

Policy Title: **AUDITING OF COURSES**

A student may audit a course to gain a general understanding of a subject matter, but only with the approval from the respective instructor, or, if the instructor is not available, from the faculty department chair, division dean, or regional manager based on the student meeting necessary prerequisites or other course requirements.

A student must decide whether to audit a course at the time of registration and must also complete the *Course Audit Request Form*. Any course prerequisites must be met before registering and enrolling in an audited course. A student wanting to audit a course must pay the same tuition and fees as a student enrolled for credit. Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing courses, excluding community service courses (aid code 60) and apprenticeship courses (aid code 50) on a space available basis. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

A student does not earn course credit for auditing a course, nor is an achievement grade awarded at course end. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' benefits, or for any other purpose for which the college is asked to certify a student's full- or part-time enrollment status.

A student auditing a course is expected to meet attendance requirements, participate in classroom and lab work, and complete all assignments, but is not required to take examinations. At course end, an audited course will reflect an "AU" notation on the student's official record and transcript for that course. A student may not change his or her course enrollment status at a later date to receive credit for an audited course.

The college administration reserves the right to restrict the auditing of any course. Audit options are provided in courses on a space-available basis. Additional course sections do not need to be created to accommodate groups of student auditors.

*Adopted: 04/29/98*  
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