

**TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD**

No. ES.3.11	Page 1 of 2	Effective Date: 11/18/85
DIVISION:	Educational Services	
SUBJECT:	Auditing of Courses	
AUTHORITY:	Minute Order #21-86	
SUBMITTED BY:	<i>Original Signed by J. Gary Hendricks</i>	
TITLE:	Director, Educational Services and Information Resources	Date: 04/25/97
APPROVED BY:	<i>Original Signed by Ralph T. Strother</i>	
TITLE:	Interim Chancellor	Date: 04/25/97

STATUS: New Format 04/25/97

HISTORICAL STATUS: Updated 02/19/93
Approved M/C 11/18/85

POLICY

It is the policy of Texas State Technical College to permit a student to audit a course when 1) classroom and laboratory space is available, 2) the classroom instructor approves the audit, and 3) applicable registration fees are paid. Prior to 9th class day, permission to audit a course may be canceled if the student station (space) is required to admit a student desiring to enroll in the class for credit.

PERTINENT INFORMATION

DELEGATION OF AUTHORITY

OPERATING REQUIREMENTS

The following shall be adhered to regarding students auditing a course:

1. A student auditing a course has the full rights and privileges in the class which are afforded all other students of the class, such as, use of laboratory facilities, test taking, check out materials, etc.
2. A student auditing a course is subject to the same responsibilities of classroom policies as all other students of the class. However, the student will not be subject to termination for excessive absence. A student must take and pass all safety tests associated with the course in order to retain laboratory/shop use privileges.
3. A student auditing a course will receive a grade of "AUD" unless withdrawn from the course. The grade shall be reported on the grade report and transcript.
4. A student desiring to audit a course must obtain permission from the instructor and the form "Course Audit Request" must be completed and filed according to procedure.
5. A student may take a course for credit after auditing the course.
6. A student cannot receive credit by examination for a course audited and cannot use an audited course as a substitution for credit for any other course.
7. A course being audited shall not be used in determining "good standing" or "satisfactory progress."
8. Students auditing courses should be notified that the audit is subject to rules and standards of other agencies, such as, the V.A. and Financial Aid Programs.

PERFORMANCE INDICATORS



COLLEGE OPERATING PROCEDURE

COLLEGE		Page 1 of
OFFICE OF RESPONSIBILITY:		
APPROVED BY:		
TITLE:	Date	