



I. PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures and requirements under which individuals may audit academic courses at Texas Southern University without receiving academic credit. This policy shall be administered in a nondiscriminatory manner consistent with applicable federal and state law.

II. POLICY STATEMENT

Current students may audit regular academic courses provided space and required instructional equipment are available. Individuals not currently enrolled at Texas Southern University must submit an application for admission through ApplyTexas to determine eligibility and admission based on current Texas Southern University (TSU) admissions criteria. A completed TSU Course Audit Request Form, along with payment of required fees, must be submitted after the late registration deadline but prior to the census date. A request to audit a course will not be processed if there are no seats available in the course at the time the form is received by the Registrar's Office.

Required fees include the course audit fee established in the University's tuition and fee schedule, as well as any applicable course-related fees (e.g., lab materials, field trips, etc.) as approved by the University and the Board of Regents. Fees associated with a course audit are nonrefundable unless the institution denies the audit request. Individuals aged 65 and older are exempt from paying the course audit fee.

Individuals approved to audit courses who are admitted or registered with the University are considered students for purposes of the Family Educational Rights and Privacy Act (FERPA), and their education records will be maintained and protected in accordance with FERPA requirements.

The University may grant exceptions to policy provisions where required by law or institutional discretion.

III. DEFINITIONS

For purposes of this policy, the following definitions apply:

- A. Course Audit:** Enrollment in a course for the purpose of attending lectures and observing instruction without receiving academic credit or a grade.

- B. Auditing Student:** An individual approved by the University to attend a course under audit status without receiving academic credit.

- C. Census Date:** The official date established by the University for reporting enrollment to the State of Texas and for determining official student enrollment counts for the academic term.

- D. Course Audit Request Form:** The official form issued by the Office of the Registrar that must be completed and submitted in order to request approval to audit a course.

- E. Course-Related Fees:** Any additional fees associated with a course that may include laboratory materials, instructional supplies, field trips, or other required course activities.

- F. Office of the Registrar:** The administrative office responsible for student registration, academic records, and implementation of course audit procedures.

IV. CONDITIONS OF COURSE AUDIT

Auditing students are encouraged to attend lectures and obtain the maximum educational benefit from the information presented. To ensure the orderly administration of course audits, the following conditions apply:

- Auditing students may not audit independent-study or study abroad courses.
- Auditing students may not audit courses in academic programs that require secondary admissions.
- Auditing students may not request to change registration during the term to receive credit for the course.
- Auditing students may not audit a specific course more than once.
- Auditing students are not permitted to submit assignments, take tests, or examinations in the course being audited.
- Auditing students shall not receive financial aid to assist with paying the audit fee or applicable course-related fees.

Individuals auditing courses may request reasonable accommodations through the University's ADA/Section 504 process. The University will provide appropriate modifications to ensure equal access to course content and participation, consistent with the nature of audit status.

V. PRIVILEGES FOR COURSE AUDIT PARTICIPANTS

Auditing students may be granted limited University privileges during the audit period.

- Auditing students may receive a courtesy library card permitting use of the University library for the duration of the course audit.

MAPP 06.02.05 **Course Audit**
Section **Academic Affairs**
Area **Academic Affairs**
Original **04/14/2026**
Updated



TEXAS SOUTHERN UNIVERSITY
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POLICIES AND PROCEDURES**

- If also enrolled as a degree-seeking or post-baccalaureate student, auditing students may be issued a Texas Southern University Student ID.
- If also enrolled as a degree-seeking or post-baccalaureate student, auditing students may be authorized to use Texas Southern University medical, athletic, or recreational facilities.

VI. TRANSCRIPT RECORD

Audited courses do not constitute academic credit and may not be applied toward degree requirements. No record of a course audit shall be maintained on an official academic transcript.