

## 2023-2024 Community Audit Program

Members of the local community, that live no more than 25 miles from campus, are invited to take part in the Community Audit Program, which enables persons who are not currently secondary students or degree seeking college and university students to audit up to two courses for a nominal fee. Some of the most common courses that are excluded from the community audit program: practicum/clinical; Internship/Externship/Independent Study; courses with a lab; courses requiring an audition, tryout or declared major, unless approved by the faculty teaching the course; courses designated as high demand by the College and courses deemed unacceptable for audit by the faculty teaching the course.

This program is a form of community outreach where participants are guests of the College, and do not have student status. Community Auditors have access to services the College is legally required to provide, but do not have access to services specifically provided to fully admitted students. Community Auditors must comply with college vaccination requirements. Community Auditors may be removed from the audit program at any time.

- **Fees and Registration:** Participants must follow the academic policies for auditing and must meet course prerequisites. Registration will occur no earlier than 10 business days before the start of Fall and/or Spring semesters and no later than published add/drop deadlines. J-Term and Summer academic terms are not available for Community Audit. The non-refundable community audit fee is \$100 per course. This fee must be paid in the Student Accounts Office prior to registration. This fee is intended to cover recordkeeping expenses. Return the signed form to the Registrar's Office for registration processing.
- **Audit Academic Policy:** Participation in a course as an auditor does not require completion of course assignments or exams but does require regular attendance. The audit is recorded on a transcript at the end of the term with a grade of "V", upon verification by the instructor of regular attendance. Without such verification, a withdrawal, "W", is recorded. Registration on an audit basis will not lead to academic credit.

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### Auditor Information: (please print) – all fields must be completed

Name: \_\_\_\_\_ Birth Date(mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
First Name / Middle Initial / Last Name

Address: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_

**Registration Request:** Circle one: Fall Spring Year \_\_\_\_\_

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| - \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| - \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
COURSE SECTION (ex: BIO-100-001)

\_\_\_\_\_  
COURSE NAME (ex: Biology Explorations)

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| - \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_| - \_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|  
COURSE SECTION (ex: BIO-100-001)

\_\_\_\_\_  
COURSE NAME (ex: Biology Explorations)

Auditor Signature: \_\_\_\_\_

**Registrar's Office (initial and date):**

\_\_\_\_\_  
(Indicates fee paid and registration processed)