



Credit and Audit Enrolment Status Policy

Auditing

Auditing a course means that the student regularly attends scheduled class sessions, but earns no credit and no grade. Auditing students participate in class and sometimes complete assignments and take examinations, but do not receive an A, B, C, D, or F grade from the instructor. Auditing offers students the option of exploring a course(s) without affecting their grade point average (GPA).

- Audit students are responsible for attending class regularly and participating in a satisfactory manner.
- Audit students are NOT required to complete written assignments or exams.
- Receive a grade of "AU" (audit) for satisfactory attendance and classroom participation.
- However, the "AU" grade does not count in calculating the student's GPA, toward graduation, or in meeting professional requirements. If, in the instructor's judgment, the student has not conscientiously participated, the course will be expunged from the student's record.

Petitioning to Change Enrollment Status

If a student wishes to change their enrollment status from Credit to Audit or Audit to Credit they must pay a \$25 fee and fill out a "Change of Enrollment Status" form within the first week of the semester. No tuition refunds will be given to students switching from Credit to Audit and additional tuition will be charged to students switching from Audit to Credit. **After the first week there will be no changes in enrollment status unless approved by Registrar and signed by instructor.**

- If a student wished to change their enrollment status from Audit to Credit, they are responsible to complete all required course work due on or before their enrollment status changes.
- If a student wishes to change their enrollment status from Audit to Credit they are required to pay full Credit tuition before the Registrar approves their enrollment status change.
- If a student wishes to change their enrollment status from Credit to Audit grades recorded while a Credit student in the course(s) will not be retained by MBI.
- If a student has completed a course for Audit, their permanent record may not be changed to a credit-earning grade; however, students may retake a previously Audited course for Credit.
- If a student is taking more than one course in a semester they are required to take all courses under the same enrollment status.