

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Auditing Courses

UH-Downtown/PS 03.A.03
Issue No. 3
Effective date: 2/6/87
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1. PURPOSE

The purpose of this PS is to set forth policies about and procedures for auditing courses at the University of Houston – Downtown (UHD).

2. POLICY/PROCEDURES

2.1 Definition

To audit a course is to enroll in a course on a non-credit basis.

2.2 Method

2.2.1 Students must obtain approval from the teacher of the course and from the registrar's office before they may audit a course.

2.2.2 After registering to audit a course, students may not change during that same semester to credit status for that course. Students may change from credit status to audit status no later than the twelfth day of classes in a long semester or the end of the third day in a summer session.

2.2.3 Students auditing courses will pay regular tuition and all other applicable fees as set forth in the college catalog.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.