I. PURPOSE

Defines the administration and use of the audit status in credit courses.

II. POLICY

A person may audit any university-transfer course. No one may audit a vocational-technical course or program without prior approval of the Vice President of Instruction. Audit status entails the same tuition and fees structure as all semester-hour credit courses.

(POLICY APPROVAL: 10-25-95, Board of Trustees, amended 1-15-13)

III. PROCEDURES

A. Registration in an audit course is accomplished in the same manner as registration for a course without audit.

B. A change from credit to audit or from audit to credit cannot be made after the deadline for adding courses.

IV. GUIDELINES

A. A student is permitted to change credit or audit status during the late registration period only.

B. Once an audit status is selected and the deadline for adding courses has passed, a student may not change status from audit to credit or from credit to audit.

C. An auditor is freed from course requirements such as attendance, written work, and tests. If a student chooses to write examinations, etc., he or she has the right to have this work evaluated as other students do in the class, but without the work counting toward a credit grade.

D. The audit grade does not reflect mastery of the material covered in a course, and no credit is awarded. The student's transcript will show an "X" if the student completes the course.

E. The student pays the regular tuition and fees applicable to the credit course.

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