



Policy Name:	Course Audit
Effective Date:	Unknown
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Registrar's Office
Category:	Academics and Enrollment

Procedure

To set forth the university's policy for course audits.

Policy

- Students who initially enroll in a course for credit may be permitted to change their enrollment - to audit or remove from audit - any time within the first three weeks of a semester, eight days of a six- or eight-week course, five days of a four-week course and two days of any shorter length course.
- Auditors will enroll for the course, pay the same fees as other students and enjoy all the privileges of the University.
- The instructor will decide the number permitted to audit.
- The auditing student is expected to attend regularly and is to determine from the instructor the amount of work expected.
- If an auditing student does not meet the criteria for the course, the instructor may drop the student from the class roll during the semester and the audit will not appear on the student's record.
- A course may be audited before it is taken for academic credit or before a student attempts a departmental test-out. A course may also be audited after it is taken for credit.
- Audit forms are available in the Registrar's Office.
- Students must petition the Committee on Academic Petitions for exceptions to the above policies. Petition forms are available in the Office of the Registrar and on the Northwest website www.nwmissouri.edu/registrar/petitions.htm.