

**SUBJECT:** Enrollment Without Credit (Auditing a Course)

**DATE:** July 2018

**PURPOSE** To provide a detailed explanation of the process by which students may enroll in a course for no credit (audit). [Related OP: 32.16; Course Audit Form](#)

**REVIEW** The policy will be reviewed when changes are made to the process or related OP or university policy.

## **POLICY**

A student who wishes to enroll in a course without seeking credit for the course may do so under the following circumstances:

- Written permission from the course instructor
- Written approval from the College Dean (or designee) in which the course is offered
- Available space in the classroom
- Payment of any applicable fee

Those who audit a course do so for the purpose of hearing and/or seeing only; they do not have the privilege of participating in class discussions or laboratory or field work, of turning in papers, or of receiving a grade or credit in the course. Students who audit a course will not be listed on the class roll, and no notation of the audit will be made on the student's transcript. Auditing students will be expected to abide by all class policies and procedures including regular and timely attendance.

## **PROCEDURE**

### *Students*

Those who wish to audit a course should be guided by the following procedure.

- Confer with the course instructor to obtain permission to audit the class. Permission is indicated by the instructor's signature on the [Course Audit Form](#) and is contingent upon completion of the additional required steps required for audit enrollment.
- Confer with the Associate Dean for Students or designee to get college-level approval for auditing a course. Permission is indicated by adding his/her signature to the above referenced Course Audit Form.
- A copy of the completed Course Audit Form with any required documentation attached must be presented to the course instructor on the first day of class.
- Students enrolled full-time (at least 12 hours or 6 per summer term) and those over 65 may audit a class with no fee.
- Students enrolled in fewer than 12 hours or 6 each summer term) must pay an audit fee of \$10/credit hour. The signed Course Audit Form must be presented to the Student Business Services office at the time of payment.
- If the course enrollment reaches the maximum classroom capacity, the student will not be allowed to audit the class. The instructor should note that on the Course Approval Form, and the student should contact Student Business Services for a refund.
- If the student does not abide by class policies and procedures or in any way impedes course instruction or student learning, the faculty member has the right to revoke the student's

permission to audit. The student will not be refunded the audit fee. In addition, the Associate Dean for Students will be notified.

### *Faculty*

In response to a request for a student to audit a course, the faculty member should follow the following procedure.

- Meet with the student to discuss the request to audit the course. If the faculty member feels that the request to audit is appropriate and is willing for the student to audit the class, then he/she signs the [Course Audit Form](#) provided by the student and adds optional comments as appropriate. It is important that the faculty member explain any course policies and procedures to the student as the student will be expected to abide by those policies and procedures in the same manner as fully-enrolled students. Students will not be allowed to audit the class should the number of fully-enrolled students reach the maximum capacity of the classroom (not necessarily the enrollment limit) before the end of the add/drop period. If that is the case, the faculty member should note that issue on the student's Course Enrollment Form so the student can secure a refund from Student Business Services.
- After granting permission for the student to audit a class, instruct the student to meet with the Associate Dean for Students to secure college-level permission.
- On the first day of class, the faculty member should be presented a copy of the signed Course Audit Form with any needed documentation attached such as a receipt from Student Business Services. The faculty member will keep this copy for his/her records.
- If the auditing student does not abide by class policies and procedures or in any way impedes the course instruction or student learning, the faculty member has the right to revoke the student's permission to audit. The student will not be refunded the audit fee. In addition, the Associate Dean for Students should be notified.

### **DOCUMENTS INCLUDED**

[OP 32.16 Visitors in Regularly Scheduled Classes](#)

[Course Audit Form](#)

*Reviewed July 2018*