

UNDERGRADUATE COURSE AUDIT POLICY

PURPOSE

The University course audit policy allows individuals (community members or matriculated/non-matriculated Day or DGCE students) to attend in-person, credit bearing, undergraduate courses offered on Westfield's main campus without earning credit for the purpose of personal enrichment.

POLICY

Students are limited to one audit per semester. Individuals who have registered to audit a course are expected to attend class. They may participate in class discussion and class activities at the discretion of the instructor. Students who are auditing a course are not allowed to submit assignments, take exams or receive any type of evaluation from the instructor. Students may not convert a course from audit to credit or credit to audit after the add/drop period is over. Note that online/hybrid courses, performance based instruction, certain laboratories, travel courses, and remote offerings are not auditable. In addition, it is the instructor's prerogative as to whether or not to make any particular course available for audit.

A *Request to Audit* form, with the approval signatures of the instructor and the dean of the division offering the course, must be submitted during the add/drop period. However, enrollment into the course will not be finalized until the end of the add/drop period (typically the first week of the term) when the University can ensure an open seat is still available. If no seat is available, the request to audit will not be approved unless the instructor has given special permission. Audited courses will not be used in determining financial aid enrollment status. Audited courses will appear on the student transcript.

All students who are auditing, with the exception of matriculated day students, must pay the appropriate fee to the Division of Graduate and Continuing Education. For day division students, fees will apply if the audited course credits bring the student over 18 credits. All students must pay class materials fees.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.