

Board Policies

ACADEMIC AFFAIRS

204.00 AUDITING A CLASS

Occasionally, students may wish to participate in a class offering for personal goals and not desire course credit or the additional work required by preparing for examinations and papers. Auditing a class means that a student may attend a class regularly but are not required to take exams or complete assignments. No college credit for the audited class is given. A student may attend a class for audit credit provided the following criteria are met:

1. The course has adequate space, physical and instructional, to accommodate the auditing student.
2. All course pre-requisites are met or the student has obtained the approval of the instructor.
3. Registration for audit classes will be accepted one week before and through the add period of the class.
4. Payment is due at the time of enrollment and is non-refundable. Financial aid and scholarship monies may not be used for audit courses.
5. The course is approved for audit credit (each department determines which courses, if any, may be taken for audit credit).

Courses attended as audit will be recorded as AU on the student's transcript and may not be converted to another credit at any time. College credit may not be converted to audit credit. Audit courses carry no credit weight and may not be used to satisfy requirements for any program, degree or certificate.

Audit registration forms are available in the registrar's office and must be completed with the required signatures.

Adopted: July 21, 2003

Revised: May 18, 2020