

Policy Procedure: Audit

Procedure Number: 220P

Contact Information:

Forms: [Form 125- 012 Auditing a Class: Permission to Audit](#)

Last Reviewed Date: 07/06/2021

1. Students wishing to change status in a course from credit to audit, must complete NOVA [Form 125- 012 Auditing a Class: Permission to Audit](#) and have it signed by the instructor and the academic dean no later than the census date for the course. After this day, the audit grade X is invalid for students enrolled for credit.
2. Students who wish to earn credit for a previously audited course must retake the course by reenrolling in the course for credit and paying normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

Definitions

N/A