ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 6/14, 12/18

No: 2-A-800-06
Last Review Date: January 2023
Required Review Date: December 2026
Administrative Unit: Dean, Enrollment Management
Approved By:

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Jared Seliger, PhD, CNMT
President

SUBJECT: Auditing Courses

PURPOSE: To establish a procedure to allow qualified students or individuals to audit courses on a space-available basis.

EFFECTIVE
FOR: Allen College degree-seeking or non-degree-seeking students

POLICY: Students who wish to audit a course shall inquire in the Registrar's office. Typically, students wishing to audit a course do so as a refresher for course content or for their general interest.

Registration
Students enrolling for credit are given priority enrollment. Students who wish to audit courses will be enrolled in courses no earlier than one week prior to the course start date, and enrollment is based on course availability. Enrollment will require the approval of the Registrar and the Dean of the School of Nursing or Health Sciences, depending on the student's program of study. Students may participate in assignments, quizzes or tests, but it is not required. Students will be assigned a grade of "AU" for auditing the course. If the student wishes to take the course for a grade, the course must be repeated.

Course Fees
Students will be charged one half of the current tuition and fees for auditing a course.