

# PROCEDURE

Number: 8.5.5.1  
Related Policy: 8.5.5  
Title: Auditing a Curriculum Course  
Responsibility: Executive Vice President for  
Academic and Workforce  
Development  
  
Original Approval Date: 10-21-1996  
Last Cabinet Review: 01-11-2023  
Last Revision: 01-11-2023

---

President

A student auditing a curriculum course should establish with the individual faculty what the student expects from the auditing student regarding such responsibilities as class participation and testing. The auditing student should determine the faculty's expectations the first day of class.

The auditing student must comply with policies and procedures of the College, including the faculty member's Attendance Policy.

After the add/drop period, a student enrolled in a course for credit cannot change to audit, and once a student is enrolled in a course for audit, the student cannot change to credit.

The faculty and/or the student must notify the Registrar's Office of intent to audit a course. A grade type of AU for Audit will be placed on the course so that the student cannot receive a grade for the course nor financial aid and Veterans Affairs will not pay for the course.