

## Auditing Courses

### Policy:

All faculty and staff are eligible to audit (i.e., register for zero semester hours) one University of Iowa course per semester without being assessed tuition and mandatory fees for that course. See the [University Human Resources Tuition Assistance and Fee Assistance Options](#).

Generally, staff from **affiliate clinical sites** would be offered the option of auditing a course for 0 semester hours. They would be charged tuition and fees for 1 semester hour as described in the CCOM policy and UI Registrar Policy.

### Procedure:

1. The applicant must receive permission to audit the course from the instructor.
2. Staff/faculty must receive permission from the departmental executive officer.
3. Faculty must also receive permission from the college dean.
4. Complete the [Faculty/Staff Application to Audit Course with Tuition and Fees Waived](#).
5. The instructor has the flexibility to determine what the expectations are for those auditing the course (i.e. homework, quizzes, tests, final, etc). These expectations will be in the course syllabus. If the goal of the course is to prepare the auditing student for additional roles it is recommended most of the course activities be required.
6. The instructor will not provide others with information about the auditing student's participation in the course as per FERPA policy. The University of Iowa has a process allowing for this [release of information](#).
7. A 0 semester hour section will need to be created for a course if a staff from an affiliated clinical site has requested to audit the course. This will provide the mechanism for the affiliated clinical site staff to be assessed a 1 semester hour course fee.
8. Note: application to the University of Iowa is slightly different than explained on the Application to Audit form IF the staff will be taking a Distance Education course (OEXW).
  - a. If the student has admitted to the University of Iowa as a Distance and Online Education Student and taken at least one course in the last three semesters, their admission will remain active and they may submit the Application to Audit.
  - b. If the student is a new Distance and Online Education student, they must apply to the University of Iowa.
    - i. Go to the [Distance and Online Student](#) application site > Apply Now
    - ii. Create an account – you must create a new account to access the Continuing Education site, do not try to use your current HawkID and password. Even if you have been a student at the University of Iowa before you will need to create a new Continuing Education account.

### Corresponding Policies:

University of Iowa Staff Policy:

*26.6 Tuition and Fees of Faculty and Staff Registered for No Academic Credit (Audit). (Amended 2/19)*

<https://opsmanual.uiowa.edu/human-resources/educational-opportunities/tuition-and-fees-faculty-and-staff-registered-no-academic>

Carver College of Medicine policy:

<http://catalog.registrar.uiowa.edu/carver-medicine/#undergraduaterulesandprocedurestext>

Office of the Registrar:

This policy would apply to non-staff. Generally, staff from **affiliate clinical sites** would be offered the option of auditing a course for 0 semester hours. Therefore, they would be charged tuition and fees for a 1 semester hour course.

<https://registrar.uiowa.edu/reduced-credit-tuition-information>

### Example for Syllabus:

#### Auditing

Enrollees may register as auditors if approval is granted by the course instructor and, for admitted students, the departmental adviser. Registration for (or a change in registration to) 0 semester hours must be made. The mark of "AUS" (Audit Successful) will be assigned if the student's attendance and performance of the required coursework (homework, quizzes, tests, final exam, etc.) are satisfactory; if they are unsatisfactory, the mark of "AUU" (Audit Unsuccessful) will be assigned. Courses completed with a mark of "AUS" will not meet any college requirements and will carry no credit toward graduation. Auditing may not be used as a second-grade-only option. Requests for audit registration must be made by the appropriate academic deadline.

Students will pay fees for auditing a course according to the number of semester hours for which the course is **offered**. The only exception is regularly-appointed University of Iowa staff approved for waiving of the tuition and fees for one course per semester. (see University of Iowa Staff Policy 26.6)