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## 5.619 Course Audit

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Course Audit</b>  <b>Policy 5.619</b>	
<b>Academic Policies</b>		Effective date: November 1, 2016	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Board of Governors	6.12.10:6	June 12, 2010
Revised	Chancellor	N/A	October 27, 2016
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Students, Faculty and Registrars

## I. Introduction

“Audit” is a course registration status allowing a student to take a class without receiving credit. Since audited classes are not taken for credit, the class does not count toward fulfillment of an enrollment status (full-time, half-time, etc.).

## II. Requirements

- A. Students must be pre-approved for a class audit by the instructor of the class or the program offering the class.
- B. Students may not attend class without being registered.
- C. The instructor will determine the student’s level of participation. Auditing students are not entitled to any assessments of their work.

D. Auditing fees, additional fees, and registration restrictions are established by the Antioch University campus.

E. Students may change the status of an audited class to take the class for credit at the approval of the instructor. The status change must occur before the end of the Add/Drop period. Full tuition will then be charged.

F. Students may change from regular credit-bearing registration status to audited status at the approval of the instructor. The status change must occur before the end of the Add/Drop period. The charge will be adjusted from the full tuition rate to the audit fee rate. Adjustment of other fees and enrollment status are made in accordance with the policies established by the Antioch University campus.

G. Students may not retroactively request credit for a class following the completion of a class audit. Students may achieve credit for the class by re-enrolling and successfully completing all aspects of the class.

The procedures for auditing a course at an Antioch University campus must conform to the guidelines stipulated in this policy.