Course Audit Policy

Policy Number	700.17.02	**Custodian**	Academic Chair
Approved Date	7/23/2026		
Effective Date	7/23/2025	**Review Date**	

1. Purpose

A course audit allows an individual to participate in a course for self-enrichment and academic exploration without earning college credit.

2. Persons Affected

2.1. Students
2.2. Employees
2.3. Public

3. Policy

This policy is to ensure the following:

3.1. Audits have clear eligibility guidelines
3.2. Audits do not cause a financial burden on the college

4. Definitions

4.1. Course Audit. A course taken not for academic credit but for self-enrichment and academic exploration. A completed audit course does not count towards completion of an academic credential.

4.1.1. Students, employees, and the public may audit one course per semester.
4.1.2. Unless otherwise defined, audits do not cover course books or fees.
4.1.3. Non-audit students have registration priority over audit students.
4.1.4. Employees must secure supervisor approval before auditing courses scheduled during the employee's regular work hours or if release time will be needed.
4.1.5. Audits are restricted to:
- residents of the Minnesota counties Mahnomen, Becker, Clearwater, Norman, Polk, Clay, and Hubbard OR
- enrolled members of the White Earth Band of the Minnesota Chippewa and their descendants

4.1.6. Individuals wanting to audit a course must formally register as "Auditing" the course prior to the add/drop date.
4.1.7. Audit students must receive instructor approval before the add/drop date.

4.2. Elder Audit. Available to the public for individuals 55 or older. Covers textbooks and course fees.

4.3. Employee Audit. An audit for part-time or full-time employees. Employees are responsible for course fees, materials, and textbooks.

4.4. Audit Fee. The fee for auditing a course as published in the WETCC official fee schedule. Additional course fees may also apply.

5. Procedures

5.1. The academic chair oversees the course audit process.

5.2. The registrar processes applications and determines audit eligibility. The registrar indicates students eligible for an audit in the student information system and notifies ineligible students.

5.3. Registrar enters audit status and enrolls students as audit learners.

5.4. The academic chair makes the final decision on any appeals on audit eligibility.

5.5. Faculty enter the grade AU (Audit).

Revision History

Rev. Date	Rev. No.	Revision
5/26/26	700.17.02	Reformatted. Elder audit added. Geographic and enrolled member restrictions added. Registration priority for non-auditing students added. Instructor permission added. Audit fee references College Fee Schedule.