



Audit is a registration status that allows a student to attend a course without receiving credit. Audit credits do not count toward full-time status, nor do they count toward the determination of continuous enrollment. University of Western States students may audit a course as outlined below.

A student auditing a course may participate in class, complete assignments, and take examinations as agreed upon with the instructor. Students receive a non-academic grade designation of "AU" for audited courses. An "AU" grade does not count toward completion of program requirements. Auditing offers students the option of exploring a course(s) without affecting their grade point average (GPA). Not all UWS courses are available for audit. Students who have been dismissed from their program are not permitted to audit courses unless an audit is established as a requirement for their readmission.

Students auditing a course:

- Must be admitted as a degree seeking student or as a non-degree seeking student.
- Must submit the Audit Request Form to the office of the registrar. The college dean determines if the course is available for audit.
- May audit one course per term unless previous approval is obtained from the appropriate program director or college dean.
- Are charged tuition at one-half the regular rate, plus any other applicable fees. Financial aid is not available for audited courses. Tuition and Fee Schedules are posted on the UWS website.
- Are not required to complete written assignments, learning activities, or exams, and may be precluded from access to certain assignments or assessments by the dean, program director, or course instructor.

Changing Enrollment Status

Prior to the published deadline for adding or dropping courses, students may change their enrollment in a course from audit to credit-bearing, or from credit-bearing to audit, with the dean's approval. A student who changes a course from audit to credit-bearing status during the add/drop period is charged the remaining one-half of the tuition and any other applicable fees. A student who changes a course from credit-bearing to audit status during the add/drop period is refunded one half of the course tuition.

A student who has completed the audit of a course is not permitted to change to a credit-earning grade. A student may retake a previously audited course for credit. Associated tuition and fees apply.

Related Policies: [Policy 1207 Grading System](#)
[Policy 1211 Grade Appeal](#)
[Policy 1215 Drop Add](#)
[Policy 1237 Transcripts](#)
[Policy 3025 Student Financial Responsibility](#)
[Policy 3201 Tuition and Fee Refunds](#)
[Policy 3804 Satisfactory Academic Progress for Financial Aid Eligibility](#)



UNIVERSITY of
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Policies and Procedures

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Course Audit

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