

CSN POLICY: Auditing Classes Policy

Approved: Richard Carpenter
CCSN President

May 31, 2007
Date

Faculty Senate Recommendation

Recommended Not Recommended

Alok Pandey
Faculty Senate Chair

May 21, 2007
Date

Contents:

1. POLICY PURPOSE AND BACKGROUND
2. POLICY STATEMENT
3. AUTHORITY AND CROSS REFERENCES
4. KNOWLEDGE OF THIS POLICY
5. DEFINITIONS
6. RESPONSIBILITIES
7. EXCEPTIONS
8. CONTACT
9. HISTORY

1. POLICY PURPOSE AND BACKGROUND

Establish policy for students who wish to enroll in a course for no grade:

2. POLICY STATEMENT

- 1 To audit a course-attend class without receiving credit -you must register in person for the course and pay the regular tuition.
- 2 Audit to Credit: To change the status of a course from audit to credit, you must first obtain the instructor's signature and then complete the change in person before the end of the registration period.
- 3 Credit to Audit: To change the status of a course from credit to audit, you must complete the change in person by the official last day for withdrawal from a class without academic penalty.
- 4 Courses you are auditing are NOT counted as part of your academic load when full-time or part-time status is reported, for any reason, to any internal or external office or agency, for example, financial aid office, Social Security Administration, an employer and others.
- 5 A student who audits a course must, at the discretion of the instructor, meet all regular class requirements.
- 6 A grade of "AU" is posted for audited courses and it will be entered as such on the student's academic record.
- 7 All enrollment changes are processed at the Office of the Registrar at any of our three main campuses.

3. AUTHORITY AND CROSS REFERENCES

The basis for this policy is provided in the following:

4. KNOWLEDGE OF THIS POLICY

5. DEFINITIONS

6. RESPONSIBILITIES

7. EXCEPTIONS

8. CONTACT INFORMATION

Direct questions about this policy to the following offices:

9. HISTORY