

**Title: Auditing of Courses**

- ❑ **Initial Action:** 11/13/06
  - ❑ **Board Resolution:** 13-008, 16-034
  - ❑ **Last Revised:**
    - **Policy:** 5/11/2016
    - **Procedure:** 5/4/2022
  - ❑ **Last Reviewed:** 5/4/2022
  - ❑ **Effective:** 6/30/2016
  - ❑ **Next Review:** 5/2025
  - ❑ **Responsibility:** Academic Programs
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**POLICY:**

Students who wish to be under no obligation for regular attendance, preparation, recitation or examination, and who do not wish to receive any credit, may register for a course as an auditor. Audited courses are not eligible for calculation towards a student's full-time or part-time enrollment status or financial aid.

**PROCEDURE:**

- A. Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.
- B. A student may audit any course approved for audit by registering as an auditing student and paying the regular tuition and fees. Any special instructions or lab fees as required for the course must also be paid. All safety requirements for the course must be met.
- C. A student who originally registered to audit a course and then wishes to receive credit for the course must change their enrollment status by the Add/Drop date as follows:
  - 1. Meet the pre- and co-requisites for the course.
  - 2. Report to the Registrar's office and complete the necessary change forms.
  - 3. Pay any additional required fees.
  - 4. Notify his/her instructor of the change.
- D. A student who wishes to change from credit status to audit status after registering must report to the Registrar's Office and complete the necessary change forms. Students may change their enrollment status from credit to audit up to and including the withdrawal date for that semester.
- E. A student cannot change from credit status to audit status if a final grade has been issued or if the student has agreed to an incomplete contract and has failed to fulfill his/her responsibility on that contract.

## **GRADING**

The grade designation of “K” will be utilized and recorded on the transcript next to the corresponding course. The grade of “K” cannot be changed. The course may be repeated for credit.

Since no credits are attempted or earned and no quality points are given, the audited course will not be included in the calculation of the grade point average.

### AUDIT A COURSE

Please read information below before continuing with the audit of course(s):

Students who wish to be under no obligation for regular attendance, preparation, recitation, or examination, and who do not wish to receive credit, may register for a course as auditors. Students may change their enrollment status from credit to audit throughout the withdrawal period. Students may change from audit status to letter grade status through the add period only.

Since no credits are attempted or earned and no quality points are given, the course will not be included in the calculation of the grade point average. Audited courses are not eligible for calculation toward students' full-time or part-time enrollment status or towards financial aid. A grade of "K" will be entered on the academic transcript. Students will not receive academic credit for a course taken as an auditor. Regular tuition and fees apply to audited courses.

**Semester/Term:**     **Fall 20** \_\_\_\_\_     **Spring 20** \_\_\_\_\_     **Summer 20** \_\_\_\_\_

ID# _____	Date of Birth _____ / _____ / _____	
Last Name _____	First Name _____	Middle _____
Street Address _____		
City _____	State _____	Zip _____
MD County of Residence _____		E-mail Address _____
Home Phone (____) _____	Cell Phone (____) _____	

I am requesting to audit the following course(s):

Course Code	Section	Course Title

<u>Student Signature</u>  _____ ** I agree that all safety requirements will be met. **	Date
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Registrar's Initials	Date
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