

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Course Audit Policy
FPU Policy Number: FPU-5.0075AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: July 31, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Ghazi Darkazalli, Provost and Executive VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students seeking to audit a course.

B. POLICY STATEMENT:

A student may register for courses on an audit basis. A student does not receive credit for audited courses. A grade of “X” is assigned to audited courses. An “X” is not calculated into the student’s grade point average. Fees for audited courses are the same as fees for enrolling for credit and the fees are non-refundable. A student may not use state, federal, or Institutional financial aid to pay for audited courses.

C. PROCEDURES:

1. A student seeking to audit a course must complete and submit a Course Audit Form and have it signed by the student’s academic advisor. The student must submit the form to the Registrar during the time period referenced as “Non-degree/Employee/Audit Registration” on the Academic Calendar.
2. A student wishing to change status from auditing a course to credit must drop the course and re-register for the course using CAMS during the “Drop/Add” period as referenced on the Academic Calendar.
3. Any request to change the status from credit to auditing a course or auditing a course to credit must be made before the end of the “Drop/Add” period as referenced on the Academic Calendar.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: FPU-5.0075AP	
_____	_____
Initiating Authority	Date
_____	_____
Academic Policies Committee Chair	Date
_____	_____
Vice President of Academic Affairs	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	