

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Policy on Attorneys and Employees Auditing Courses**

**Administrative policy approved July 22, 2022. Effective immediately.**

**Revision history:** Formerly a part of the annually revised Student Handbook (“Alums as Visiting Students”); established as a standalone policy in August 2022; substantive and technical edits made in March 2025.

**Related policies and form:** Student’s Right to Cancel and Tuition Refund Policy; Disability Accommodations Policy; Registration Policies and Procedures (audit option for current students); Application Form Auditing Attorneys

**Scheduled Review Date:** April 2027 (Office of the President & Dean)

#### **A. Eligibility**

A graduate of Southwestern Law School or an individual who has graduated from another ABA-accredited law school may apply to take courses as a visiting student on an audit basis. Under extraordinary circumstances as determined by the designated Vice Dean, an individual who has earned a foreign law degree or another professional degree may be approved to audit courses. Students currently enrolled in a degree program at Southwestern may audit courses as outlined in the current Registration Policies and Procedures.

No individual who has been expelled from any law school, is on suspension from any law school or university, has had their admission revoked from any law school, or who has had their license to practice law revoked (e.g., disbarred) or been subject to similar professional discipline may audit courses at Southwestern. A criminal record may also bar eligibility to audit courses at Southwestern.

#### **B. Application**

Auditor applications are available through the Registrar’s Office ([registrar@swlaw.edu](mailto:registrar@swlaw.edu)) and on the Registrar's Office page on [swlaw.edu](http://swlaw.edu). The applicant must submit the completed application form, law school transcript, and bar card at least 45 days before the start of the relevant term to [registrar@swlaw.edu](mailto:registrar@swlaw.edu). An individual seeking to audit a course must submit a new application for each term. The Associate Dean for Student Services, in collaboration with the designated Vice Dean, will determine who is permitted to register as an auditing student. Also, the faculty member must consent to having an auditor in the course.

### C. **Academic Credit and MCLE Credit**

Southwestern offers the option to audit courses as a personal enrichment opportunity. Auditors will not receive academic credit for audited courses but can receive a Southwestern transcript noting the grade "AU" for audit. Attorneys may be eligible to receive Minimum Continuing Legal Education (MCLE) credit for audited courses in California, if requested as part of the application process.

### D. **Course Limitations**

Auditors may not register for full or closed courses, courses with a waitlist when the individual's application is approved, courses that meet the experiential or upper-level writing requirements, or other courses that involve direct participation or individualized instruction. Without good cause approved by the designated Vice Dean, an auditor may not retake a course previously taken. In addition, the Vice Dean may refuse any request to audit a specific course.

Auditors may take no more than two courses per term and four courses per academic year. In addition, auditors typically will be limited to enrolling in courses that offer one or two units of credit.

### E. **Participating as an Auditor**

Permission to audit a course conveys the privilege of listening and observing but not submitting papers or assignments, participating in discussions or activities, or receiving feedback or evaluations. An auditor does not take examinations or receive law school credit for the course.

An auditor must participate in the course in the designated modality. For example, an auditor must attend an on-campus course in person unless the faculty member approves Zoom attendance.

Auditing a law school class is a privilege, not a right. A faculty member may remove an auditor from the class if, in the faculty member's professional opinion, the auditor is disruptive. The faculty member should notify the designated Vice Dean before removing an auditor. The Vice Dean will record the removal for future consideration if the individual seeks to audit additional classes.

Auditors are not eligible for other Southwestern services to which they would not otherwise be entitled, including but not limited to housing, health insurance, Career Services Office and Symplicity access, etc.

Auditors must abide by Southwestern's academic policies, general law school policies, and health and safety protocols. Policies are posted on Southwestern's [Institutional Policies](#) page.

### F. **Tuition**

**Southwestern alums:** Southwestern graduates will receive a 50% discount from the current [per-credit charge](#) for LL.M. students. Southwestern graduates who have been out of law school for three years or less or who are working in a public-service or public-interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

**Adjunct faculty members:** Current adjunct faculty members may audit courses at no charge but typically should not audit a course during a term when they are teaching.

**Other Southwestern employees:** A Southwestern employee who holds a J.D. degree from Southwestern or another ABA-approved law school may audit courses at no charge but must obtain written permission from their supervisor and Human Resources. The employee typically should not audit a course scheduled to meet during Southwestern's designated business hours.

**Others who have served Southwestern:** Non-Southwestern graduates who have served as adjunct professors, externship supervisors, Writing Center Fellows, clinical Fellows, or Honors Program coaches at Southwestern at any point during the preceding five years will also receive a 50% discount from the per-credit charge for LL.M. students. Those who are working in a public-service or public-interest position will receive a 75% discount from the current per-credit charge for LL.M. students.

**Others:** Non-Southwestern graduates will pay a fee equal to the per-credit charge for LL.M. students. However, the Associate Dean for the Biederman Institute, with approval of the Dean, has discretion to award additional discounts for a limited number of auditors each term for selected Entertainment, Media, and Sports Law courses.

**G. Financial Aid**

Auditors do not qualify to receive federal financial aid.

**H. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.