DAWG discussion on 'Auditing Courses'
09/24/2014

Working Session Discussion: "Defining a Course Audit process for implementation" based on changes to BP/AP 4070.

Notes from the 09/18/14 meeting on "Developing the process and exploration for BP/AP 4070":

- Prefer as much automation as possible. Should look to see what 'out-of-box' functionality is already present in Ellucian Colleague.
- [Use of] Audit codes [,similar to Late Add Codes,] would be given to faculty to help with processing in admissions process.
- Both CHC and SBVC Academic Senate involvement in descriptive processes and a consistent protocol for both operations will be important for computer and other background system issues.
- Ensure that discussions and process work at the part-time faculty level / vantage.
- Earliest implementation is Summer 2015, with most likely implementation for Fall 2015; so, all protocol decisions need to be completed and well distributed by the end of Spring 2014 academic sessions.
  - **Suggestion:** Pilot with Math Classes in Summer 2015.

- **Questions with Basic Answers:**
  - Should an audit be listed on transcripts?
    - **Answer:** Yes. All student work / effort should be recorded. The recording does not imply competency or attendance.
    - **Follow-Up Actions:** Follow-up discussion needed on how its notated, and on what transcripts is it notated.
  - Does the student need to meet the pre-requisites for the course being audited?
    - **Answer:** Yes. The student can [only] benefit from audit[ing], if they have the basic framework. Under-prepared students would consume more resources than this policy was intended to provide.
- **Question:** How does the student get the audit code and understand the classroom rules?
- **Question:** Can students use the code before the end of the late add period?
- **Question:** What deadline will students have to register for audit?
- **Question:** Will students be allowed to petition to audit past the deadline?

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Discussion Topics:

- Other than Board Policy BP/AP 4070, is there any other Board Policy, Campus Guidelines, Ed. Code, Title V, MIS or other State or Federal regulations that we must ad-here to in defining a process for auditing courses?
  - Possible Areas:
    - Transcript Notation: Is there any Ed. Code / Title V requirements on how its notated? Are they transferable?
      - **Answer:** No, but the college is wanting to notate it on the transcript for outside businesses that may want to use it. Title V requires, if notated, it has a grade of 'AU' and doesn't count toward completed units, attempted units, or GPA.
    - Degree Audit: Does audit courses meet 'any' requirements for degrees or certificates?
      - **Answer:** No! But we would notate it on the transcript, for reasons outside of the college (business) that may need to use.
    - Pre-requisites: Can an audited course meet 'pre-requisites' for a higher course?
      - **Answer:** No!
    - Reporting: What do we need to report about Audited Courses in MIS or there agencies.
    - Financial Aid: What is needed to follow federal and state requirements regarding how audit courses are used in determining financial aid?
      - **Answer:** Doesn't count in units used by Financial Aid processes.
    - Repeat Policies: Does auditing a course change anything about repeat policies? Is there a limit on the number of times you can audit?
      - **Answer:**
        - No, there is no mandatory limit.

    - Can all seats in a section be audited students?
      - **Answer:**
        - No, as the course would be cancelled before it would have gotten that far.

    - Is there any restrictions on the type of student (Non-resident, High School, etc.) that is allowed to audit courses?
      - **Answer:**
        - Audit fees are not in replacement of enrollment fees, so were the $46 dollars would be waved for Concurrent enrolled High School students, the $15 unit audit fee is not waved.
        - Non-resident students need more clarification.
        - **Question:** Does the $15 unit limit include other college fees per Ed Code?

    - Billing and Accounting: Need more detail on the fee structure defined in Board Policy 4070.
    - Drop Policy:
      - Does the same payment drop policy apply?
      - Once dropped, does the same refund policy apply?
      - Once dropped, does the student require re-authorization to add the course back for auditing?
    - **Question:** Will audit students appear on roster?
      - **Answer:** Yes.
    - **Question:** If a student is enrolled for credit in a course that is the pre-requisite for the course they are wanting to audit, will the grade be assumed as passing, or not passing until posted?
      - **Answer:** Audit courses will not have the grade assumed, if the pre-requisite course isn't graded yet.
    - **Question:** Do we want an 'Audit Courses' only transcript vs notating it on the Official Transcript?
      - Follow-up needed.

- Defining a flow-chart for Auditing a course (Main Objective for next meeting, Oct 8th)
- Defining details for each section of the flowchart, and offices responsible.

Notes:
- **Mandatory Requirements for Auditing Courses**

  - **MIS:** Audited courses can't be used in calculating apportionment.

  - **Financial Aid:** Financial Aid can't be paid on audited courses.
    - Full/Part time status does not count courses that were audited.
    - BOGW will not pay for audit course enrollment.

  - **Title V:**
    - On Transcripts, an audited courses is notated with a 'AU' as the credit.
      - **Clarification Needed:** Is any notation required at all?

  - **Board Policy/AP 5033:**

    - Audit Courses will not count toward units Financial Aid, Veteran Benefit or any other purpose.
    - Student's must meet the pre-requisites to audit the course.
      - **Clarification Needed:**
        - Does an audit course count as a pre-requisite for another course? No! But what written documentation enforces it?
        - What restrictions, if any, will students using Assessment Placement and/or Challenges after taking an audited course?

    - No refund of audit fees after enrollment (needs clarification).
    - Student must pay all other mandatory fees to audit a course.
      - "Mandatory Fees" – Health, Accident, Student Center Fee, Student Representation, Student Transportation.

    - Fee will be $15 per unit for audit courses.
    - Students can't be registered in and audit different sections of the same course.

  - **Ed. Code 76370:**

    - Fee is not to exceed $15 per unit, per semester. (**replacing** the state enrollment fee of $46 dollars a unit)
      - If enrolled in 10 units of non-audited course, then 3 units or less courses can be audited without paying the fee of $15 a unit.

    - No student auditing the course can register later in that course (same term) to receive credit/graded.
    - Priority will not be given to students auditing a course during priority registration.