



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall establish the guidelines for a high school student who wants to audit a course.

PROCEDURE

1. Course catalogs must include the school's policy on audit. A student may choose to audit a course provided he/she receives permission from the high school administration or an identified designee. The course instructor may also be consulted.
2. Students who are enrolled in a course on an audit basis will not receive credit for the course.
 - a. In order to remain in good standing in an audited course, each audit student must complete all assignments and exams and will abide by all attendance policies.
 - b. A student may be removed from an audited course at the discretion of the high school administration and the course instructor.
3. Once a student has made the decision in writing to audit a course, the NM becomes a permanent part of the student's record and may not be changed to a letter grade at a later date. An academic grade of "NM" ("no mark") will be assigned to students in an audited course. Audit course numbers that are listed in the course file should be given to the course and the course title changed; e.g., If a student is going to audit Physical Science 1, the course number used should be 3997 (Audit Science) and the title changed to Audit Physical Science 1. This way the specific course that is taken for audit will be indicated on the student's transcript.
4. A student may not drop a course to an audit after the 11th week of the semester. Audit is not an option for non-public school students (e.g. home or private school) who are accepted to participate in a course at the public high school.
5. Late entry students may not be placed into an audit of a course.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in the year opposite the regular session of the Nevada Legislature.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
04/01/2012	1.0	Latest Revision: Accepted Practice
01/03/2014	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure