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:

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Audit Classes requested this semester:

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<th>CRN#</th>
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<th>Description</th>
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Faculty Advisor: ________________________________
Approval Signature of Faculty Advisor: __________________

Approval Action: Approval  Disapproval
Why: __________________________  Date: __________________

OFFICE USE ONLY: ☐ Academic Level  ☐ Expected Graduation Date
☑ Overall QCA  ☐ In-major QCA
☐ Total Hours  ☐ Major
☐ Professor Approval

Form Revised on 23-Aug-2005