

Policy Type: Student Services
Policy Title: Audit a Class
Policy Number: SS-03

Purpose:

Provide information and procedures for eligible students desiring to audit a class.

Scope:

All eligible students.

Definition:

Audit – Enrolling in a class for “information only”. No grade or credit awarded. Regular tuition and fees apply. An Audit **does not** satisfy the requirements for earning a degree or certificate.

Eligible Students – All eligible GRCC students. The following students/program participants are not eligible: Running Start, Financial Aid recipients, High School Completion (HSC), Work First, Worker Retraining, Adult Basic Education (ABE) and English as a Second Language (ESL).

GPA – Grade Point Average.

“N” – A transcript marking placed next to a class indicating the class was Audit only.

Policy:

Eligible students may audit a class by enrolling for “information only” (no credit or grade earned) and attending class regularly. Eligible students must declare their intention to audit a class at the time of registration, but no later than the 10th day of the quarter. Students must pay regular tuition and fees. Upon completion of the quarter, an “N” will post next to the respective class on the student’s transcript, indicating “No Grade” (Audit). An “N” does not affect the GPA. An audit cannot be rescinded after the 10th day of the quarter.

Procedure:

At the time of registration, but not later than the 10th day of the quarter, the student must complete an Audit Request Form, declaring their intention to audit a class. All Audit Request forms must be submitted to and processed by enrollment services no later than the 10th day of the quarter.

Note: “Audit” declaration cannot be rescinded after the 10th day of the quarter. Students should seek guidance from their respective faculty advisor or educational planner prior to enrolling in a class as an audit.

Specific Authority:

Green River Community College Instructional Council

Financial Aid – 34 CFR 668.20

High School Completion program – Office of the State Superintendent of Public Instruction

Running Start – RCW 28A.600.300 through 28A.600.380, RCW 28A.150.260 and RCW
28A.150.209

Work First/Worker Retraining – State Board Community and Technical Colleges

Law Implemented:

History of Policy or Procedure

Draft: January 13, 2005

Adopted: January 6, 2006

Revised:

Reviewed by:

Contact: Denise Bennatts, Director of Enrollment Services/Registrar, ext. 2510

President's Staff Sponsor: Jorge Ramirez, Executive Dean Student Services, ext. 3397