

Fulbright

Audit Policy

VERSION 1.0

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Approved by:



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Dean of Undergraduate Studies

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Version History

Version	Description	Modified on	Modified by
1.0	Initial version	22 February 2023	Tang Duc Toan

1. INTRODUCTION

Fulbright University Vietnam (Fulbright) offers Undergraduate students' opportunities to attend courses without receiving grades or academic credits. This document outlines the instructions to the parties involved in auditing Undergraduate courses at Fulbright.

Important notice: *This document is subject to change, and you should expect many new features, upgrades, and significant improvements. Keep your eye out for new versions of this document in One Stop.*

2. POLICY STATEMENT

In compliance with the latest version of the Academic Policy, this policy ensures the appropriate instructions in support of course auditing to meet Fulbright's requirements. Fulbright staff, faculty, students, or any person who is involved in a course audit procedure are required to follow this policy.

3. DEFINITIONS

Audit: An audit is a registration status allowing students to attend a course without receiving a grade or academic credit. Undergraduate students may audit a course that does not require special preparation (e.g., prerequisite courses). Students have access to course lectures but are not required to submit assignments, participate in discussions, or take exams.

Course Credit (Credit): It is a unit for weighing the value and level of time requirements of an academic course taken at the educational institution.

Credit Attempted: All credits that a student is enrolled in a term and accumulated throughout the student's academic progress at Fulbright.

Credits Earned: All credits that a student gains from the courses for which a passing grade (D and higher) was received. Withdrawals and failed courses do not count as the credits earned.

Grade Point Average (GPA): A number indicates the average of a student's scores for a particular period, usually on a scale of 1 to 4.0, with 4.0 being the best.

4. GENERAL REQUIREMENTS

1. Audited courses do not carry academic credit.
2. Fulbright's attendance policy applies to audited courses.
3. Students must file an [Application for Course Credit](#) form with the Academic Affairs Office prior to the end of the fourth week of classes for fall and spring regularly scheduled courses or its equivalent for short-term courses, courses that meet less than full-term, and summer courses.
4. A course can only be audited with written approval from the instructor after determining if the student has met any prerequisites tied to the course.
5. A course can only be audited on a space-available basis. The registration will not be processed until all non-audit students are registered.
6. An audited course(s) does not affect a student's enrollment status and does not count toward the determination of continuous enrollment.
7. An audited course(s) is not posted to the student's academic record and academic

transcript. An audited course(s) does not affect the student's attempted credits, earned credits, and grade point average (GPA).

8. An audited course (s) cannot be changed to a letter grade once the course has begun (or vice versa). If a letter grade is required, a student must retake the course and pay full tuition and all applicable fees.
9. An audited course(s) does not fulfill degree or certificate requirements.

5. PROCEDURES

1. Students wishing to audit a course must complete the Course Audit Request Form and obtain approval from the course's instructor.
2. At the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class.
3. Instructors may request the Dean of Undergraduate Studies to officially withdraw a student who is auditing a course if the student is interfering with learning in the class.

6. RELATED POLICIES, DOCUMENTS, AND FORMS

This policy is in compliance with the latest version of the Academic Policy available in the One-Stop portal.

7. POLICY REVISION

This Policy is effective from the date of signing. It will be reviewed and updated at any time if any change. The approved policy will be published and available in the One-Stop portal.

Application for Course Audit

Student Information

Student Name (*Print*) _____

Student ID _____ Email Address _____

Academic Advisor _____

Declaration:

I declare that the information contained in this form is complete and correct. I understand that the approval depends on the class capacity and the course instructor's approval.

Course Information

Course Code (*e.g., ARTS 101*): _____

Course Title (*e.g., Introduction to Visual Studies*): _____

Instructor Name (*e.g., Dr. Pamela Corey*): _____

I request permission to attend this course on an audit basis:

- I understand that I will receive no credit for this course.
 I understand that I will not receive degree credit for this course.

Student Signature:

Date: _____

For Instructor Approval Only

- I agree to allow the above-named student to attend my course in audit or credit status, as requested above.

Instructor Signature: _____

Date: _____