

**ADMINISTRATIVE POLICY**  
**AUDITING OF COURSES**

*This policy pertains to employees and students.*

A student may audit a course to gain a general understanding of a subject matter, but only with the approval from the respective instructor and division dean or associate dean 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. A student may not apply for Credit for Prior Learning for a course that has been audited. 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. Students who complete these course requirements are assigned a grade of "AU" (audit). Faculty will assign students who do not complete these course requirements a grade of "W" (withdrawn). Grades earned in an audited course are notated on the student's official record and transcript for that course.

A student may change his or her course enrollment status from audit status to credit or alternatively from credit status to audit within the first 10% of the course. Once this timeframe has passed, the student can no longer change the audit status to credit or vice versa unless approval is received from the division dean or associate dean.

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. Students auditing a course may be administratively withdrawn (with a full refund) in the event that the course fills with credit seeking students.

**Related Policies:**  
Advanced Standing

*Adopted: 04/29/1998*  
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