

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-404.5

PAGE: 1 OF 1

PROCEDURE TITLE: AUDITING A COURSE

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: STUDENT RECORDS



PRESIDENT

September 28, 2012
DATE

PURPOSE

The purpose of this procedure is to establish the guidelines for students seeking to audit courses at the College. A student admitted to the Technical College of the Lowcountry may elect to audit one or more courses.

PROCEDURE

1. Auditing a course
 - a. A student must be admitted to the College to be eligible to audit a course.
 - b. For a student who audits a course, tests or examinations are not required, and no credit is given. In some classes, tests or examinations may not be available.
 - c. The student must complete the prescribed registration procedures before class attendance will be permitted.
 - d. The registration form must be signed by the instructor and submitted to the Registrar's Office prior to entry in the database.
 - e. Audit students are charged at the same tuition rate as credit students.