



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FB-6 **Approval of Enrollment on
an Audit Basis** **APPROVED:** May 20, 1986 **REVISED:** December 10, 2021
Year of last review: 2021
AUTHORIZING BOARD POLICY: FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated contact: Dean or Director of the Program

OBJECTIVE: To establish the requirements for student enrollment on an audit basis.

PROCEDURE:

I. Process for Course Audit Enrollment

Any student who wishes to enroll for a course on an audit basis must submit a student petition form to the appropriate Dean in order to receive approval for such enrollment. Upon receipt of such petitions, the Dean/Director will review the current level of enrollment in the course and, where space is available, may approve the student request.

II. General Considerations Concerning Student Audit

- A. Requests for approval of enrollment on an audit basis or to modify enrollment status from/to an audit must be initiated in writing with the appropriate Dean(s)/Director(s) before the official census date for the course in order to be accepted.
- B. Students seeking to enroll on an audit basis must satisfy the Admissions requirements of the District. The student will be required to pay the tuition, lab fees, and other appropriate fees for enrollment in the course on the same basis as a regular student. Students in the Senior Citizen Tuition Exemption Program (senior citizens are aged 65 years or older) do not have to pay tuition, but they do have to pay for any applicable fees.
- C. Students authorized to enroll on an audit basis may attend the classes and participate in the normal class activities. However, such students will not be permitted to take examinations, receive grades, or earn credit for the course.
- D. Students who audit a class may not later receive credit for the course unless they reenroll in the course as a regular student.

III. Change from Audit to Regular Status

- A. Students who initially enroll on an audit basis may subsequently change their status to that of regular enrollment prior to the census date. To initiate this action, students must petition the appropriate Dean/Director in writing and indicate their desire to receive credit for the course. Where such requests are approved, the Office of Admissions and Registration will modify the student's enrollment status to indicate enrollment for credit.
- B. If the student is a senior citizen, he/she will be directed to the Financial Aid Office to obtain authorization for the tuition and fees to be paid through the Senior Citizen Tuition Exemption Program. After coding the information required, the student will be referred to the Tuition Office to receive his/her tuition receipt.

IV. Change from Regular to Audit Status

- A. Where a student has initially enrolled to receive credit for a course, he/she may subsequently change the status to audit by petitioning to the appropriate Dean/Director prior to the census date.

***Note: The word "faculty" denotes instructors, counselors and librarians.**

- B. The Dean/Director will review the student's request and issue approvals in those cases deemed appropriate.

Where such approvals are granted, the Dean/Director will forward the approved petition to the Executive Director of Admissions and Registrar. The Executive Director of Admissions and Registrar will then modify the student's enrollment status to indicate the audit status.

- C. If the individual is a senior citizen whose tuition were paid through the Senior Citizen's Tuition Exemption Program, the Records Office will advise the Financial Aid Office.

- D. The Financial Aid Office will re-code the student to reflect enrollment under the Senior Citizen's Tuition Exemption Program so that the fall tuition payment can be refunded to the Program.