



## ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: November 17, 2015

NEXT REVIEW: Nov. 2019

SUBJECT: AOPP 1.4 -- **AUDITING A CLASS**

PURPOSE: The purpose of this Policy is to standardize procedures for students desiring to audit a class.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: If space is available, upon recommendation from the course instructor and subject to approval by the Program Coordinator, Department Chair, the Division Dean, the student's Advisor, and the Registrar, a student may enroll to audit a course. The approval to audit must occur prior to the official enrollment count day (10th class day for spring and fall semesters; third class day for summer school sessions). A student may not change from credit to audit or audit to credit status after the official enrollment count day. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom rules including attendance requirements is the same as for students taking the course for credit. At the time the request for audit is approved, the professor will inform the student auditing the class of attendance expectations. Failure to meet any or all of these requirements may result in an auditor being administratively dropped from the class roll. No audited course may be counted as part of the required hours of any degree or program requirement. The audit fee is published in the College Catalog.

### RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

### APPROVED BY:

/s/ Keith DeFoor	11.17.15
Associate VP for Academic Affairs	Date

/s/ Gary Myers	11.17.15
Vice President for Academic Affairs	Date

/s/ Gary Myers	11.17.15
Chair, Academic Council	Date

/s/ Matthew Byron	12.10.15
President, Faculty Senate	Date

**REVIEWED BY:**

/s/ Tammy Gibson	12.10.15
Registrar	Date

**APPROVED:**

/s/ Cathy Cox	7.29.16
President	Date