The Nuts and Bolts of Class Auditing and Fee Remission

Lesa Beals - Michelle Fulk - Kim Watley
Office of the Registrar - Office of the Bursar
Auditing?

Rules & regulations around auditing a class

- [http://www.purdue.edu/studentregulations/regulations_procedures/classes.html](http://www.purdue.edu/studentregulations/regulations_procedures/classes.html)
- Auditor (University Senate Document 10-5, February 21, 2011) A person who is already enrolled as a student in the University and who wishes to attend a course in the University without credit shall obtain from the Office of the Registrar an Audit Permission form stating his/her name, their PUID, the subject, course, and CRN number, the number of credits, and the term. This form needs to be signed by the instructor of record for the course. A person who is not already enrolled as a student must apply for admission as a non-degree student with the Office of Admissions. Once accepted, he/she may follow the steps outlined above.
- A person who has status in the University by reason of admission to, and registration in, a definite classification may enroll in a course as an auditor. The assignment and enrollment must be completed by the regular procedure for registration. The assessment of fees and determination of allowable load shall be in accordance with the credit value or equivalent of the course(s) involved.
- For a staff member, the registrar will also require the approval of the staff member's immediate supervisor. The fee for auditing shall be waived for persons who are eligible for fee remission.
- Members of the staff who, as part of the regular duties for which they are paid, are required to attend course(s) in their own department without credit shall be exempt from the above provisions requiring a special permit for registration and approval of the dean of the Graduate School acting for the president.
- An auditor in a course shall be entitled to hear lectures, recitations, and oral quizzes. He/She shall not participate in classroom exercises except as invited by the instructor. He/She shall neither submit papers, when tests or examinations are given, nor take part in laboratory work. An auditor shall receive no credit for the course.
INSTRUCTIONS FOR SEEKING PERMISSION TO AUDIT A PURDUE UNIVERSITY CLASS

Where to get this form?
Who needs to sign it?
When is it due?
Why the deadline?
What does it mean to audit?
Can I change my mind later?
Registration errors, do they matter?

AUDIT PERMISSION FORM

PUID ___________________________ Resident ☐ Non-Resident ☐

LAST NAME (PRINT) ___________________ FIRST NAME ___________ MIDDLE INITIAL ___________

Subject_______Course No._______CRN_______Credit Hrs._______Date_______

TERM ___________________________ REGISTERED? YES ☐ NO ☐

I HEREBY REQUEST PERMISSION TO ATTEND THE ABOVE CLASS. I UNDERSTAND THAT NO GRADE REPORT WILL BE ISSUED. I WILL RECEIVE A GRADE OF AU (AUDIT), AND THAT I WILL NOT BE PERMITTED TO TAKE EXAMINATIONS OR PARTICIPATE IN LABORATORY EXERCISES.

1. ________________ INSTRUCTOR ____________________ 3. ________________ REGISTRAR ____________________

2. ________________ ADVISOR OR ADMISSIONS COUNSELOR ____________________ 4. ________________ DEPARTMENT HEAD (for faculty/staff only) ____________________

PURDUE UNIVERSITY — REGISTRAR FORM 70 (REV. 05/03)
Staff registration for credit

Nondegree-
  contact the office of the Registrar with registration questions or advising questions

Degree Seeking-
  contact your advisor with questions about registration and/or degree requirements

Learn the difference between traditional fee structure versus professional fee structure and what that means to you
• **Staff Eligibility**
  
  – Eligible Staff registered in Purdue credit courses offered by any of the Purdue campuses are eligible for a partial fee remission and will be assessed based on the approved Board of Trustee Rates (BOT).
  
  – Eligible staff are defined as:
    • Faculty, Administrative Professionals, Regular Clerical & Service staff employed half-time or more for a period of time which is expected to continue for more than a year.
    • Eligible staff as defined above on approved leave of absence
    • Retired Staff as defined in Executive Memorandum No. B-35
    • Disabled staff receiving benefits from one of the University disability programs
    • Adjunct faculty and associate staff as defined in Executive Memorandum No. C-12
Types of remissions
Staff

- BOT rate $117.51 / cr hr + applicable fees
- Maximum hours is 7 credit hours per semester (fall/spring) 4 credit hours (summer)
- Anything > 7 credit hours (fall/spring) & > 5 credit hours (summer) will be required to pay full time rates
- Audited courses are assessed same as for credit
- If auditing a course and turn in a form 15A will remit 100% of general service fee but responsible for Tech fee + R&R Fee
- To qualify for form 15A cannot be enrolled in a degree seeking program
- If the course is requested by the staff members supervisor for purposes of job training the staff member will not be charged to audit the course.
Types of remissions
Staff child

- Full Time $2699.05 flat rate + applicable fees
- BOT rate $183.33 / cr hr + applicable fees
- Only valid for the 1st baccalaureate degree or professional degree from any institution - or –
- Student is not continuously enrolled after age 26
- Applies to full or part-time degree seeking students.
- Will not remit non-resident fees unless the staff member resides in Indiana
Types of remissions
Staff spouse

- BOT rate $183.33 / cr hr + applicable fees
- Staff member must be employed with the university for at least two years before the spouse is eligible for the fee remission
- Maximum hours is 7 credit hours per semester (fall/spring) 4 credit hours (summer)
Applications

- Application for Staff, Staff Child or Staff Spouse/Domestic Partner Fee Remission
  - Bursar Office Form 15
- Application for Staff Fee Remission when Auditing a Course
  - Bursar Office Form 15A
- Tuition & Fee Calculator for 2016-2017
  - Enter Scenario to get an estimate of fees

For more detailed instructions on fee remission eligibility and University Policies refer to Executive Memorandum C-7
Thank you!

Any questions!