

# AUDIT POLICY

2009-2010

1. A person will be allowed to audit a class if the class is not filled during the pre-registration process and if the professor gives that person permission to audit the class by signing the Audit Application.
2. No basic first-year course may be audited.
3. In order to audit a class, a person must have a bachelor's degree, except in the case of legal assistants. Legal assistants who do not have a bachelor's degree will be allowed to audit classes if they provide a letter from their employer confirming that they work as legal assistants.
4. A certificate of completion is given only to those students who (1) register to audit for certification and (2) complete all coursework, including the final exam, with a passing grade.
5. For auditors who graduated from Northwestern School of Law, the charge for auditing a class will be \$580.00 per credit hour with or without a certificate of completion.
6. For all other auditors, the charge will be:
  - a. \$580.00 per credit hour for non-exam auditors who do not want a certificate
  - b. \$1,160.00 per credit hour for exam auditors who want a certificate
7. Payment is to be submitted with the application.
8. Auditors should contact the Campus Safety Office for parking instructions before parking on campus.
9. Auditors do not receive a transcript and cannot apply or transfer these credits to Lewis & Clark Law School or any other academic program.

**Northwestern School of Law  
of Lewis and Clark College**  
503-768-6614  
**APPLICATION FOR AUDIT**

<b>Office Use Only</b>
<input type="checkbox"/> Payment receipt
<input type="checkbox"/> Class list
<input type="checkbox"/> Certificate/receipt
<input type="checkbox"/> Exam #

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

EMAIL \_\_\_\_\_

HIGHEST DEGREE EARNED \_\_\_\_\_ FROM \_\_\_\_\_ INSTITUTION

REQUESTED COURSE \_\_\_\_\_

(\*Note: No basic first year courses may be audited.)

PROFESSOR \_\_\_\_\_ CREDIT HOUR \_\_\_\_\_ SEMESTER \_\_\_\_\_

	Certificate (exam)	Non-certificate (non-exam)
Alumni	_____	_____
Non Alumni	_____	_____

Briefly describe your reasons for wanting to audit this course, and include relevant employment and/or educational background.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Subject to Professor's approval: \_\_\_\_\_  
Professor's Signature

Please mail completed form to:  
Lewis & Clark Law School  
Registrar's Office  
10015 SW Terwilliger Blvd  
Portland, OR 97219