

Policy Number: 05.036
Policy Title: Auditing Policy
Policy Type: Academic/ Registrar Related
Responsible Party: Registrar
Governing Body: Faculty Assembly
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Auditing Policy

A non-degree seeking student who wishes to audit one or more courses may register for them without credit and without a grade. Audit Request Forms are available in the Registrar's Office. Refer to the college website for additional fees in relation to auditing a course.

Any degree-seeking student may audit a course with permission of the instructor provided there is an open seat on the first day of classes. When determining an overload (more than 18 credit hours per term), the Registrar's Office includes the audit credits as part of the overall credit load. If an overload should result, a petition to overload must be submitted with the student's registration form in order for the course to be included in the overall enrollment for the term.

Any student who wishes to audit a course, non-degree-seeking as well as degree-seeking, must meet all the requirements for taking the specific course desired including the prerequisites and, in some cases, placement testing.

No student may change a credit registration to audit or change an audit to credit registration once the term of intended enrollment has started.

Fees Associated with Auditing Courses

- **Audit Fee (non-degree)** – This fee is assessed to non-degree seeking students only. The fee is not assessed for community life courses (CLXX courses and some designated PERF courses require a fee for participation – Contact the registrar for specific courses that generate the fee for each term). The fee is non-refundable.
- **Participation Fee** – A fee associated with community members who wish to take credit and non-credit bearing co-curricular/ community life courses. The fee is non-refundable*.
- **Special Course Activity Fee** – Fees associated with courses that have events or activities incorporated into the learning goals/outcomes that require students to attend. This activity can be on or off campus. The fee will be placed on the students' account upon registering for the course. Fees must be paid by the Friday of week 2 of the term. The fee is only refundable if the course is dropped during the add/ drop period during the first week each term. Anytime after this period, the fee is non-refundable*.

**If a course cancels due to minimum enrollment not being met, the fee will be credited to students.*