

## **SCHOOL POLICY**

**Section Title:** Academic Matters

**Policy Name:** Auditing a Course

**Responsible Executive:** Associate Dean for Academic Affairs

**Responsible Office:** Office of the Registrar

**Originally Adopted:** 05/12/1998

**Revisions:** 03/30/2022

### **I. PURPOSE**

This policy defines the eligibility and special procedures under which the auditing of courses is permitted.

### **II. ACCOUNTABILITY**

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic Affairs.

### **III. APPLICABILITY**

#### **A. Eligibility**

Matriculated students at the School of Public Health are eligible to audit a course. Faculty and staff who are affiliated with Rutgers University and hold at least an undergraduate degree, but who are not enrolled as a student in a degree or certificate program at Rutgers; and graduates of a degree or certificate program at the School of Public Health, are eligible to audit a course.

Auditing is not permitted in independent studies courses, internships, research, or capstone courses.

#### **B. Academic Credit and Course Load**

Audited courses do not count toward completing degree or certificate requirements at the School of Public Health. Audited courses are considered part of the student's course load which may not exceed the maximum limits.

#### **C. Request to Audit and Expectations**

Individuals eligible to audit a course are allowed to audit a course on a space-available basis, with permission from the course instructor and in accordance with prerequisites of the course. To audit a course, eligible individuals must first obtain permission from the instructor and then request audit status through the Office of the Registrar who will confirm course availability and eligibility. Eligible individuals who are not matriculated

students at the School of Public Health must submit a completed Non-Degree Seeking Student Registration Form. Tuition and usual fees will apply to audited coursework.

Once a student is registered for the approved course as an audit, no changes will be made. When the course is completed, a grade of AU will be listed on the transcript. No other grade will be assigned. Individuals cannot take a course for a grade or credit after auditing a course.

For students auditing a course due to unsatisfactory performance in a non-course degree requirement (e.g., qualifying exam), the performance in the course will not count toward the GPA, but will be considered by the Academic Progression Committee in deliberations concerning academic standing.

Students who receive permission to audit a course are expected to attend classes regularly and complete assigned readings. The course's attendance policy applies to audited courses. Other requirements regarding participation are to be agreed upon by the student and instructor.

#### D. Tuition and Fees

Individuals auditing a course are subject to the full tuition and fees of the course.