

**MEMORANDUM**

**TO:** Sheila Converse, Executive Secretary  
Faculty Senate

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

**FOR:** Academic Affairs Committee

**DATE:** 3 March 2016

**SUBJECT:** Proposal to Revise Rules 71, 20, and 21

At its meeting on March 1, 2016, AAC discussed and approved the following changes to rules 71, 20, and 21. Note that rules 20 and 21 have been reconsidered based on Faculty Senate discussion, and based on further information from offices of Risk Management, Financial Aid, and the Attorney General.

AAC approved the following revision to Rule 71, Admission to Classes, in light of concerns expressed at the Faculty Senate that limiting the number of times that a student could sit in on a class to three visits could be a hardship. Senators noted that sometimes students are prevented from registering because they are working to resolve holds (financial aid, student accounts, and the like were mentioned).

Because the second Friday of the fall and spring semesters is census day for state reporting, and because well over 90% of financial aid issues have been resolved by the second week of class, this more generous two-week window seemed to make sense. It is important to keep in mind that this does not change the add deadline for students to be able to enroll themselves in a particular class. That deadline remains the first Friday of the semester.

AAC, then, respectfully asks that Rule 71 be revised as follows. Note that a clean copy of the rule follows:

**71. ADMISSION TO CLASSES**

~~Instructors shall Students are not permitted to attend a class past the second Friday of the semester (census day), or past the add deadline for shorter academic sessions, be enrolled in a class or admit a student more than three times as a visitor without being on the official class roster. an official enrollment notice.~~

**71. ADMISSION TO CLASSES**

Students are not permitted to attend a class 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.

In addition, AAC reconsidered the proposal for the revision of Rules 20 and 21 on Auditing Classes. Members agreed that the rule needed to specify that the official status of "auditor" applies to students, and not to other individuals who have another business reason to be present and who have been approved by the instructor or

department to sit in on a class. Both Risk Management and the Attorney General agree that visitors could include individuals such as TAs, parents, visiting scholars, and the like. These individuals do not need to be on the official class roster. Members reviewed and revised the rules in light of this important clarification.

Note that AAC used the same period for the number of times a student could attend a class as an auditor prior to being officially enrolled as specified in revised Rule 71. This two-week timeframe is also used for the period that a student has to submit their approved requests to the Registrar's Office.

## **20. PERMISSION TO AUDIT**

An auditor is a student who is permitted class visitor permitted on a space-available basis to observe class discussions but not take examinations or consume the instructor's time.

Attendance in class as an auditor beyond three visitations requires official approval and enrollment. ~~on the Request for Permit to Audit card.~~ Students may seek permission, after the start of classes, to audit a lecture course 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.

Students ~~Those~~ wishing to audit ~~or change from credit to audit~~ must pay the appropriate fee and ~~submit~~ bring the signed Enrollment Change Form ~~audit card~~ to the ~~Office of the~~ Registrar's Office at the student's home campus ~~before~~ by the end of the ~~fourth~~ second week of instruction in the semester. 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 week of instruction. An enrollment change from audit to credit is limited to the first two weeks of instruction. ~~An enrollment change from audit to credit is limited to the first two weeks 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~~ Said limitation includes any combination of credit and audit hours. ~~The a~~ Audit fee is non-refundable.

## **21. NO CREDIT FOR AUDITING**

No university credit will be allowed for auditing courses, nor may students apply for or take special examinations for university credit in courses which they have audited. Students may not take challenge examinations (see Rule 15c) in courses they have audited. (Audit enrollments will be recorded on the student's permanent record by listing the departmental prefix, course number and the statement, ~~"OFFICIAL AUDIT NO CREDIT."~~ "Audit Only -- No Credit Given.")

At this time, Faculty Senate review and approval is recommended, to be effective fall 2016.