

Madison College

Policy #5516



Auditing of Courses

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Responsible office(s)	Student Affairs
Keywords	Course Audit; Class Audit; Audit

POLICY PURPOSE

In some cases, a student may audit a course to gain a general understanding of a subject matter but not earn a letter grade.

SCOPE

Deans, Associate Deans, Faculty, Advisors, Enrollment Services

DEFINITIONS

- **Audit**
Enrolling in a course but electing not to earn a letter grade or earn course credit. A grade of "AU" is assigned.

POLICY STATEMENT

1. In order to audit a course, students must meet established criteria.
2. Students must:
 - a. Receive approval from the assigned instructor; if no instructor is assigned to the course, approval must be received from the respective academic dean or associate academic dean.
 - b. Meet all enrollment requirements.
 - c. Declare the intent to audit at the time of registration; students may not change from graded to audit or from audit to graded once the course starts.
 - d. Contact Enrollment Services for assistance enrolling; students cannot self-enroll and choose the audit option. Students should forward instructor permission from their Madison College email to EnrollmentServices@madisoncollege.edu and request to be enrolled with an audit status.
 - e. Meet attendance requirements, participate in classroom work and complete assignments, but may not participate in examinations/evaluations.
 - f. Pay the same tuition and fees as a student enrolled for credit. Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing courses, excluding community service courses (aid code 60) and apprenticeship courses (aid code 50) on a space

available basis. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

LINKS TO STATE/FEDERAL REGULATIONS

- <https://docs.legis.wisconsin.gov/statutes/statutes/38/24/4m>
- [WTCS Tuition & Fee Guide](#)

SUPPORTING DOCUMENTS

- Auditing of Courses Procedure

RELATED POLICIES

REVISIONS

09/20/2026 ... Policy drafted