

Audit Students

Policy

Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Also, applicants must have all transcripts from high school and college(s) sent to the Admissions Office. Finally, applicants must obtain a "Declaration of Intent to Audit" form from the Registrar's Office, complete the form with the course(s) to be audited, and forward it back to the Registrar's Office. The "Declaration of Intent to Audit" form, which becomes part of the applicant's permanent file, must be completed by the end of the registration period and may not be changed thereafter.

Students enrolled in audit courses are expected to attend classes regularly. They must adhere to all College rules and regulations regarding the withdrawal from course(s) or the College. The cost for auditing a course is the same as the cost for taking a course for credit.

Procedure

Audit Only applicants must complete all steps as those for any new or first-time transfer student, including the completion of an application for admission. The applicant must mark "Audit Only" on the application and must have all transcripts sent to the Admissions Office.

All other applicants who wish to audit courses, including degree-seeking students, must obtain a "Declaration of Intent to Audit" form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed "Declaration of Intent to Audit" form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the "Declaration of Intent to Audit" forms are placed in students' respective permanent files. http://www.coastalalabama.edu/media/coastal_alabama/content_assets/documents/admissions/DECLARATION_OF_INTENT_TO_AUDIT.pdf

Students enrolled in either classification of audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedure as regular students.