

## POLICY 5.2.3 - AUDITING COURSES

### PURPOSE

The purpose of this policy is to outline the conditions and processes under which individuals may audit College courses.

### SCOPE

This policy applies to any individual seeking to audit a College course, including tuition-paying students, individuals aged 65 or older eligible for tuition/fee exemptions, instructors responsible for approving audits, and the Registrar's Office responsible for processing audit documentation.

### DEFINITIONS

**Audit** – Enrollment in a course for no academic credit, in which the student attends without participating in tests or graded assignments and receives an “AU” on the grade report.

### POLICY DETAILS

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

- A. The individual pays the normal tuition and fees. However, any person who is at least 65 years old may audit non-self-supporting basis courses without the payment of tuition and school fees provided the individual meets the other criteria listed herein. Any local fees associated with a course are not covered by this exemption and must be paid in full before the start of the course.
- B. Auditing students do not take tests or examinations; they do not receive grades, credit or financial aid, and cannot later change the “audit” to credit.
- C. Students auditing a course 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.
- 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 audit a course and withdraw or are dropped from the course will be issued a grade of “W.”

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- F. Students who desire to audit must inform their instructor at the first class session, complete the appropriate forms and return them to the Registrar's Office prior to the course census date. Audits appear on the grade report as "AU".

### RESPONSIBILITIES

- A. **Student (Auditing Individual):** Responsible for:
- paying required tuition and fees (unless exempt by age) and any local course fees.
  - Must meet course prerequisites and attendance standards.
  - Must not displace credit-seeking students and may only audit if seats are available.
  - Must inform the instructor at the first class session and complete audit forms before the census date.
- B. **Instructor:** Responsible for:
- confirming whether course capacity allows an audit student.
  - ensuring the student understands audit expectations (no tests, no credit, cannot convert to credit).
  - signing required audit documentation.
- C. **Registrar's Office:** Responsible for:
- receiving and processing audit forms before the census date.
  - recording the audit status ("AU") or withdrawal ("W") on the student's official record.
- D. **College (as an institution):** Responsible for:
- ensuring compliance with state rules regarding tuition exemptions for individuals aged 65 or older.
  - Communicating available audit options and requirements to prospective auditing students.

### POLICY LIFECYCLE AND REFERENCES

Adopted: 2017-08-14  
Revised: 2026-03-03, 2019-03-05  
Legal References: 1D SBCCC 700.1; N.C. Sess. Law 2017-57