AUDITING COURSES POLICY

Policy Statement

Students may audit courses for which they do not desire credit. Audit students must meet special program/course requirements, where applicable.

Policy Details

Students may change an audit status to credit status, or from credit to audit status, before the end of the 14th calendar day of that part of term. Notice of change must be received from the student on or before the 14th day. Questions regarding this policy should be directed to Student Records by email to recordsdept@terra.edu, or by calling 419.559.2405.

Audit (AU) Status

- An "AU" is recorded on a student's permanent record when a student audits a class.
- The "AU" grade is not included in the cumulative grade point average and does not apply to graduation.
- When auditing a course, students pay full tuition and fees, understanding that no credit may be earned or claimed later.
  - o Students must complete and submit the online application for admission. See the Admissions Policy for more information.
  - o Students age 60 and above may be eligible to have their tuition waived. See the Senior Citizen Education Plan Policy for more information.
  - o Financial Aid may not be used to pay for audited classes.
- Students are not required to submit assignments or take examinations, although this participation will help students gain knowledge of the subject.

Procedures

1. Students wishing to change enrollment status (such as Credit to Audit) must notify the Student Records Office in writing prior to the 14th day of that part of term. Notification can be (1) by email at recordsdept@terra.edu or (2) in person.
   a. Student emails must be sent from an official terra.edu supplied account.
   b. Students can go to the Student Records Office, A200, before the 14th day to fill out the request in person.
   c. Any request must be received prior to midnight on the 14th day. The college is typically closed on Saturday and Sunday, so students not sending an email should plan accordingly.
      i. Example: If the class part of term begins on Monday the 2nd, the student must send the request to recordsdept@terra.edu by Midnight, Sunday the 15th.
2. Student Records will convert the enrollment status as requested.
3. Confirmation will be sent to the student's Terra State email after the change is processed, with a copy going to Financial Aid.

Resources

Definitions

Term	Definition
Part of Term	Part of Term is a term inside the selected semester. These can consist of • **Full Term** (Fall/Spring 16-week session & Summer 12-week session), • **Late Start** (Fall/Spring 14- and 12-week sessions & Summer 8-week session), and • **Half Term** (Fall/Spring 8-week session & Summer 6-week session)

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
2/25/2004	Entire Document	Revised	
1/23/2023	Entire Document	Revised	
2/23/23	Entire Document	CASA Approved with Edits	William Taylor, CASA Co-Chair
7/24/2025	Procedure	Revised	Doug Mead, VPAA

Effective Date: 2/24/2023

Next Review Date: 9/30/2027