

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.