



Operating Protocol & Procedure

Details:

Number: 322

Title: Course Audits

Category: Students

Office of Primary Responsibility: Records Office

Approval Date: 12/14/20

Effective Date: 12/14/20

Revised: N/A

Purpose:

To describe the course audit process.

Applicability:

Students

Definitions:

Audit – A registration status that is available to students from the opening date of term registration through course census. Students who are auditing a course may participate in course activities, but receive neither a grade nor any institutional credit for the course.

References:

None

Attachments/Related Forms or Documents:

None

Operating Protocol:

Students who are auditing a course are formally registered into the course, included on the course roster, and eligible to participate in classroom activities, but receive neither a transcribed grade nor institutional credit for the course. Audited courses are not eligible for the COF stipend, do not meet the requirements for either financial aid or veterans educational benefits, and may not be applied to certificate or degree requirements. The student is responsible for the full amount of the audited course tuition and fees. Audited course credits do not count in either Attempted or Earned Hours and have no effect on the Term or Cumulative GPAs.

Procedure:

Students who want to audit a class must contact the PCC Records Office prior to the course census and complete a Registration Form with their initials in the “Initial to Audit” field and their signature. The Records Office will register the student into the course with the “AU” registration code. Students will receive no grade for the audited course; the transcript will show the “AU” status in place of a grade.