AUDIT POLICY

2013-2014

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 course work with a passing grade.

5. For auditors who graduated from Northwestern School of Law, the charge for auditing a class is $716.00 per credit hour with or without a certificate of completion.

6. For all other auditors, the charge is:

    a. $716.00 per credit hour for non certificate auditors.

    b. $1,432.00 per credit hour to attend the class, do all course work and receive a certificate.

7. Tuition is due on the first day of class.

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.

Northwestern School of Law of Lewis and Clark College

503-768-6614

APPLICATION FOR AUDIT

Office Use Only

☐ Payment receipt

☐ Class list

☐ Certificate/receipt

☐ 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