**Policy Revision**

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| **Policy Title** | Audit Policy |
| **Policy URL** | <https://catalog.arizona.edu/policy/audit-policy> |
| **Rationale for Update** | * Simplify the text to make the policy clearer for students.
* Streamline the conditions under which a student may audit a course.
* Remove parts of processes that are detailed elsewhere in other policies (and instead link to those policies).
* Establish a student’s ability to change to audit based on instructor judgment regardless of the student’s grade at the time.
* Emphasize the requirement that those seeking to audit must be admitted students.
* Create a section for how audit appears on transcripts, based on existing policy text.
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| **Contact Person for Questions** | Abbie Sorg & Michael Davenport |
| **Responsible Unit** | Office of the Registrar | **URL** | registrar.arizona.edu  |
| **Career Applicability** | [x]  Undergraduate [x]  Graduate [x]  Law [x]  Medicine [x]  Pharmacy [x]  Veterinary Medicine |
| **Approvals Granted** *(for council use only)* | UGC Policies Subcommittee | Scheduled: 11/29/22 | Status: Approved 11/29/22 |
| Undergraduate Council | Scheduled: | Status: |
| Graduate Council | Scheduled:  | Status: |
| Undergraduate CAAC | Scheduled:  | Status: |
| Graduate CAAC | Scheduled: | Status: |
| Faculty Senate Executive Committee | Scheduled:  | Status: |
| Faculty Senate | Scheduled: | Status: |

**Policy Revision Side by Side**

Additions in Green – Relocated/Rephrased text in Blue – Deletions in ~~Yellow~~

| Existing Policy | Proposed Edit |
| --- | --- |
| Audit is a registration status allowing students to attend a course without receiving credit. ~~Both graduate and undergraduate students may audit courses.~~ Audit units do not count toward [**full-time status**](https://catalog.arizona.edu/policy/enrollment-policies), nor do audited courses count toward the determination of [**continuous enrollment**](https://catalog.arizona.edu/policy/continuous-enrollment-undergraduate-students) ~~for catalog purposes.~~Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class. The instructor may [**administratively drop**](https://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop) the student for nonattendance or non-participation. ~~Students are required to process a~~ [**~~Change of Schedule(link is external)~~**](http://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) ~~form to withdraw from the class~~.Students may change registration in a course from credit to audit under the following conditions ~~(this applies for all sessions/terms)~~:1. ~~deadline to drop without a grade of W is also the~~ deadline ~~to~~ change from credit to audit, or vice versa, with ~~only an~~ instructor~~'s signature~~
2. ~~after the deadline to drop without a grade of W, a change from credit to audit will be permitted only if the student is doing passing work in that course and receives the approval of the course instructor~~
3. after the deadline ~~to drop with a grade of W, a~~ change from credit to audit, or vice versa~~, will be permitted only if the student receives the approval of the course~~ instructor AND ~~the~~ dean ~~of the student~~'s[~~college(link is external)~~](http://www.arizona.edu/topics/colleges)~~. By Policy, permission from the dean to make registration changes after the last day to drop with a grade of W requires an extraordinary reason.~~

For class registration dates, see [**Registration Dates and Deadlines(link is external)**](http://www.registrar.arizona.edu/courses/dates-deadlines).Audit Procedures:* ~~Students may not register for a grade of audit using~~ [**~~UAccess Student Center(link is external)~~**](https://uaccess.arizona.edu/)~~.~~ ~~Students who do not pay for their courses prior to the first day of classes are subject to a late fee. Therefore, students are encouraged to~~ **~~prepay~~** ~~for audit courses in~~ [**~~UAccess Student Center(link is external)~~**](https://uaccess.arizona.edu/).
* [**Fees (link is external)**](http://bursar.arizona.edu/students/fees)for auditing courses are the same as for credit courses.
* ~~Beginning the first day of classes~~, students must acquire the instructor's ~~signature on a~~ [**~~Change of Schedule(link is external)~~**](http://www.registrar.arizona.edu/courses/using-change-schedule-dropadd-form) ~~form for a grade of audit~~.
* In order for a new student or a readmitted student to enroll in audit courses only, the student must complete a non-degree seeking application and be admitted through either the [**Graduate Admissions(link is external)**](https://grad.arizona.edu/admissions) or [**Undergraduate Admissions(link is external)**](http://admissions.arizona.edu/) office.
* ~~The~~ [**grade**](https://catalog.arizona.edu/policy/grades-and-grading-system) of O, ~~with no grade-point value~~ (O is not included in the GPA), is awarded for courses taken for audit. ~~This grade is not awarded unless the student is registered for audit.~~
* The grade of WO is awarded if the student withdraws after the deadline to drop without a grade of W.
* The grade of XO is awardedif the agreed upon level of participation by the student in an audit enrollment is not met.
* ~~The grade of XO is awarded for~~ student~~s who are~~ administratively dropped ~~for courses taken for audit~~ after the deadline to drop without a grade of W.
* ~~The grade of XO can be assigned by the instructor on the grade roster by selecting XO, if the agreed upon level of participation by the student in an audit enrollment is not met.~~
 | Audit is a registration status allowing students to attend a course without receiving credit. Audit units do not count toward [**full-time status**](https://catalog.arizona.edu/policy/enrollment-policies), nor do audited courses count toward the determination of [**continuous enrollment**](https://catalog.arizona.edu/policy/continuous-enrollment-undergraduate-students).Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in the class. The instructor may [**administratively drop**](https://catalog.arizona.edu/policy/change-of-schedule) the student for nonattendance or non-participation. The deadline for course audits is the same as the deadline for [withdrawing from a course](https://catalog.arizona.edu/policy/change-of-schedule). For class registration dates, see [**Registration Dates and Deadlines**](http://www.registrar.arizona.edu/courses/dates-deadlines). Students may change registration in a course from credit to audit under the following conditions:1. Prior to the deadline, students may change from credit to audit (or vice versa) with instructor approval.
2. After the deadline, students may change from credit to audit (or vice versa) with instructor and Dean’s approval.

Audit Procedures:* Students must be admitted to the University of Arizona to enroll in audit courses. Students not currently admitted to the University of Arizona must submit an application and be admitted as a non-degree seeking student in order to audit courses. See [**Graduate Admissions(link is external)**](https://grad.arizona.edu/admissions) or [**Undergraduate Admissions(link is external)**](http://admissions.arizona.edu/).
* Students must enroll in the course and acquire the instructor's consent to audit the course. Refer to the Office of the Registrar for the [current process](https://registrar.arizona.edu/records-enrollment/enrollment/change-schedule).
* Tuition and [**Fees (link is external)**](http://bursar.arizona.edu/students/fees)for auditing courses are the same as for credit courses.

Audit GradesA [**grade**](https://catalog.arizona.edu/policy/grades-and-grading-system) of O is awarded for courses taken for audit. This grade is not included in the GPA.A grade of WO is awarded if the student withdraws after the deadline to drop without a grade of W.A grade of XO is awarded in the following circumstances:if the agreed upon level of participation by the student in an audit enrollment is not met.if the student is administratively dropped from an audited course after the deadline to drop without a grade of W. |