

# COURSE AUDIT POLICY

Policy Number: 5.3.103

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Audit is a registration status allowing students to attend a course without receiving a grade or academic credit for the course.

## REGISTERING TO AUDIT A COURSE

- Registration for audit is at the course instructor and Program Administrator's discretion.
- At the time of approval for audit registration, the instructor, Program Administrator, and student will agree upon the student's level of participation in the class.
- By the first day of class, the student must obtain the instructor and Program Administrator's signature on the Course Audit Agreement. This form must be submitted to the Registrar.

## AUDIT GUIDELINES

- Only students enrolled in the DNAP Completion program may audit courses within the DNAP Completion program.
- Only students enrolled in the Nurse Educator Track program may audit courses within the Nurse Educator Track program.
- Only students enrolled in the ASPMF program may audit courses within the ASPMF program.
- Credit status/designation cannot be changed from audit to credit or vice versa after the first 5 MTSA business days of the course.
- MTSA [Refund Policy/Withdrawal Procedures](#) apply to audited courses.
- Audited courses do not count towards determination of enrollment status for purposes of financial aid eligibility.
- Unless student has already completed the course for a grade, fees for auditing courses are the same as for credit courses.
- Students are permitted to retake an audited course for credit.

## AUDIT GRADES

- No traditional letter grade is issued, and the student will not receive credit for the course.

- The grade of AU, with no grade-point value, is awarded for students that audit a course and complete all requirements listed on the Course Audit Agreement.
- A student registered to audit a course may drop the course with no grade 5 MTSA business days after the course start date.
- If a student withdraws after the deadline to drop without a grade of W (5 MTSA business days after the course start date), a grade of "WA" is awarded.
- A grade of "WA" is also awarded if the agreed-upon level of participation by the student in an audit enrollment is not met.