Kirkwood
COMMUNITY COLLEGE

College Procedure: 501.4 – Auditing Courses

Policy Reference:	501 – Academics and Enrollment
Responsible Department:	Student Services
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Academic Affairs
Effective Date:	04/6/2026
Version Number:	2
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Students may choose to audit a course and this procedure describes the intent and purpose.

The Procedure

Audit enrollment in courses provides students the opportunity to attend a class as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for students who want an introduction to subjects outside their major fields, a review or refresher, or other purposes where credit and grades are not needed or would pose an unnecessary academic threat.

With the permission of the faculty member and department Dean, students can enroll in any course on an audit basis. Students and faculty members must agree on what portion(s) of the courses the student plans to audit and the requirements the instructor has for attendance and participation. If the student fulfills the agreement for the audit, the grade of “N” will be entered on the student’s academic transcripts. If the student does not fulfill the audit agreement, the registrar, upon request from the faculty member, will withdraw the student from the courses and assign a grade of “W.”

Audit enrollments carry no credit or grade point value. No inference is made regarding the quality of a student’s mastery of the course subject matter. Students are not allowed to audit study abroad courses.

Standard tuition and fees apply to all audit enrollments regardless of the length and scope of the audit. The last day to change from graded credit to audit is the business day after the course start date. Once your enrollment is changed to audit, the enrollment cannot be changed back to graded credit.

Kirkwood
COMMUNITY COLLEGE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	06/15/2012	Bill Lamb, Vice President, Academic Affairs	New procedure
2	02/24/2020	Cabinet	Procedure template