVIEW/REVISION DATE:** APRIL 2023

**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.

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**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 AC 25 Grading Options Policy [\(Link to Policy\)](#)

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, 4/23