

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 6/14


No: 2-A-800-06

Last Review Date: December 2018

Required Review Date: June 2022

Administrative Unit: Dean, Student Services

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

**EFFECTIVE DATE:** Beginning Summer 2014

**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.