

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: AUDITING A CLASS

REVIEWER(S): Dean, Student *Affairs* and Enrollment Management*
Provost
Registrar

I. POLICY

A student may request to audit a course or an audit may be prescribed. Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the course faculty. Clinical experiences are not eligible for audit.

II. PROCEDURE

A. The student must submit a written request to the dean of student *affairs* and enrollment management to audit a course; the admission, progression and graduation (APG) committee may prescribe an audit as a condition of readmission; or the program may refer a student for audit. The registrar will verify with the program director, as necessary, faculty permission to audit and space availability. Attempted hours, credits earned and quality points will not be assigned to audited classes. Grade point average will not be affected by audited courses. Auditing a course does not assure admission or readmission to CCHS.

B. *With faculty approval, the student may audit either the didactic or the lab components of a class, or both. Auditing of a clinical component is not generally permitted. In all cases, the faculty member/s involved are consulted prior to approval, and space availability is confirmed.*

C. Students auditing a course must pay regular tuition and current fees for the number of credits audited during the registration period preceding the term. Such tuition and fees are not covered under the student loan program or any other financial aid program.

D. *Course faculty will determine whether an auditing student will be able to take regular course tests. If so, the college honor code prevails.*

E. Auditor course expectations are determined by the course faculty. Typically the auditor is expected to attend class regularly and complete all course expectations but does not complete graded assignments. If the expectations are not achieved the course will not be considered audited.

F. An "AU" (audit) will be entered on the transcript at the end of the course.

G. The procedure for withdrawing from an audit course is the same as for credit enrollment.

H. The Auditing a Class policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____