

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES <b>COURSE AUDIT</b>	Policy 6.02.11
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Auditing a course means to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion.

Any individual may audit a College class based on the following:

- A. Auditing students must complete the College application for admission. Auditing students must meet admissions requirements (Policy 6.01.01) prior to enrollment in any courses and be admitted to selective admissions programs in order to audit courses in those programs.
- B. Auditing students must meet the same course prerequisite and attendance standards as all other students in the course. Auditing a course will not meet the prerequisite of any sequential or higher-level course.
- C. Auditing students must register through regular course registration procedures and pay the normal tuition and fees.
- D. Auditing is subject to open seats in the course and a student who audits a course shall not displace other students seeking to enroll in the course.
- E. Students who desire to audit must inform their instructor during the first week of the course. A student may not switch from credit to audit status after the 10% date of the semester unless recommended by the instructor due to extenuating circumstances.
- F. Any person who is at least 65 years of age as of the first day of the applicable course section may audit non-self-supporting basis courses without the payment of tuition and registration fees provided the individual meets the other criteria listed herein.
- G. Auditing students (including those at least 65 years of age) must pay local course fees, and purchase textbooks, materials and supplies as required for normal course participation.
- H. Auditing students do not receive grades, credit or financial aid, and cannot later change the "audit" to credit. Students receiving financial aid should consult with the Financial Aid Office prior to auditing a course.
- I. Auditing students are subject to all normal student requirements including the Standards of Student Conduct (Policy 6.03.02).
- J. Auditing students who withdraw or are dropped from the course will be issued a grade of "W" or "AW" as appropriate. Normal refund policies apply to audited courses.
- K. Auditing students will, at the discretion of the instructor, be subject to the same class participation, course assignment, and examination requirements of other students in the course.
- L. Auditing a course will not meet education requirements for professional licensure or certification.

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- M. An "AU" will be reported as the student grade for an audited course.
- N. The College may identify courses that are not available for audit. A listing of these courses will be maintained by the Registrar and approved by the Executive Vice President for Instruction and Student Services.

Legal Reference: 1D SBCCC 700.1; S.L. 2017-57

Adopted: January 23, 2018