

Auditing a Class

Undergraduate students in the School of Arts and Sciences as well as the Hajim School of Engineering (full-time, part-time, non-matriculated) are eligible to audit a course with instructor permission. Audited courses appear on the student's transcript, but no credit is earned, and an AU grade will appear on the student's record. Students often choose to audit a course to explore an academic subject of interest or to prepare for a future course in a subject area.

Requesting an Audit

To audit a class, students must obtain the [Audit Request Form](#) from the Office of the University Registrar and submit before the end of the [add period](#). Permission to audit is at the discretion of the instructor. Students are encouraged to discuss their plans to audit a course with their academic advisor. If approved, the completed form must be submitted to the Office of the University Registrar.

Overload Policy

Credit hours associated with courses enrolled as audit count towards the total number of credits taken in the semester and are subject to the [Overload Policy](#) but do not count toward your official enrollment status (full-time, part-time).

Tuition and Fees

Full-time undergraduate students are not assessed additional tuition and fees during the fall and spring semesters. Additional fees are applicable for part-time students and summer courses; for more information visit the Office of the University Bursar [here](#).

Transcript

Courses enrolled as audit will appear on an official transcript with a notation of AU and will display no credit earned.

Registration Changes

Students may request to have their grading basis changed from graded to audit only during the add/drop period by submitting an Audit Request Form. Students may request to have their grading basis changed from audit to grade only during add/drop period by submitting an Add/Drop Form. Both paths should be accompanied with clear communication of the intended outcome.

After the add/drop deadline, students may not retroactively request to receive credit in a course they chose to audit.

Students may drop or withdraw from a course designated as an audit in the same manner they would drop/withdraw from a course registered for credit and must follow the drop or withdrawal deadlines which can be found [here](#). If an audit course is withdrawn, the course will remain on the transcript with a grade of W.

Repeated Courses

If students audit a course, and then take the course a second time for credit, the repeat notation will appear on the official student transcript.

All questions regarding this policy should be directed to the College Dean's Office at college.academicaffairs@rochester.edu

Category	
Policy Owner	College Dean's Office
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