

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>AUDITING CREDIT COURSES</b>	Number <b>D-5.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President  _____  President  _____	Supersedes Policy No. <b>D-5.1</b> Date <b>2/3/14</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Students must declare audit status upon registering for a course. If a student is to audit a course, the faculty advisor or Student Affairs Counselor should write "Audit" in the "Credits" column of the advisement form and select "A" in the pass/audit field of the registration (RGN) screen in Colleague when keying course section registration information.
- II. Audit students may not change to credit status after the end of the drop/add period. Credit students may not change to audit status after the end of the drop/add period.
- III. A grade of "AU" will be assigned, and no credit hours will be awarded.
- IV. Audit students will not be eligible for Veterans Administration (VA) or other financial aid benefits.
- V. The tuition and fees for auditing a course shall be the same as if the student was taking the course for credit.
- VI. Audit students will be accepted on a "space available" basis. In courses or programs where there are physical limitations such as equipment or time, audit students will be accepted only after credit student demands have been met.