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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: AUDITING COURSES

Code: DD0401

Policy Reference: D0800, Graduation Requirements; D1000, Attendance

At the discretion of the instructor, dean, or campus team leader, students may audit associate degree, vocational, or adult high school courses if they can profit from the classroom activities, but they do not desire credit or an achievement grade for the course. The usual course work and examinations are not required of auditors.

Students may change from credit to audit upon approval of the instructor.

Preference will be given to credit students over auditors where demand for a course exceeds class size.

Fees and attendance requirements are identical for credit and audit students.

Courses audited may not be used to satisfy course prerequisite requirements.

The course title and "AU" symbol will be recorded on the transcript of students who complete a course as an auditor.

At registration time, a student who intends to audit a course should communicate this intent to the registration clerk. The clerk will prepare three copies of Form 28:589. The student will then obtain approval from the appropriate dean or designee who will retain one copy. The student retains one copy and presents one copy to the instructor at the first class meeting.

If a student wishes to change from a credit student to an auditor and the instructor agrees, the instructor should write the word "Audit" on the appropriate line of the grade roster.

Office of Responsibility: Student Services - Registrar

Approving Authority:

Date: 1/7/98

Kathleen Christensen
Vice President, Student Services