

Instruction

Auditing and Reviewing Courses

In general, students can be expected, and will be encouraged, to take courses for credit in accordance with normal procedures. Under some circumstances, however, it may be more advantageous, for the student to audit a course. When such circumstances exist, the student should be permitted and encouraged to do so.

It should be understood by students that auditing a course is a privilege, and that permission will be granted to individual applicants only after due consideration and in light of the circumstances and conditions set forth below. Students taking the course for credit shall always be given preference for placement in the course.

Purpose in Taking Course

A student may be given permission to audit a course only if the purpose of the audit is for enrichment, background, or review. Since an audited course, by definition, does not carry credit, it may not be a course in which the student needs credit to meet graduation requirements, college admission requirements, or requirements for post-high school vocational plans.

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Eligibility Requirements

The student will be eligible only if:

1. The student's purpose in requesting permission to audit a course is in harmony with Board of Education policy;
2. The student is in grades 9 to 12; and
3. The student is carrying a minimum of five major subjects for credit.

Additionally, a student cannot change during the year to an audit status in a course in which he/she is failing; or from an audit to a credit status after he/she has started a course.

Approval of Eligibility and Permission

All requests for course audit must be approved by a member of the guidance staff and the teacher of the course to be audited.

Standards for Students Auditing a Course

All students who are given permission to audit a course will be expected to attend all class sessions, meet normal standards of conduct, and show reasonable progress in the audited subject. Whether a student is making satisfactory progress is a matter to be determined by the teacher concerned. Those students who do not meet behavior standards, or who impede the progress of the class, or do not make reasonable progress, will be asked to leave the class.

Student Records of Audited Course

Although there is no mark connected with a course audit, a notation of the course audited will be made in the student's cumulative folder and will be included as part of his/her high school transcript. An explanatory statement of the audit policy will accompany the transcript.