

## MEMORANDUM

**TO:** Matt Hudelson, Executive Secretary  
Faculty Senate

**FROM:** Becky Bitter, Registrar's Office

**FOR:** Academic Affairs Committee

**DATE:** 17 March 2021

**SUBJECT:** Proposal to Revise Rule 20, Permission to Audit

At its meeting on March 9, 2021, AAC discussed the following revision to Rule 20. The Registrar's Office has proposed allowing students an additional week to change from being regularly enrolled, to being enrolled as an auditor, or vice versa (and as is always true, with instructor permission). This change would match the time period that students have to change from letter grade to pass, fail grading.

Having a common deadline will reduce the complexity of this calendar information, most particularly for classes that are taught in shorter sessions. Matching the audit and pass, fail enrollment change deadline will allow the Registrar's Office to convey this information more easily to students.

### With Markup –

## 20. PERMISSION TO AUDIT

An auditor is a student who is permitted on a space-available basis to observe lecture class discussions but not take examinations or consume the instructor's time. Auditors receive no grades and no credit. Auditors must be on the official class roster.

Attendance in class as an auditor requires official approval and enrollment. A student wishing to enroll in classes as an auditor ~~Students may seek permission, after classes begin the start of classes, to audit a lecture courses only, when provided space is available and the instructor approves the request. This option is available only for lecture courses. by securing the approval and signature of the class instructor on the Registrar's Enrollment Change Form.~~ Students may not attend classes as auditors past the second Friday of the semester (census day), or past the add deadline for shorter academic sessions, without being on the official class roster.

Auditors must pay the appropriate fee and submit the signed Enrollment Change Form to the Registrar's Office at the student's home campus. Initial enrollment must be completed by the

end of the second week of instruction (census day), or by the add deadline for shorter academic sessions.

~~Students wishing to audit must pay the appropriate fee and bring the signed Enrollment Change Form to the Registrar's Office at the student's home campus by the end of the second week of instruction.~~

Enrolled students Students wishing to change their enrollment status from credit to audit, or audit to credit, must submit the Enrollment Change Form by the end of the **second third** week of instruction.

A maximum of two audits are allowed for any semester or term. A registration fee per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students. Senior citizens are exempt from this fee under the provisions of RCW 28B.15.540, provided the prescribed eligibility requirements are met. Personnel who have received authorization for the faculty/staff fee waiver are exempt from the audit fee up to 6 hours (including audits) in any one semester or 4 hours (including audits) in the summer session. The limitation includes any combination of credit and audit hours. The audit fee is non-refundable.

**Clean copy --**

## **20. PERMISSION TO AUDIT**

An auditor is a student who is permitted on a space-available basis to observe lecture class discussions but not take examinations or consume the instructor's time. Auditors receive no grades and no credit. Auditors must be on the official class roster.

Attendance in class as an auditor requires official instructor approval and enrollment. A student wishing to enroll in classes as an auditor may seek permission after classes begin, provided space is available and the instructor approves the request. This option is available only for lecture courses.

Auditors must pay the appropriate fee and submit the signed Enrollment Change Form to the Registrar's Office at the student's home campus. Initial enrollment must be completed by the end of the second week of instruction (census day), or by the add deadline for shorter academic sessions.

Enrolled students wishing to change their enrollment status from credit to audit, or audit to credit, must submit the Enrollment Change Form by the end of the third week of instruction.

A maximum of two audits are allowed for any semester or term. A registration fee per audit hour is charged for any semester or term for other than regularly enrolled full-fee-paying students. Senior citizens are exempt from this fee under the provisions of RCW 28B.15.540,

provided the prescribed eligibility requirements are met. Personnel who have received authorization for the faculty/staff fee waiver are exempt from the audit fee up to 6 hours (including audits) in any one semester or 4 hours (including audits) in the summer session. The limitation includes any combination of credit and audit hours. The audit fee is non-refundable.

At this time, Faculty Senate review and approval is recommended, to be effective fall 2021.