

**TITLE: PROPOSED REVISION TO VCCS POLICY MANUAL SECTION 6.3.0.1—NON-CURRICULAR STUDENT (SB)** (Academic, Student Affairs, and Workforce Development Committee, Action Item III.A.2.b)

**BACKGROUND:**

In November, 2009, revisions to *Policy Manual* Section 5.6.0--Grading System for Credit Classes (SB) were approved by the State Board. This section provides guidance for students who wish to audit a class. Recently, System Office staff discovered that revisions were needed to Section 6.3.0.1, section g.--Auditing a Course to maintain consistency in the two sections of the *Policy Manual*.

**6.3.0.1 Non-Curricular Student (SB)**

**g. Auditing a Course**

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit ~~that course. Students desiring to audit a course shall register in the normal manner and pay the required~~ *through the usual registration process and paying the normal* tuition. *Permission of the division dean or another appropriate academic administrator is required to audit a course.* Audited courses carry no credit and do not count as part of the students' course load. Students desiring to change status in a course from audit to credit *or from credit to audit* must do so within the add/drop period *for the course. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty.* Students who desire *to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X."* *Advanced standing credit should not be awarded for a previously audited course.* ~~wish to audit a course must follow the established college procedures.~~

The following policy language was approved at the State Board meeting in November, 09.

**5.6.0 Grading System for Credit Classes (SB)**

X – Audit      Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is

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required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X." Advanced standing credit should not be awarded for a previously audited course.

**ACTION RECOMMENDED:**

It is recommended that the revisions to section 6.3.0.1 Non-Curricular Student (SB), g. Auditing a Course, be approved by the State Board for Community Colleges.

**RESOURCES:**

Dr. Susan Wood, Vice Chancellor for Academic Services and Research, VCCS, [swood@vccs.edu](mailto:swood@vccs.edu), 804-819-4972

Mrs. Jennifer Allman, Director of Student Services, VCCS, [jallman@vccs.edu](mailto:jallman@vccs.edu), 804-819-4971