

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

ACADEMIC

SUBJECT: AUDITING A CLASS

REVIEWER(S): Provost*
Dean, Student Affairs and Enrollment Management
Director of Student Records and Information Management

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.

PROCEDURE

- A. The student must submit a written request to the director of student records and information management (registrar) to audit a course prior to the start of the term; an audit may also be prescribed as a condition of readmission; or the program may refer a student for audit. The registrar will verify with the course faculty, and program chair as necessary, permission to audit. 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 Carolinas College. Once classes have started, the status of a class for audit or credit cannot be changed.
- 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. Certain components of the course, including certain assessments, may not be available or accessible to auditing students.
- 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 programs. In rare cases, a student receiving veteran's educational benefits may receive VA funding for auditing a class if the audit is required for readmission or progression. The college's director of financial aid makes the determination and documents the rationale.
- D. 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 assignments are completed, the college honor code prevails. If the expectations are not achieved the course will not be considered audited.
- E. An "AU" (audit) will be entered on the transcript at the end of the course.
- F. The procedure for withdrawing from an audit course is the same as for credit enrollment.
- G. The Auditing a Class policy and procedure will be reviewed bi-annually.