



ADMINISTRATIVE PROCEDURE

TITLE: Auditing a Course

ADMINISTRATIVE PROCEDURE # 4070

RELATED TO POLICY # N/A

- A. A student who wishes to participate in a course without receiving a letter grade (A-F or P) or credit may register and pay for the class with an audit grading option. Audit students may register for the class starting on the first day of class with department approval. Students wishing to audit a course cannot pre-register for the course. Charges for auditing a class are 50% of tuition and 100% of fees. Audit students can be added in the first ten days of the term if space is available.
- B. Students should be advised that an audit will not count towards degree or certificate requirements and cannot be turned into a grade at a later date.
- C. The Chief Academic Officer may determine that certain courses are ineligible for an audit option given space, instructor to students ratio, costs of course or other reasons.
- D. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.
- E. There is no limit to the number of courses a student may audit.
- F. In compliance with ORS 341.518, Oregon residents 65 years of age or older may audit certain lower division collegiate credit courses without tuition under conditions specified in the Act:
 - 1. Space is available in the course for additional students to register after tuition-paying students have registered;
 - 2. The department in which the course is being taught approves;
 - 3. The auditing student is registered for eight credits or fewer per term.
 - 4. The student will be responsible for paying all fees associated with the class.

The Chief Academic Officer may determine that certain courses are ineligible for an audit option given space, instructor to students ratio, costs of course or other reasons.

REFERENCES: ORS 341.518

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031
DATE OF ADOPTION: 5/3/2023 by CC
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW: