



<b>Title: Course Auditing</b>	<b>Type: Academic</b>
No: AC 2007	Approval Date: 4-4-2016
Responsible Office: VPAA/Provost; Deans; Registrars	Reviews: Deans/Registrars, 10-27-15; P&BC Policy Subcommittee, 10-14-15; A&S-AAC, 11-24-15; A&S Exec Comm, 12-3-15; A&S Faculty, 1-28-16; P&BC, 3-16-16; President's Cabinet, 4-4-16. President's Approval, 4-4-16
Next Review: 2021-2022	Revision No:

## I. Purpose/Introduction/Rationale

This policy articulates guidelines for Arts and Sciences (A&S), College of Professional Studies (CPS), Hamilton Holt School (Holt), and Crummer Graduate Business School students (Crummer), alumni; College faculty and staff; and other members of the community who wish to audit courses at Rollins College.

## II. Definition

An audit is an educational term for the completion of a course of study for which no assessments are made, no letter grades assigned, and no academic credit earned. Auditors may be Rollins undergraduate degree-seeking or non-degree seeking (special) students or graduate students (except for Crummer alumni wishing to audit a Crummer course, such alumni are covered by Crummer policy), Rollins faculty or staff, or members of the community interested in the subject of a course. Auditors do not need to complete assignments or exams. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

## III. Procedure or Application

ALL auditors must contact the appropriate registrar's office prior to auditing a course to be informed of specific audit requirements and be accepted as an auditing student. ALL course audits at Rollins are permitted only with the instructor's permission. Rollins' various schools and colleges have differing processes for audits. These processes are discussed below. Auditors may attend classes, but will not be guaranteed a seat until the week following the close of the schedule change (add-drop) period for degree-seeking students.

**General Requirements.** ALL auditors must communicate with appropriate admissions offices and program registrars to initiate enrollment in courses on an audit basis. Once admission is made, registrars will determine space availability and contact instructors to obtain consent to enroll an auditor. Once enrolled, auditors must contact the instructor before the course begins to determine the instructor's expectations for classroom participation and whether the instructor is able to provide feedback to auditors on their performance. Instructors have the right to refuse an individual the permission to audit a course, even if space is available.

***In no case may auditors displace a particular program's matriculated, degree-seeking students taking a class for credit. Auditors should remember that the instructor's prime responsibility is teaching matriculated students, and that auditors are guests in the classroom. In no case may students or others, including alumni, on bursar hold or otherwise not in good standing with the College, be allowed to audit a course until holds and other issues are resolved.***

**A&S|CPS.** A&S|CPS courses may be audited by full-time A&S|CPS students, persons with special student status (part-time students), or College faculty and staff, based on space availability and instructor approval. All auditors are responsible for any course fees or books, including fees associated with music courses/applied music (private lessons).

Full-time A&S|CPS students and College faculty or staff, are not charged extra tuition or matriculation fees; part-time students and non-students (members of the community) will be charged a nominal matriculation fee per course audited as determined by the program Dean and Provost in consultation with the President's Cabinet. Degree-seeking students from other programs of the College (e.g., Holt or Crummer) may audit courses on a space-available basis under the guidelines for cross-enrollment articulated in the College catalog and/or handbook of the auditor.

Audited courses will be noted on the academic transcript with the grade "AU." Full-time students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the end of the published schedule change (add-drop) period; they will not receive a tuition discount. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

Non-student auditors, College faculty or staff, and members of the community, must seek admission to A&S|CPS by submitting an Auditors Application for Admission to the College's Office of Admissions. Non-students, College faculty or staff, and members of the community, may audit a maximum of two courses per term on a space-available basis and must make a formal request for readmission for each consecutive term. Once admitted auditors must complete the College's on-campus Title IX training class and before consulting the Office of Student Records to complete official enrollment(s) and the course instructor to determine classroom expectations.

**Holt.** Degree-seeking Holt students who wish to audit a course may register once the degree-seeking student registration period is complete, provided there are available seats. Audited courses are noted on the academic transcript with the grade of "AU" for "audit" that is assigned during the registration process. All auditors are responsible for any course fees or books, including fees associated with music courses/applied music (private lessons).

Degree-seeking Holt students who register as auditors in Holt will be charged a nominal matriculation fee per course audited as determined by the program Dean and Provost in consultation with the President's Cabinet. Degree-seeking students from other programs of the College (e.g., A&S|CPS or Crummer) may audit courses on a space-available basis at no cost under the guidelines for cross-enrollment articulated in the College catalog and/or handbook.

Non-student auditors, College faculty or staff, and members of the community, must seek admission to Holt, by submitting an Auditors Application for Admission to the Holt School Admissions Office, and completing the College's on-campus Title IX training class. Non-degree seeking students registering to audit courses in Holt will be charged the same nominal matriculation fee per course audited as determined by the program Dean and Provost in consultation with the President's Cabinet. Rollins faculty and staff are not charged for course auditing in Holt, but must complete an Auditor's Application and register as an auditor.

Students not originally enrolled as auditors who wish to change their status to that of auditor must do so in writing before the last published date to withdraw without penalty; they will not receive a tuition discount. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of official schedule change (add-drop) period for the term of enrollment.

**Crummer:** Alumni of the Crummer School of Business may audit courses based on seating availability and prior instructor approval. There is no charge for tuition if alumni choose not to receive credit, but there may be costs associated with books and fees.

#### **IV. Related Policies or Applicable Publications**

Rollins College Policy HR 7370 *Tuition Remission for Faculty and Staff*: <http://www.rollins.edu/human-resources/documents/policies/benefits/tuition-remission-for-faculty-and-staff-hr7370.pdf>.

Rollins College Policy 300.80.1 *Tuition Remission for Dependents of Faculty and Staff*: <http://www.rollins.edu/human-resources/documents/policies/benefits/tuition-remission-for-dependents-of-faculty-staff-300801.pdf>.

*Crummer Graduate School of Business Courses for Life Policy*: <http://www.rollins.edu/business/why-rollins/courses-for-life.html>.

#### **V. Appendices/Supplemental Materials**

*Not Applicable.*

#### **VI. Rationale for Revision**

*Not Applicable.*



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## Course Auditor Release and Waiver of Liability

Please read this document carefully before signing.

I, (print name) \_\_\_\_\_, desire to audit a  
course taught at Rollins College during the (term and year) \_\_\_\_\_ semester.

Therefore, I hereby covenant with Rollins College that I shall not sue or bring any legal action or proceeding against Rollins College or its boards, employees, agents, officers, faculty, or representatives on account of any injury or damage, including death, that I may sustain by virtue or arising out of participating in this class.

I acknowledge that my participation in the class and/or use of any equipment of Rollins College shall be at my sole risk and that Rollins College, its boards, officers, employees, faculty or agents shall not have any responsibility whatsoever with respect thereto.

I acknowledge that I have read this document carefully and that I fully understand and accept all provisions of the waiver.

I certify I am at least eighteen years of age and voluntarily sign this waiver.

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_