

Administrative Policy:		Course Auditing and Audit Fees		Policy Number:	AP 4070
Applicable regulations - Federal/State/Board/College		ORS 341.518 (Senior tuition waiver)			
Accountable Administrator:		Registrar	Position responsible for updates:		Registrar
Original Date	03/18/2025	Revised & Adopted	N/A	Reviewed & Adopted	N/A

Audit Eligibility, Process and Implications

Students may audit a class if they wish to enroll in credit courses and do not wish to receive a grade or credits towards a certificate or degree. Auditing students, with exceptions for the Senior Tuition Waiver program described below, must pay full tuition and fees, meet prerequisites for the course, and obtain the instructor's permission to audit a course.

Students must meet with the instructor to determine if there are any specific requirements or expectations for auditing a course. Instructors may require 100% attendance and may choose to not grade or provide feedback on course materials submitted by an auditing student.

To request an audit:

1. A student must not register for the course. The student sends an email requesting to audit the course to the instructor and the Registrar. Students are to make a request to audit in advance of the start of the term. Approvals from instructors are to be received by the first Friday of the term before 4:30 p.m. Audit grades may not be reversed for a letter grade.
2. The instructor will respond to allow the students to audit, or not, to the student and Registrar.
3. The Registrar will register the student in the course for an AU grade and confirm the registration to the instructor and student.

The student must meet prerequisite and placement test requirements for the desired course. Placement test fees are the responsibility of the student and must be completed prior to registration for courses requiring placement testing.

An audit carries no credit, and therefore does not meet degree or certificate requirements, nor does it contribute to enrollment status for financial aid or other benefits. Earning an audit grade for a prerequisite course does not allow for registration in the course requiring the pre-requisite.

The college retains the right to limit the number of times particular courses can be audited by a student. Such limits are intended to ensure students seeking certificates or degrees are not displaced, and that there is value to a student who may seek to audit a course more than once. Courses which

are in high demand, serve as a prerequisite, or are taught infrequently may have limits established that restrict the number of times a student may audit the course within a given timeframe.

Senior Tuition Waiver for Auditing Classes

Oregon residents who are verified to be at least 60 years of age are eligible for a tuition waiver in available lower division transfer courses, typically numbered as 100 or higher, if the individual follows the directions posted on the college website and if they meet the following conditions:

- Have been admitted to the college.
- Have submitted a Senior Waiver Form by the stated deadline.
- Have permission from the instructor prior to the end of the first week of the term.

If approved to audit the class, the Registrar will register the student in the course after the first day of the class, per state regulations, and email you the first week of the term to confirm this registration.

The waiver will only apply for up to 8 credits of in-state tuition per term. General student and course fees, and instructional material purchased by all students are the responsibility of the Senior Waiver student. Students are only eligible to receive an audit (AU) grade for courses paid for with this waiver.

The waiver does not apply to career technical courses or courses in limited entry programs such as Nursing or Aquarium Science. The waiver may not be used for tuition or fees associated with any non-credit courses. Oregon Coast Community College reserves the right to limit the courses for which the waiver may be applied.

NOTE: The waiver program described in ORS 341.518 pertains to Oregon residents 65 and older. Oregon Coast Community College grants the waiver for Oregon residents 60 and older. All other provisions of the law are followed in administering this waiver program.