Process Name: Auditing a Course
Date: October 27, 2005
Time: 2:00 p.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: Students who desire to audit a course must obtain a “Permission to Audit” slip from the Office of the Registrar. Students must obtain permission of the instructor, the chairman of the department, and the Registrar. The audit fee is $50 for each course audited. The audit process does not go through SIS in any way.

Electronic Inputs: None

Manual/Paper Inputs: Form must be completed by student.

Key Decision Points (list all): Student must decide up front if they desire to audit class.

Related Policy(s): Students who desire to audit a course must obtain a “Permission to Audit” slip from the Office of the Registrar. Students must obtain permission of the instructor, the chairman of the department, and the Registrar. Students may not audit a laboratory-type or activity course or a graduate level course. Those who audit a course do not have the privilege of participating in class in any way; they audit for the purpose of seeing or hearing only. The audit fee is $50 for each course audited. No registration for audit can be completed until the first day of classes.

Interface to Other Systems: None

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: Copies of form are distributed to appropriate personnel.

Customer(s): Students, Senior Citizens

Regulatory Items: None

Frequency/Volume: 5-6 times per term.

Potential Break Points: None

Automation: None
Issues: Policy about non-participation is constantly ignored. Whole process and policy need to be changed and documented through SIS.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.