

Current K-State Auditing Policy

Auditing Classes

F66.1

Auditing is participating in a class regularly without submitting class work and without receiving credit. Permission to audit is granted by the instructor, with the approval of the dean of the college in which the class is offered. Laboratory and activity courses may not be audited. Audits are not recorded on the academic record. Students should not enroll in courses they plan to audit.

F66.2

Any Kansas resident sixty (60) years of age or older upon the presentation of sufficient proof of age shall be permitted to audit courses at state universities on a space available basis with no requirement for payment of tuition and fees required of every student as a condition of enrollment. A person meeting these requirements shall be considered a non-degree seeking student for purposes of K.A.R. Articles 88-29, 29a and 29b. Special academic fees shall be paid by the student. All determinations as to residency, the age of the applicant and the space available for the auditing of courses by such persons shall be made by the state university involved. (For more information, see the [Kansas Board of Regents Policy Manual, Chapter II, Section B \(1\)\(c\).](#))

Revised Policy: Auditing Classes

F66. Auditing Classes

F66.1 Definition and Permissions

- Auditing is defined as regular participation in a course (attending lectures, discussion, etc.) **without** submitting required course work or examinations, and **without** earning academic credit.
- Students wanting to audit a class must request permission from the instructor and obtain approval from the dean of the college offering the course (or the dean's designee).
- Audit status must be approved at the time of enrollment; changes from credit to audit (or vice versa) after the audit deadline are at the discretion of the instructor and dean, and subject to any additional administrative requirements.
- Any student attending a class without enrolling or for audit will be required to leave the class until enrollment is complete.

F66.2 Eligibility and Enrollment Requirements

To audit a course under this policy, the individual must satisfy the following conditions:

1. Admitted as a Non-Degree Seeking or Degree Seeking Student

- An individual may not be admitted as a non-degree seeking and a degree seeking concurrently.
- Admission criteria, fees, and deadlines for non-degree seeking students shall follow standard university procedures as managed by the Office of Recruitment and Admissions or the Graduate School.

2. Course Enrollment and Audit Fees

- The student or learner must enroll in the course (i.e., register for the section) by the regular enrollment deadlines.
- The student or learner must pay tuition and fees applicable to audited courses (unless exempt under a senior-citizen audit provision, see below).
- Audit students or learners are subject to the same course enrollment capacity constraints and prerequisites (if any) as credit-seeking students.

3. **Restrictions on Audit**

- Certain courses such as laboratories, studios, activities, or performance-based courses may *not* be audited unless specifically authorized by the instructor and dean.
- An audit is recorded on the student's academic transcript (i.e., a grade of 'AU' and credit is posted).
- The student may not later convert the audit into credit unless permitted under special petition and within deadlines approved by instructor and dean.

4. **Deadlines and Changes**

- **Changing status to audit:** The deadline for selecting audit status, including changing from credit to audit, must be done no later than day 5 of the semester (e.g., through the first week of the term or an equivalent percentage of course length).
- The audit deadline for shorter or accelerated courses shall be prorated accordingly.
- After the audit deadline, changes in audit status require approval of the instructor, dean, and Office of the Registrar and may incur additional administrative steps.

5. **Space-Available Basis**

- Enrollment of audit students is permitted only on a *space-available* basis, after all students registering for credit have been accommodated.

F66.3 Lifelong Learners

Kansas residents who are **60 years of age or older and** who present proof of age, are eligible to audit courses on a space-available basis without payment of tuition. Applicable registration or special course fees still apply.

- Residents may hold **degree-seeking or non-degree-seeking status** for auditing purposes.
- Residents may not hold non-degree seeking status and degree seeking status concurrently.
- All determinations of residency, age eligibility, and space availability shall be administered by the Office of the Registrar.

Additional Conditions of Eligibility:

- They are Kansas residents for tuition purposes.
- They are at least 60 years of age.
- They are admitted to K-State as a degree-seeking or non-degree-seeking undergraduate.
- They only enroll in courses numbered below 800.
- They enroll in six (6) or fewer hours per semester.

- They agree to receive a grade of “AU” (Audit) for all classes for any semester in which they are applying for the lifelong learner waiver.
- They understand that services supported by the student services fees cannot be utilized when those fees are waived.
- They must submit the Lifelong Learner Waiver Request Form no later than the 30th calendar day after the first day of classes for each semester requested.

F66.4 Administrative Oversight and Coordination

- The Office of the Registrar is responsible for defining the registration deadlines for auditing status, communicating audit options to students, and enforcing capacity constraints.
- The Office of the Registrar shall coordinate with Admissions areas to ensure that non-degree seeking students once admitted are properly coded in student systems.
- Departments and colleges offering courses must decide in a timely manner whether auditing is acceptable in specific courses.
- The instructor’s decision on whether to permit auditing in a course is subject to appeal through the departmental or dean’s office. The appeal decision is final.

KBOR / Regulatory Cross-Reference

- This policy is implemented in accordance with **KBOR Board Policy Manual, Chapter II, Section B (1)(c)**, which addresses tuition waivers for senior citizen auditing and the university’s authority in applying such waivers.
- It also aligns with **K.A.R. Article 88-29c**, especially the definitions and residency requirements in K.A.R. 88-29c-1 (defining “Kansas resident” and “non-degree seeking student”) [Kansas Regents](#), as well as the requirement that institutional admission and policy must not conflict with K.A.R. 88-29c (see K.A.R. 88-29c-9).