

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Auditing Courses**

**Board Policy No.: 3358:11-2-12**

**PROCEDURES:**

1. Audit status must be indicated at the top of the add form and submitted to the College's Oserve office which provides student support for financial aid, records and student accounts. This may be done by fax or in person by the posted deadline for the part of term in which the course is offered.
2. Auditing a course does not create a waiver for any fee assessed.
3. An audited course cannot be used to meet any degree or certificate requirement.
4. A grade of "AU" does not replace a previous earned grade for the same course.
5. An audited course will be noted as grade of "AU" on a student's transcript.
6. Audited courses dropped after the posted census day will result in a grade of WD placed on the student's transcript.
7. Students are able to drop audited courses using Ozone, which provides online access to students' accounts. Regular term drop and refund deadlines apply.

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to the procedures must be submitted to the Board Secretary for President's Cabinet review.

These procedures conform to the POLICY approved by the Board of Trustees on February 7, 2012, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of February 18, 2012.