



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Auditing Classes Policy

### Policy 4.04

Volume 4 Enrollment  
Management  
Chapter 04 Auditing Classes Policy  
Responsible Office: Registrar  
Originally issued: Unknown  
Revised: January 26, 2009

### Policy Statement

Regularly enrolled students at the Medical College of Georgia may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No changes from audit basis to credit or from credit basis to audit will be permitted after the last day of the drop/add period. Students auditing courses will be required to pay regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility.

### Reason For Policy

This policy establishes guidelines to students for registering and paying for audit courses.

### Entities Affected By This Policy

All students and faculty at the Medical College of Georgia are affected by this policy.

### Who Should Read This Policy

Students who enroll at the Medical College of Georgia, the faculty who teach them, and the staff who assist them with registration should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	<a href="http://www.mcg.edu/students/Registrar">http://www.mcg.edu/students/Registrar</a> registrar@mcg.edu

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p404.pdf>

**Related Documents**

Medical College of Georgia Catalog  
<http://www.mcg.edu/students/Registrar/regulations/auditors.html>

**Definitions**

These definitions apply to these terms as they are used in this policy:

**Auditor** A student who registers and pays for a class but receives no academic credit

**Drop/Add** This is the period in which a student can drop and add courses. It is typically the first four days of the semester.

**Overview**

Regularly enrolled MCG students may register for courses as auditors. The student should notify their academic department of their intent to register as an auditor. No academic credit shall be awarded to students enrolled on this basis. No changes from an audit basis to credit or from credit basis to audit will be permitted after the last day of the drop/add period. Students auditing courses will be required to pay the regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility. A grade of “V” is assigned to students who register as an audit.

**Process/Procedures**

- Students register for class as an audit student.
- Class roster is reviewed and student is verified by faculty member to be registered as an auditor.
- Any change in status from credit to audit or audit to credit must be processed by the end of the drop/add period.
- A grade of “V” is assigned for each audit student.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.04, Auditing Classes Policy, are:

Faculty	Verify student is enrolled as an auditor on the class roster.
---------	---