

SENATE POLICY 20-03

Motion: to approve the Policy on Auditing Courses

Passed at the March 30, 2021 meeting of the Academic Senate

Approvals:


Gregory Wood (Apr 5, 2021 10:05 PDT)

Gregory Wood
Chair, Academic Senate

04/05/2021

Date


Richard Yao (Apr 7, 2021 04:24 PDT)

Richard Yao, Ph.D.
Interim President

04/07/2021

Date



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Division of Academic Affairs

Passed By: Academic Senate
March 30, 2021

Approved By: Richard Yao,
Interim President

Policy Number: SP 20-03

Effective Date: Fall 2021

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Academic Senate Policy on Auditing Courses

Drafted By: Academic Senate Student Academic Policies and Procedures Committee

Accountability: Students, faculty

Applicability: All CSU Channel Islands students, faculty, staff, and administrators

Philosophy:

In keeping with CI's goals for safe and accessible education, this policy makes allowances for students to audit courses, while keeping a record of who is attending class, and holding all students accountable to the Student Code of Conduct.

Purpose: To create a policy for auditing classes consistent with CSU Executive Order (EO) 1037.

Background: Although CSU Executive Order (EO) 1037 outlines criteria for receiving a grade of "Audit", CSUCI currently does not have any policy outlining who may audit courses, how to register for an audit grade, or what fees apply. It is important to maintain records of all students attending classes for safety, liability, and accountability purposes.

This policy will allow regularly enrolled students to audit a course, even if they have already completed the course with a passing grade. This can be particularly helpful for sequential courses where mastery of material in the prerequisite courses are essential for participation in the next course in the series. Occasionally students who have taken and passed prerequisite courses may wish to retake a course in order to refresh material if it has been some time since they first took the course. Currently, students are not permitted to re-take a course that they have already passed. This policy would allow students to obtain permission from the instructor to audit the course and get caught up on the material before enrolling in the next course in the sequence. This policy will also allow auditing students access to class materials and campus resources. Increasingly, even courses taught in-person have significant course materials that are available to students only through Canvas. Although it is possible to add people to Canvas courses, having a formal process for enrolling auditing students will allow them to automatically be placed in the



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appropriate Canvas courses. Further, currently, only people with a *myCI* email account can be added to Canvas courses. By having a process for enrolling auditor only students through Open University, this policy will ensure these students receive a *myCI* account and email to access course materials on Canvas and other campus resources like the library.

Definitions:

Audit (AU) grade: A grade of Audit (AU) is given to those attending a course for information purposes only and will not count for credit toward a degree.

Auditor: An auditor is a student who enrolls in a course for informational purposes only.

Auditor only: A person who is attending the university by auditing of class(es) only and is not a regularly enrolled student.

Policy:

1. A regular enrolled student may audit a course by receiving permission from the instructor and completing the Request for Audit form in the appendix. The instructor can decide whether the course is appropriate for an auditor
2. A person who wishes to attend the university by auditing of class(es) only will need to enroll at CSUCI through Open University. They will then need to receive permission from the instructor and complete the Request for Audit form in the appendix.
3. An audit is permitted only after students taking the class on a for credit basis have an opportunity to enroll, so permission to audit a course may not be given prior to the first week of classes. There is no limit to the number of courses a student can petition to audit per semester.
4. It is customary for a student registered as an auditor to regularly attend class. The instructor of the course may establish additional requirements for participating in the course. The instructor and auditing student will agree upon the requirements for the course and whether the instructor will offer feedback or grade assignments.



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5. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes in that term. A student who is enrolled for credit may not change to audit after the third week of instruction.
6. Auditors are subject to the same fee structure as credit students.
7. A grade of “AU” for an audited course is posted on a student’s permanent record if, in the opinion of the instructor, the student has attended enough class meetings and completed enough of the agreed upon work (see 4) to receive a grade of “AU”. If the student fails to meet the agreed upon requirements, the instructor will request that the student be administratively withdrawn from the course.
8. Students cannot audit a course for which they currently have a grade of incomplete (I).
9. All students enrolled in classes, for credit or as auditors, must abide by the Student Conduct Code.
10. Courses that are audited do not count toward any degree requirements, do not earn grade points, and are not included in full/part time status in the awarding of financial aid.

Appendix:

The Petition to Audit Form is to be completed by students interested in auditing a course to seek permission from the instructor and formally enroll in the course for a grade of audit. The student will complete their information and the reason for auditing the course and then work with the instructor for the course to determine the requirements of the audit (class attendance and participation, assignments, feedback, etc.). Both student and instructor need to sign the completed form before the student submits it to the registrar’s office by the add deadline.