



Not-For-Credit / Audit:

This status is for those students who do not want credit for a course but enroll to learn about an academic subject. All class fees connected with the class will be assessed if enrolling into an activity or laboratory class with fees. Participation by the auditor in class discussions shall be permitted at the discretion of the instructor. Any student enrolling exclusively as an auditor will be admitted as a non-degree status. After the term's normal deadline for adding a course, students may not convert audit classes to academic credits, nor academic credits to audits. Audit courses cannot be used toward degree requirements. Not-for-credit courses are offered to CACE students at a rate of \$500 per class.

For Academic Credit:

The University operates on a semester calendar. Typically, a semester will encompass fifteen instructional weeks, and each corresponding credit equates to fifteen hours of instruction or the equivalency for the two. Courses taught online from a distance and on site have similar equitable outcome expectations. Online distance education courses will use a variety of platforms to verify credit hour requirements are met for individual courses. Students should plan to spend an average of between two and three hours out of class study for each credit hour of instruction. Courses with required laboratory or studio time typically have thirty hours of supervised laboratory or studio time for each credit. Non-didactic courses, such as internships, field experiences, and clinics require sixty hours of documented work time for each credit hour. The full definition of each academic credit hour can be found within the Academic Catalog located at: [Credit Policy | University of Providence](#). Standard letter grades are issued for each For-credit course. For-credit courses are reflected on an official academic record (transcript) at the conclusion of each semester. For-credit courses are offered to CACE students at a rate of \$750 for each 3-credit course.

Important Note:

Some courses require prior knowledge, training, or prior enrollment in prerequisite coursework. Information about this can be found in the each course description listed within the [schedule of classes](#). You may have this knowledge from experience, training, or from past coursework. If you are unsure about your level of preparedness for any course requiring a prerequisite, we encourage you to enroll in the stated prerequisite course to ensure your success in the more advanced course.

FOR INTERNAL UNIVERSITY USE ONLY

Registrar: Submit to Admissions Confirm Registration Confirm Pre-Requisite(s)

Registrar's Signature

Date

Post Registration

- Notify Business Office
- Send confirmation email and/or pre-requisite declaration