

Auditing Policy
Effective Fall 2013

An individual who does not wish to receive credit in a course may enroll as an auditor, provided:

- Space is available in the class
- Approval is obtained from the instructor by the auditor
- Does not increase faculty course load
- Audit enrollment form, attached to this document, is completed verifying intent
- Payment of the regular tuition and any applicable fees and special course fees are paid*
- Individual completes TB screening survey upon initial enrollment
- Enrollment is completed by the last day to add a class based on the academic calendar
- Auditors are not permitted to change from audit to credit after the official last day to add the class based on the academic calendar.
- Students may change their enrollment from credit to audit, with completion of the form and the instructor's permission, until the last day to drop an individual course with a grade of W, as noted in the University Calendar.

Audited courses will not:

- Count in the determination of Full-Time or Part-Time student status
- Apply toward Veteran benefits, federal financial assistance, or student loan deferments
- Provide campus privileges, ie. Student health, recreation center, parking permit, etc.
- Be taken prior to an auditor's attempt to test-out of the course

Audited courses will:

- Follow the same academic calendar as other courses of the same length
- Be taken by PSU benefit-earning staff, visiting scholars teaching credit-bearing courses as instructor of record at PSU, and individuals 60 or older at no tuition cost. Special course fees may still be assessed.*
- Be assessed the same tuition rates as credit-earning enrollment for non-PSU staff and those under 60 years of age.
- Be identified on the individual's transcript with a grade of AU, which does not affect the student's grade-point average.

Instructor discretion will determine the auditor's level of class participation, such as taking exams, participation in discussion or completing assignments. Individuals wishing to audit are responsible for identifying the instructors' expectations for an auditor.

*Applicable fees include but not limited to application fee. Special course fees include but not limited to Technology fee, Mediated fee and Class fee.

Audit Enrollment Form

Pittsburg State University

Return form to: Office of Registrar, 103 Russ Hall
1701 S Broadway
Pittsburg, KS 66762
620-235-4200

_____	_____	_____	
Last name	First Name	Middle Name	
_____	_____	_____	
PSU ID or Social Security Number	Day Phone Number	Email address	
_____	_____	_____	
Street Address	City	State	Zip Code

How long have you resided at this address? _____

Are you 60 or older? _____ Yes _____ No If yes, please provide a copy of your driver's license.

Are you a benefit-earning PSU employee? _____ Yes _____ No

Are you currently enrolled or plan to enroll in other PSU courses for credit this semester? _____ Yes _____ No

If you are not presently, nor have you been enrolled at PSU in the past 18 months, please complete the application for admission including payment of the application fee, and the following information.

Are you a U.S. Citizen? _____ Yes _____ No If no, country of citizenship _____

If no, VISA type _____

Date of Birth ____/____/____ Gender ____ Male ____ Female

If under 19 years of age: High School Name _____ Graduation Yr _____

COURSE INFORMATION

Semester	Course ID	Course Title	Credit Hours	Instructor Signature/Date

By signing this audit enrollment form, I verify that I understand the instructor's expectations of an auditor in the class, I understand I will not be receiving credit for the class, and my only grade will be AU (audit). I will be responsible for the full amount of tuition for the course and any additional class fees, and that I will abide by the policies of the University and the Student Code of Conduct.

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY			
Processed by _____	Date _____	Amount billed for Audit _____	
Hours audited _____	Hours enrolled _____	Over 60 _____	PSU employee _____