

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Student Services**  
**POLICY/PROCEDURE: Auditing Classes**  
**DATE: March 1, 1993**  
**REVISION(s): 12/19/94**

**NUMBER: 5.71**

Auditing courses requires official admission to the College, approval of the Department Chairperson and the faculty involved, and payment of the regular fee for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examination nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit or audit to credit during the first week of the semester or the summer term with the approval of the faculty. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

AUTHENTICATION (Signature):

COPP

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President

11/19/94  
(Date)

**5.71**