



Maryland University of Integrative Health

Academic Policy and Procedures

Review Period: 2 Years

No. 6030 Rev.: 2

Date: Aug. 24, 2022

Subject: Course Audit Policy

1. Purpose	1
2. Policy	1
3. Procedures	2
4. References	2
5. Approval and Revisions	2

1. Purpose

This policy outlines rules and regulations for auditing courses at Maryland University of Integrative Health (MUIH). Procedures for audit requests as well as fees for audit registration are included in this policy.

2. Policy

Students are eligible to audit certain courses inside and outside of their academic program. An "audit" refers to taking a course in which the student is neither assessed by the instructor nor awarded a grade.

The conditions of the audited course are set by the instructor and vary among courses. In general, auditing students will be expected to attend class consistently and may be required to complete some assigned work, but will not be graded on such work.

The following rules and regulations apply to all audits:

- Only students who are currently enrolled in a degree program at MUIH may audit courses.
- Students must meet a course's pre-requisite requirements in order to audit the course.
- Not all courses or course sections are eligible for audit. Approval of specific audit requests is at the discretion of the course section instructor and the Department Chair.
- Prior to a student being eligible to audit a required course in their program curriculum, they must have first either passed the course successfully, be exempted from the course, or have the course equivalent transferred from another institution.
- Students cannot change a course designation from audit to credit or from credit to audit once the course begins.
- Audited courses do not fulfill degree requirements and no academic credit is awarded for these courses.
- Course audits are not counted in the calculations determining full- and part-time enrollment status for financial aid purposes.
- Audited courses appear on transcripts with an audit designation.

- Tuition to audit a required course within a student's current academic program is waived. All other audited courses are billed at 50% of the normal tuition rate; this includes all program electives that have not been completed previously for a grade.
- Students who are taking a class for credit have enrollment priority over auditing students. For courses with historically high enrollment, auditing students will be placed on a wait list until two (2) weeks before the beginning of the trimester.

3. Procedures

To audit a course, students must complete and submit the [Audit Registration Form](#) and pay the corresponding tuition fee.

4. References

Audit Registration Form,
<https://muih.edu/academics/office-of-the-registrar/student-policies/>

5. Approval and Revisions

Approved August 22, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Note: This policy replaces the former "Auditing Courses" Standards and Practices, which was last reviewed in September 2014. A copy of "Auditing Courses" is available from the Office of the President.
- Revision 1
 - Updated Section 3 and 4 to include links to current policies and forms webpage

Approved February 8, 2022 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2
 - Updated Section 2 to include language to allow for audit of transfer and exempted courses.

Approved September 7, 2022 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.