

AUDITING POLICY AND PROCEDURES

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Registration to audit is limited to any three-credit and non-laboratory courses offered based on the available seats in the class. Course Audit Form [using DocuSign or similar mechanism] is required to start the process.

Student: Full or Part-time matriculated RCC (Roxbury Community College) students can audit one course during any term of an academic year.

Faculty: Teaching faculty will permit students to audit their courses after considering the class size, modality, and any requirements to attend the class. Faculty will share a copy of their permission and any specific requirement with the student. The Dean of the divisions and the Advising Office must be notified via email.

Process:

- a. Registration starts with obtaining the teaching faculty's permission via email and it must be completed before the end of the "Add and Drop" period identified/listed on the Academic Calendar for the respective term.
- b. The course work required is at the discretion of the instructor or faculty of the course. A copy of the requirements shall be shared with the student.
- c. Students can switch from a regular registration to auditing a course during the Add and Drop period by making a request to the Registrar's Office to change the credit type.
- d. Advising staff will assist students during an online or in-person appointment to complete the process.
- e. A fully registered student gains access to observe and fully participate in the course activities and any Office Hours offered by the teaching faculty.
- f. The Registrar's Office adds "AU" Credit Type at time of registration and an "AU" Grade Code to the student's transcript during midterm grade submission and notifies the teaching faculty.
- g. Financial Aid is not used to pay the \$300 fee for auditing a course.
- h. Future online registration to repeat the same course for a grade is allowed