

# University of St. Thomas Policies

## AUDIT POLICY

Policy Number: A.02.12

### SCOPE

All students

### DEFINITION

#### **A. Courses available for audit**

The School Dean(s) or Program Director(s), in consultation with the department and faculty, determine which course offerings are not open to auditors. This list of courses that are not available for audit will be reviewed annually by the appropriate groups. The list of non-auditable courses will be approved by the end of the fall term for use in the next academic year. The list will be posted in the catalog and on the UST website.

### PURPOSE

To outline the policy for auditing courses.

### POLICY/PROCEDURE

#### **01. Auditing Overview**

Admitted and non-admitted students may register for lecture courses as auditors. No credit is awarded for audited courses. To receive credit for the course, the student must repeat the course and pay the regular tuition.

An auditor may attend lecture classes but does not submit papers or take examinations. Auditors may participate in class discussion only upon invitation of the instructor.

Audited courses are not applicable towards a degree, and permission to audit does not constitute admission to the University.

Practica, tutorials, internships, theses, clinicals, science labs, and capstone courses are typically unavailable to students for audit. Students should consult the catalog for information regarding specific courses.

#### **02. Procedures**

Any person may audit a course upon completion of the proper procedures. The University of St. Thomas has the right to approve or deny any person's application to audit a course.

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1. Obtain an Audit Form from the Office of the Registrar or on the UST website. Students may complete and submit an Audit form at any time during the registration period.
2. Present the receipted Audit Form to the Office of the Registrar no later than the end of the registration period. Space availability will be determined on the Friday before the start of the term. Spaces in courses will be assigned to audit students on a first-come/first-served basis, after assigning seats to degree-seeking students.
3. The Office of the Registrar will notify audit students of their status by UST email and by phone at the end of the add period for the term. The student then should proceed to pay the auditing fee at the Student Financial Services. The Office of the Registrar will post the audit to the transcript with a grade of AUD, at the end of the term.
4. Auditors are required to attend a minimum of 75% of the class sessions. If this requirement is not met, the Registrar may, solely upon notice from the instructor of insufficient attendance, delete the course from the student's record.
5. Change in status between audit and credit may not be made after the end of the add period for the term.
6. An audit course will not have any impact on a student's grade point average, academic standing, and total number of hours registered.

**APPROVED: Dr. Robert Ivany**

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