



Lansing Community College - Standard Operating Procedure

SOP Name: Auditing Courses

SOP #: *RO.011*

Name of Committee: *Academic Procedure Advisory Committee*

Individual Responsible for SOP: *Registrar's Office*

Effective Date: *Fall 2019*

Initial Approval Date: *April 19, 2019*

Last Review/Update Date: *June 28, 2019*

Next Review Date: *Jun 1, 2022*

***Does this procedure support a Board Policy or a College Operating Policy?** *No*
If yes, identify: *NA*

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** *Yes*
If yes, identify: [3B, 3D](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.

Standard Operating Procedure:

1. *Purpose*

Lansing Community College recognizes that there may be instances where a student may not require a numerical grade for an academic course.

2. *Scope*

This procedure applies to all students of Lansing Community College.

3. *Essential Information*

- A student who registers as an auditor attends class regularly but does not take the final examination, does not receive an achievement grade, and does not receive credit for a course.
- Students must meet all prerequisites required for the course regardless of their intent to take the course for credit or to audit the course.
- Audited courses cannot be applied toward a degree or certificate and cannot be used to meet prerequisites.
- The student can choose to audit the course at the time of registration. The college also allows students to change from credit to audit or from audit to credit by the end of the second week of classes (or other equivalent dates as specified for variable length courses).
 - Changes from credit to audit through the end of the second week for 16-week courses (and other equivalent dates as specified for variable length courses) do not require instructor approval.
 - Student selecting to change from audit to credit are responsible for having course work up to date at the time the change is made and must have instructor approval after the first week of the semester.
 - Students should be aware that exercising this option may have an impact on their financial assistance or on student employment at the college.
 - Any student balance created by a change in credit or audit status must be paid by the student.
- Changes in audit or credit status must be requested by the student through the [Registrar's Office](#) website.
- **Some courses are not eligible for audit.**

4. *Responsibilities*

Registrar- responsible for preparing processes to implement this procedure.

5. Procedure

To register a course as an audit:

1. Log into Banner Self-Service
2. Select "Student"
3. Select "Registration"
4. Select and review the "Pre-Registration" tasks and complete any tasks if applicable
5. Select the "Continue to Registration Tasks" link
6. Select "Add or Drop Classes"
7. Select the term
8. Enter the CRN. Click the "class search" button to locate available CRNs, prerequisites, course notes, and course descriptions
9. Select "Submit Changes"
10. Once registered, to the top of the page and select the "Change Grade Type (Audit/Grade)"
11. Select "Audit" in the grade mode section
12. Submit your changes
13. Changes in audit or credit status after classes begin must be requested by the student through the [Registrar's Office](#) website.