

Policy Memorandum No. 184

TO: The Faculty  
FROM: Paul E. Torgersen  
DATE: June 12, 1998  
SUBJECT: Policy on Auditing Graduate Courses

Approved by the Commission on Graduate Studies and Policies: January 21, 1998  
Approved by University Council: March 2, 1998  
Approved by President: March 2, 1998  
Effective: Fall 1998

The University Council, on recommendation of the Commission on Graduate Studies and Policies, unanimously approved a resolution concerning the policy on auditing graduate courses.

Following is the text of the resolution as adopted by University Council.

**WHEREAS**, except for administration of assistantship load (for which purpose appropriate rules are already in place), Graduate School approval of audits is unnecessary; and,

**WHEREAS**, the type and number of audits is more appropriately monitored by the student's advisor; and,

**WHEREAS**, the grade transcript is an important permanent record and should be an accurate reflection of a student's class performance, including audits, but at present no mechanism exists to insure that audits recorded on the transcript represent actual participation by a student in the class; and,

**WHEREAS**, our goal is to promote learning rather than prevent it; and

**WHEREAS**, students who fail a class are allowed to retake it for credit,

**THEREFORE, BE IT RESOLVED**, that the policy regarding graduate students auditing courses be changed as follows, effective Fall 1998:

An audit requires the approval of the instructor and the student's graduate advisor. Auditing of laboratory work is not permitted.

Registration for audit may not be changed to credit, or vice versa, after the last day to add classes, without the signature of the instructor, student's major advisor, and the Dean of the Graduate School.

At the end of the course period, the instructor will determine if an audit is "satisfactory" or "unsatisfactory" based on participation and other expectations set forth at the beginning of the course period. Unsatisfactory audits will not appear on transcripts.

# ECE AUDIT REQUEST FORM

**Graduate Students ONLY - Undergraduates are not allowed to Audit courses.**

MUST BE RETURNED TO MRS. SANABRIA-PADILLA (340 Whittemore Hall)

**BEFORE 4:00PM on the third day of the first week of classes.**

Request will not be **CONSIDERED** until the Friday of the first week.

**Late requests will NOT BE ACCEPTED.**

**Submission does not automatically mean approval! Please return to check on the status of your request!**

Please also Note:

**Before submitting this form, please read the Policy on Auditing Graduate Course Memorandum. Audits will be permitted only through this process. Any students detected who added an AUDIT at the terminal will be dropped from the class rolls. Any questions, please see Dr. J. De La Ree, 340 Whittemore Hall. Audits will be added based on seats available!**

Semester/Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Email ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Area: \_\_\_\_\_

Academic Level: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Approved Plan of Study:      Yes      No      Expected Graduation Date: \_\_\_\_\_

Last Semester Enrolled: \_\_\_\_\_

Total A/F Hours Attempting this Semester: \_\_\_\_\_ They are:

Course	Credit	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Audit Classes** requested this semester:

CRN#	Course	Description	Instructor	Approval Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Faculty Advisor:** \_\_\_\_\_

**Approval Signature of Faculty Advisor:** \_\_\_\_\_

**Approval Action:**                      **Approval**                      **Disapproval**

**Why:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY:	<input type="checkbox"/> Academic Level	<input type="checkbox"/> Expected Graduation Date
	<input type="checkbox"/> Overall QCA	<input type="checkbox"/> In-major QCA
	<input type="checkbox"/> Total Hours	<input type="checkbox"/> Major
	<input type="checkbox"/> Professor Approval	