

AUDITING A COURSE

Overview

- Students may audit a course to gain a general understanding of the subject matter without receiving college credit.
- Only **Undergraduate-Level** courses can be audited. (Apprenticeship courses cannot be audited.)
- **When to Register:** Register on or after open registration begins. Refer to Important Dates (<https://www.morainepark.edu/experience-mptc/student-resources/important-student-dates/>).
- **How to Register:** Complete the Audit Course Intent Form (https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=5f65ffa7-c2f2-4fc0-bcdb-59752c680ab8&targetURL=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f0733f714-ab70-44da-af0c-dcbb6e74d2fd&_gl=1*pacdmo*_gcl_au*OTUzMzExOTIxLjE3NjExNDE4OTk.*_ga*MjAwMzExNDg1Ny4xNzYxMTQxODk5*_ga_HHD3T3FDLN*czE3NjExND) to request approval.

Procedure 717.02: Auditing Courses

Registration

The student must submit a completed Audit Course Intent Form at the time of registration. A student may not change his/her registration status from audit to credit or vice versa once the course has started. All course prerequisites must be met at the time of registration. Only undergraduate (UG) level courses can be audited.

The college administration reserves the right to restrict the auditing of any course. Audit options are provided on a space-available basis. Students auditing a course may be administratively withdrawn (with a full refund) in the event that the course develops a waitlist with students seeking to take the course for credit.

Payment

A student auditing a course must pay the same tuition and fees as a student enrolled for credit. Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing a course. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

Class Requirements

Auditing a course requires a student to meet attendance requirements, participate in classroom activities and complete all assignments required for the course; however, they do not complete examinations. Students who complete these course requirements are assigned a grade of "AU" (audit). Students who fail to complete these course requirements receive a grade of "W" (withdrawn).

A student does not earn course credit for auditing a course. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' benefits, or for any other purpose for which the college is asked to certify a student's enrollment status.