



ROLLINS COLLEGE POLICY

Title: Course Auditing	Type: Academic
No: AC 2007	Approval Date: 2-2-2026
Responsible Office: Vice President for Academic Affairs and Provost, in collaboration with Deans, Registrar, and Holt Student Support Services and Crummer Student Success Staff	Reviewed By: Registrar, 9-25-2026; Director, Holt Student Services, 9-23-2026; Director, Crummer Student Success, 9-23-2026; Dean, CLA, 10-3-2026; Dean, Holt, 10-13-2026; AD/COO, Crummer, 9-23-2026 Approved By: VPAA Provost, 11-14-2026 Notifications: President’s Cabinet, President, 2-2-2026; CLA Curriculum Committee Chair, Crummer Faculty President, College Policy Committee, 2-6-2026
Next Review: 2030-2031	Revision No: 2, see Section VII this document for revisioning history.

I. Purpose/Introduction/Rationale

This policy articulates guidelines for the College of Liberal Arts (CLA), Hamilton Holt School (Holt), and Roy E. Crummer Graduate Business School (Crummer) students, alumni, College faculty and staff, and other members of the community who wish to audit courses at Rollins College.

II. Definitions

Audit. Educational term for the completion of a course of study for which no assessments are made, no letter grades are assigned, and no academic credit is awarded.

Auditor. Rollins undergraduate degree-seeking or non-degree seeking (special) students or graduate students (except for Crummer alumni wishing to audit Crummer courses, such alumni are covered by a separate Crummer program, see below), 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.

III. Procedure or Application

ALL auditors must contact the Office of the Registrar or appropriate student services office, as described in the sections below, 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 colleges and schools have different processes for audits that are discussed below. Auditors may attend classes, but may not be guaranteed a seat until the week following the close of the schedule change (add-drop) period.

General Requirements. ALL auditors must communicate with appropriate admissions and students services offices, and Office of the Registrar to initiate an audit registration. Once admission is made, the registrar will determine space . Once approved to register, 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 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 must 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.

CLA. CLA courses may be audited by full-time CLA students, persons with special student status (part-time students), or College faculty and staff, or members of the community 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 CLA students and College faculty or staff, are not charged extra tuition or matriculation fees; part-time students, non-students, and members of the community will be charged a nominal matriculation fee per course audited as determined by the program Dean and Vice President for Academic Affairs and Provost (VPAA|Provost) in consultation with the President’s Cabinet. Undergraduate degree-seeking students from other programs of the College (e.g., Holt) may audit courses on a space-available basis.

Audited courses will be noted on the academic transcript with the grade “AU ” for “satisfactory audit;” unsatisfactory audits are not recorded on the academic transcript. Full-time students who do not originally enroll as auditors who wish to change their status to that of auditor must do so by submitting a written request to the Office of the Registrar

before the end of the published schedule change (add-drop) period; these students 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 CLA by submitting an 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 (2) 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-line Title IX training class before consulting the Office of the Registrar 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 will be noted on the academic transcript with the grade of "AU" for "satisfactory audit;" unsatisfactory audits are not recorded on the academic transcript. 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 VPAA|Provost in consultation with the President's Cabinet. Degree-seeking students from other programs of the College (e.g., CLA) may audit courses on a space-available basis at no cost under the guidelines for cross-enrollment articulated in the College Catalog.

Non-student auditors, College faculty or staff, and members of the community, must seek admission to Holt, by submitting an Application for Admission to the Holt School Admissions Office. Once admitted, auditors must complete the College's on-line Title IX training class before consulting the Office of the Registrar to complete official enrollment(s) and the course instructor to determine classroom expectations. 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 VPAA|Provost in consultation with the President's Cabinet. Rollins faculty and staff are not charged for course auditing in Holt, but must complete a Holt Application for Admission and register as an auditor.

Students who do not originally enroll as auditors and wish to change their status to that of auditor must do so by submitting a written request to the registrar before by the end of the official schedule change (add-drop) period for the term of enrollment; these students 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. Crummer alumni may audit courses based on space availability and prior instructor approval through the School's [Alumni Course Audit Program](#). There is no charge for tuition if alumni choose not to receive credit, but there may be costs associated with books and fees. Crummer classes open to alumni are based on seating availability and prior approval by the instructor and the Student Success Office. Crummer course instructors have discretion to determine if auditors are able to participate in team/individual assignments/exams or will be provided with feedback. Auditors should bear in mind and respect that the instructor's prime responsibility is teaching degree-seeking students and that they are guests in the classroom. Participation is in person, and there are a limited number of seats available for each class. If the auditor misses three (3) classes or is a "no show," they will be withdrawn from the class.

Alumni are required to complete an application and communicate with the Crummer Student Success Office before the course to be audited begins to determine the school and the instructor's expectations of classroom participation. Once admitted, auditors must complete the College's on-line Title IX training class. Upon completion, auditors may request an official school transcript with an acknowledgement grade of "AU" for "satisfactory audit;" unsatisfactory audits are not recorded on the academic transcript. Audit course registrations may not be converted to academic credit registrations in any program of the College after the end of the official schedule change (add-drop) period for the term of enrollment.

IV. Related Policies or Applicable Publications

Rollins College Policy [HR 7370 Tuition Remission for Faculty and Staff](#)

Rollins College Policy [HR 7380 Tuition Remission for Dependents of Faculty and Staff](#)

Crummer Graduate School of Business [Alumni Course Audit Program](#)

College of Liberal Arts Catalog, Academic Policies, [Course Auditing](#)

Hamilton Holt School Undergraduate Catalog, Academic Policies, [Auditors](#)

V. Appendices/Supplemental Materials

Not Applicable.

VI. Effective Date

This policy is effective February 2, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Rev. 2, 2-2-2026, regular periodic review, additional details for Crummer Course Audit Program, and non-substantive updates for clarity and currency.

Rev. 1, 4-27-2017, updated for CLA governance and name change.