## Auditing a Course

BTVI students who have a cumulative GPA of 2.00 may audit a course. That is, they may register for the course and attend all classes without having to complete course work, assignments or exams. Students receive no grades for courses they audit; instead, at the end of the semester an "AU" is placed on the student's transcript to indicate the student has audited the course.

***Should students wish to receive a grade and credit for a course they have audited, they must register for the course and complete all course requirements.***

# STEP 1

- Speak with your academic advisor about the course you would like to audit.
- Submit a completed *Request to Audit a Course* to the Professional Development Coordinator at the beginning of the semester and before the end of the drop/add period. Subject to availability, the Professional Development Coordinator will register you for the course.
- If you are approved to register for the course, proceed to Step 2.

# STEP 2

- Pay the course tuition and fees.
- Attend all class sessions.

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- ➤ Audit students pay the regular course tuition and fees.
- ➤ Once registered for the course, audit students may not change their status from audit to credit.
- ➤ Audit students must attend all class sessions. Failure to do so could result in the student being administratively withdrawn from the course.
- ➤ Audit students are not required to complete course assignments or exams.
- ➤ Audited courses do not count towards the student's credit load and are not eligible for financial aid.
- ➤ No credits or grade points are earned for audited courses.
- ➤ At the end of instruction, an AU will be placed on the student's transcript to indicate the course has been audited.
- ➤ Audited courses do not fulfil programme requirements.