Name of Policy: Auditing a Course
Source: Student Affairs and Academic Affairs
Date Revised: July 2016
Form to Complete: Course Audit Form, see the Registrar to initiate

Policy:

Current KCAI students, KCAI alumni and the community may audit KCAI liberal arts courses (studio electives may be considered with faculty approval) if there is available space in the course. Students receive no credit or grades for an audited course. The cost to audit a course is $250 per credit hour (please note: financial aid and scholarships do not cover a course audit). Once an audited course is complete, the designation AU is added to the student transcript.

Enrollment for a course audit must take place within the add/drop period; students will not be able to change to or from a for credit/audit status past this deadline. Course withdrawals and tuition refunds will follow the KCAI academic calendar and policies; no fees will be refunded.

Procedure:

CURRENT STUDENTS
If a current KCAI student wishes to audit a course, the student must complete the Course Audit Form, pay tuition in the Business Office, obtain the following permissions and return the form to the Registrar by the add/drop deadline:
- Business Office representative
- Academic advisor
- Faculty of course to be audited (if studio elective)

KCAI ALUMNI AND COMMUNITY MEMBERS:
If alumni and community members wish to audit a course, they must complete the Course Audit Form, pay tuition in the Business Office, obtain the following permissions and return the form to the Registrar by the add/drop deadline:
- Business Office Representative
- Faculty of course to be audited (if studio elective)