

# Polk State College Procedure

Subject	Reference	Date	Number
Course Audits	DBOT Rule 4.06	11/5/2019	5022

## I. Purpose

The purpose of this procedure is to establish a policy and guidelines for governing the auditing of credit courses by students.

## II. Procedure

### A. Definitions

The term “audit” refers to a special form of enrollment that provides for participation in a course without the award of credit for that participation.

### B. Courses Available for Audit

Only regular college credit courses are available for audit. Courses in limited-admission programs may be audited only with the prior permission of the appropriate dean or program director. A student may not audit a course for which he or she already received a grade of or better unless it is determined that the course material is necessary for the student’s future academic success. As appropriate, the Campus Dean of Student Services, Vice President for Student Services, or the Registrar (or a designee) is responsible for reviewing a given case and making a determination.

### C. Eligibility

#### 1. General Audit:

- a. To audit a course, a student must meet Polk State College admissions requirements, be (or become) a matriculated student at the College and demonstrate (if required) that he or she meets the placement standards for the course to be audited.
- b. A credit student whose status (in terms of the College’s Academic Standards of Progress) would not otherwise allow enrollment in a given term may be permitted to audit specific identified courses with prior approval from the Dean of Student Services.

### D. Audit Process and Course Guidelines

1. A credit student must identify the intention to audit a course at the time of registration. A student who has enrolled in a credit course as a credit-seeking student may convert that registration to audit status; however, this declaration must be made no later than the last day of the course’s designated “Change Audit Status” period, which typically coincides with the Add/Drop Period. A credit course may not be converted to audit status if the course is being paid for by a third party (e.g., financial aid, scholarship, *Workforce Investment Act* funding, veteran benefits, vocational rehabilitation funding).
2. The student must be identified on all appropriate class rosters as an auditing student.
3. A student auditing a course is responsible for paying course tuition and fees as assessed according to his or her residency status and the fee schedule outlined in *Polk State College District Board of Trustees (DBOT) Rule 4.06: Student Fees and Refunds*.

4. A student auditing a course is required to adhere to the attendance, testing, and other course requirements for an auditing student as established by the instructor in the specific course being audited.
5. An audited course is posted on the student's transcript; however, the student receives no credit for the course.
6. An audited course cannot be counted or used when calculating GPA or academic standing. It also cannot be used to determine veteran benefits other financial aid eligibility, or for certifying enrollment for outside agencies.
7. A course declared for audit cannot be converted to a course for credit at a later date.

**History:** Adopted: March 12, 2002  
 Revised: May 19, 2003; October 24, 2006; November 22, 2011; January 24, 2012;  
 July 1, 2014; and November 5, 2019

<i>Reginal T. Wehl</i>	<i>11/18/19</i>	<i>Reginal T. Wehl</i>	<i>11/18/19</i>
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
<i>Michael Falconetti</i>			<i>11/18/19</i>
<b>President's Approval</b>			<b>Date</b>