

POLICY TITLE: AUDITING COURSES

I. Purpose

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

II. Scope

This policy applies to all students.

III. General

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 the course. Students wishing to audit must meet all prerequisites required for the course and indicate their intention to audit at the time they register for the course. Audited courses cannot be applied toward a degree or certificate and cannot be used to meet prerequisites.

The College allows students to change from credit to audit or from audit to credit by the end of the sixth week for 16-week classes (and other equivalent dates as specified for variable length courses.) Students electing 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. Changes from credit to audit through the end of the sixth week for 16-week courses (and other equivalent dates as specified for variable length courses) do not require instructor approval. In addition, 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 due 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 Enrollment Services/Registrar's Office.

IV. Responsibility

The College's Registrar is responsible for preparing procedures to implement this policy.