

Please carefully review the instructions provided. Course audit requests must be submitted before the end of the add period for the term. After receiving the instructor's approval, return the completed form to the Center for Student Success, located in MOH 205 or the Office of the Registrar, 1001 Rogers St., Columbia, Missouri 65216, or via email: [registrar@ccis.edu](mailto:registrar@ccis.edu).

***Policy:***

Students may audit a regularly scheduled class for no grade and no credit. Auditing provides students with an opportunity to pursue academic interests without being graded on the effort. Audit courses will be noted on the student's official record.

Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll in an audit course, they are subject to regular enrollment procedures and the additional per semester hour audit fee; students are also responsible for all course lab fees. Admittance to class requires the instructor's permission.

All students enrolling under this policy are required to submit this completed form. Some courses (Piano, Voice, Nursing, Online, etc.) are not available for audit.

***Eligibility:***

Any student admitted to the college is eligible to enroll in a course on an audit basis, unless the course is not available for audit.

***Eligibility by type of student:***

- A. **Day Campus students paying the flat tuition rate** may take audit courses in addition to their regular course load. However, the total number of hours generated may not exceed eighteen (18), and no more than six hours may be taken as audit. With Dean approval, a student may elect to take an audit course on an overload basis. The student will be charged for the additional hours. Applicable audit tuition will be charged.
- B. **Day Campus students paying the hourly tuition rate** may take up to eleven hours credit coursework. These students may elect to take audit coursework in lieu of credit work and pay for the former at the applicable audit tuition rate, plus any lab fees. However, no more than six hours may be taken on an audit basis.
- C. **Evening Campus and Nationwide Campus** students may take up to 9 hours of combined credit and audit courses in one session. Applicable audit tuition will be charged.
- D. **Graduate Program** students may take up to 6.0 hours of combined credit and audit courses in one session. Applicable audit tuition will be charged.

***Audit Notation:***

Satisfactorily completed audit courses will appear on the transcript with the normal course information and the letter designation Y. The satisfactorily completed audit course will not be used to award credit at any time. If credit is desired, the student must retake the course for a grade.

Unsatisfactorily completed audit courses as a result of withdrawal, instructor initiated withdrawal, or unsatisfactory performance will be given the final designation of N (not completed).

## Course Audit Information and Request

**ALL PARTS AND SIGNATURES ARE REQUIRED IN ORDER TO PROCESS YOUR COURSE AUDIT REQUEST.**

### PART A

Student Name: \_\_\_\_\_ College ID #: \_\_\_\_\_

Number of hours currently enrolled: \_\_\_\_\_

Current program enrollment: (check one)

☐ Day ☐ Evening ☐ Online ☐ Graduate ☐ Nationwide Campus (list campus: \_\_\_\_\_)

### Audit Course Information

Dept. & Course #	Course Title	Semester Hours	Instructor	Time
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☐ I have read the audit policy and accompanying information, and I understand the nature of the audit course and instructor's expectations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART B

**Advisor Approval:** The enrollment for additional audit coursework is a serious consideration, which may have consequences upon performance in regular classes. Therefore, the student must obtain her/his advisor's approval before the audit work is undertaken. The signature of the advisor below indicates that the student has discussed this venture with the advisor and has her/his approval.

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART C

**Instructor Approval.** The instructor should know when a student is enrolled in a course on an audit basis. The student must be aware of the expected level of participation, which is to be negotiated between the two parties. The instructor is asked to indicate the student's expected level of participation.

#### Level of Participation:

	Required	Optional	Denied
Test Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory/Class Projects/ Studio Work/ etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ I have read the audit policy and accompanying information, and this student has permission to audit my course.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please note: Audit enrollments are not counted as class enrollments for load considerations.)