

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Auditing Courses

UH-Downtown/PS 03.A.03
Issue No. 6
Effective Date: 6/28/2024
Page 1 of 2

1. PURPOSE

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

2. DEFINITIONS

- 2.1 Audit: To enroll in, pay for, and fully participate in a course on a noncredit basis.

3. POLICY

- 3.1 Students must obtain approval from the instructor of the course and from the registrar’s office before they may audit a course.
- 3.2 After registering to audit a course, students may not change during that same semester to credit status for that course. However, students may change from credit status to audit status no later than the Official Day of Record for the session.
- 3.3 Students auditing courses will pay regular tuition and all other applicable fees as set forth in the college catalog.
 - 3.3.1 In accordance with [Texas Statute 54.365](#), senior citizens aged 65 or older may qualify for a tuition waiver for up to six credit hours if auditing but will still be responsible for fees associated with the course.
- 3.4 Students who pass an audited course will receive an AUD on their transcripts. For more information please refer to [PS 03.A.04, Grading System policy](#). If the student does not pass the course, no record of the course will appear on the transcript.
- 3.5 The Registrar’s Office maintains the Course Audit Request form, which shall include field(s) for instructor approval.

4. PROCEDURES

- 4.1 There are no procedures associated with this PS.

5. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review Period: Every five years, on or before June 1, and as necessary

Signed original on file.

President

6. POLICY HISTORY

Issue dates for previous versions are not available.

Issue #3: 02/06/1987

Issue #4: 02/27/2015

Issue #5: 06/22/2015

Issue #6: 06/28/2024 (this issue)

7. REFERENCES

[PS 03.A.04, Grading System policy](#)
[Texas Statute 54.365](#)

8. EXHIBITS

There are no exhibits associated with this PS.