

Admissions

Course Audit Policy

Auditing a course is an alternative for a non-matriculated person who wants to take a particular course for the purposes of self-enrichment and academic exploration. No credit is awarded. Persons not affiliated with Albertus Magnus College as enrolled students, faculty or staff must complete a non-matriculated auditor application in the Office of the Registrar. Attending class as an auditor is approved only when certain requirements and conditions are met.

Requirements and Conditions:

- Attending class as an auditor is permitted on a space-available basis.
- Non-matriculated students (persons not affiliated with Albertus Magnus College) can take a maximum of 12 credits. A course may only be audited 1 time. No more than 1 course can be audited per term.
- Audit registration requires the approval of the course instructor and dean and must be completed no earlier than 3 weeks prior to the start of classes and no later than the first day of classes.
- Registration for an audited course will appear on the transcript with a grade of AUD.
- Persons who audit a course cannot participate in any course activities. Their role is limited to observation only.
- The instructor or college may refuse to permit an audit registration in a course.
- Not all courses may be audited. The college or academic department may designate courses that do not accept auditors. Individual college policies may, in some cases, prohibit a person from enrolling for credit after a course has already been taken on an audit basis.
- Academic credit is not granted for an audited course.
- A person who is auditing and wishes to take the course for credit must change the registration by the end of the add period.
- Half tuition is charged for audited courses and due by the first day of class. Courses will be dropped for nonpayment. For the tuition and fees schedule and refund policy contact the Bursar's Office.
- An auditor will be administratively withdrawn from a course after 14 calendar days of non-attendance.
- An instructor may end an audit at any time. If the instructor ends the audit, the auditor may receive a pro-rated refund of tuition.

Procedure:

Those interested in auditing must complete the following:

- Persons who wish to audit must get a visitor's audit application from the Office of the Registrar no earlier than 3 weeks prior to the start of classes and no later than the

first day of classes. The Office of the Registrar will obtain approval from the course instructor and dean. Upon approval full course payment is required.

- An audited course will be indicated on the transcript with a grade of AUD. If the person is administratively withdrawn for non-attendance a grade of WA will appear on the transcript.

Please note: If you plan to enroll as a matriculated student at Albertus Magnus College you should not register for a course as an audit.