

NAME: Audit Policy

PURPOSE-: To establish procedures whereby students can take courses not for credit

POLICY: A student who opts to waive credit for a course and does not participate in grading or evaluation procedures is described as having audit status.

PROCEDURE:

1. Not all classes are available for audit. The Region Manager will determine which courses are available to audit. Students taking courses for credit always receive priority. If a course does not have a sufficient number of for credit students, it may be cancelled without regard to the number of students auditing that course.
2. The student must complete a "Register to Audit" form **provided by** the Student Adviser. The Student Adviser will provide the form for consideration to the Region Manager and Instructor. Upon achieving written permission the Student Adviser will inform the student of their acceptance into the said course for auditing.
3. Students who audit a course are encouraged to abide by the College's attendance policy.
4. A student may audit a course under two conditions:
 - a. At the time of registration.
 - b. A student may change from credit to audit prior to the Add/Drop date for that course.
5. Students who audit a course(s) are not entitled to formal feedback or evaluation.
6. Students who audit a course(s) will receive a formal designation on their student transcript as determined by the institution that provides credentialing for the course. Great Plains College will assign an AU for courses for which it provides credentialing.
7. Students who audit a course(s) will pay full tuition fees or whatever percentage of tuition as determined by the institution that provides credentialing for the course. Great Plains College charges 100% of regular tuition for courses for which it provides credentialing.
8. Students cannot change from audit status to for credit status after the course begins.