



The American University of Kurdistan Policy of Course Audit

Policy Number: AS007
Effective Date: October 4, 2020

- 1. Policy:** This policy outlines the standards and procedures governing the auditing of academic courses at The American University of Kurdistan (AUK). The University is committed to promoting lifelong learning and providing opportunities for individuals to engage in coursework for personal or professional enrichment without earning academic credit. All regulations related to course auditing must be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be made readily accessible to the University community, published on the AUK website, and reviewed regularly to ensure its continued effectiveness and alignment with AUK's academic mission and institutional policies. Members of the AUK community are expected to comply with all provisions of this policy as approved by the AUK Board of Trustees (BoT).
 - a. Purpose:** The purpose of this policy is to establish the regulations governing course auditing, providing students with the opportunity to attend a course as observers without the obligation of completing graded assignments or examinations.
 - b. Scope:** This policy applies to students formally enrolled in academic programs at AUK who wish to audit undergraduate or graduate courses, Course Instructors, Department Chairs, College Deans, Academic Programs, and the Admissions and Registration Department (ARD).

- 2. Definition of Terms:**
 - Audit (a class):** The term is used when a student elects to take a course but does not wish to receive credit or a grade for the course toward a degree or other recognized postsecondary credential.
 - Auditors:** Auditors are individuals approved by the course instructor who may attend a course without credit, on a space-available basis after students registering for credit have been accommodated.
 - Financial Aid:** Refers to financial assistance, in the form of a transfer to student's account or cash remittance, made to enrolled students with a demonstrable need for such assistance. Financial aid may be disbursed to a beneficiary student as a one-time payment, or as a series of monthly payments.
 - Full-time Undergraduate Student:** A student enrolled for 12 or more semester credits.
 - Late Registration Period:** The latest date to request audit status is the end of the fourth week of the semester.
 - Scholarship:** Tuition assistance based on merit or financial need.
 - Transcript:** Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course.

3. Responsibilities:

- a. **Issuing Unit:** The ARD holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** Course Instructors and Department Chairs are stakeholders in approving audit requests to ensure that course demands, class capacity, and other instructional considerations are appropriately evaluated.

4. Procedures

Application and Approval Process

- Students who wish to audit a course are required to complete the Audit Application Form (See Section 6: Related Documents).
- Approval must be secured from both the Course Instructor and the Department Chair.
- Audit applications must be submitted and approved by the end of the Late Registration Period. Approved audit status becomes effective as of the conclusion of the Late Registration Period.
- The Course Instructor may allow limited participation and engagement for an auditing student (e.g., class discussions or ungraded exercises). Auditors are not required to complete graded assignments or examinations and will not receive a grade or academic credit.

All provisions governing the auditing of courses shall be aligned with the following requirements:

- Student-auditors must be full-time, matriculated students.
- Course Instructors have the right to deny audit requests based on course demand, class capacity, or instructional considerations.
- Students registered for credit-bearing courses have priority over auditors when space limitations exist.
- Auditing is permitted only after the late registration period concludes.
- Audited courses are recorded on the official academic transcript with an audit notation (e.g., “AU”), carry zero credits, and do not affect GPA.
- Audited courses do not count toward degree requirements, full-time status, financial aid, or scholarships.
- Audited courses are excluded from enrollment-based decisions regarding course continuation or cancellation.
- Students may retake an audited course for credit in a future term through standard registration.
- A course taken for credit may not be converted to non-credit under any circumstances.
- Auditing of courses with laboratory, studio, or clinical components may be restricted. Where permitted, auditors are normally limited to the lecture component unless otherwise approved by the Department Chair.
- Students must be in good academic standing.
- Students must meet course prerequisites or receive a prerequisite override from the Department Chair and obtain instructor and Department Chair approval, subject to space availability.

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	ARD	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
Implementation Support	ARD	March – April, 2026	Email, information sessions	Provide support to employees/student affected by the policy; Monitor early implementation challenges
Feedback Collection	ARD	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy’s effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

6. Related Documents

[Audit Application Form](#)

[Admission Requirements](#)

[Policy of Student Course Load](#)

[Policy of Enrollment](#)

[Policy of Student Grievance](#)

7. Ways to Measure Success

Percentage of audited courses that are correctly coded as “audit” in the SIS, with no grade, no credit, and excluded from GPA and Scholarship.

8. Policy History

- a. **Approved by:** Board of Trustees
- b. **Adopted:** October 4, 2020
- c. **Revised:** January 18, 2026