

POLICY:

Brunswick Community College (BCC or the College), in compliance with State Board of Community Code (1ESBCCC 1000.2), allows individuals at least 65 years of age to audit a course section without payment of required tuition or registration fee. Proof of age is required as verified through a driver's license, State identification card, or other government-issued document. *Students who receive approval to audit a course will not receive a grade, academic credit, continuing education units, or any certification upon completion of the course.*

Certain classes or types of classes shall be excluded from this policy at the discretion of the College. Local fees (including Self-Supporting course fees), materials, books, and other expenses are not waivable. The College reserves the right to deny or delay a decision for a senior audit for any class based on an analysis of course enrollment and overall viability. Certain courses are not eligible for senior audits based on their status as Self-Supporting or other special circumstances associated with the delivery of the course. Seniors wishing to appeal a decision of an audit denial for any course may direct their appeal to the area Vice President whose decision is final.

PROCEDURES

A senior citizen (age 65+) may audit a Curriculum or Continuing Education Workforce Development course section only on a space available basis once the minimum enrollment requirement has been met.

A student who audits a course section shall not displace other students seeking to enroll in the course section. The student must make application to audit the course section prior to the start date of the course and will be notified by the college personnel handling their registration if the audit is approved. The senior will be subject to local fees such as insurance, materials, supplies, books, and other instructional materials.

Certain courses will not be eligible for senior audit, such as those with classroom space constraints, laboratory, work-based learning or clinical courses, courses affected by strict teacher/student ratios, or those with safety-related concerns. Directors, Chairs and/or Deans will make the determination if a course is to be disallowed for senior audit.

Brunswick Community College may not report senior audit students for any state funding membership hours. BCC will be required to report utilization rates of the senior audit.

Interoffice Procedures for Enrolling Students (pending further information from NCCCS):**A. Registration**

1. Confirm and document age requirements for individual requesting a Senior Citizen Audit (Reference: CC17-029; 1E SBCCC 1000.2(a))

2. Inform student of any local fees they may be responsible for as appropriate to the course section and local college policy (Reference: CC17-029; 1E SBCCC 1000.2(d))
3. Register individual through the existing processes
 - Tuition and Registration fees will be written to student's account
4. Manually document student and course section information
 - CE or CU Registrar, as appropriate, shall maintain this documentation
5. Inform business office of student and course section information to request account adjustment

B. Business Office

1. Document request for manual adjustment for Senior Citizen Audit associated with student and course section
2. Utilize MCRG to manually adjust student account for Tuition or Registration Fees as appropriate
 - a. Curriculum AR Code – INTUI
 - b. Continuing Education AR Code - CEDOE
 - c. Required AR Adjustment description – “2017 Senior Citizen Audit”
 - d. Required AR Adjustment comment – “Per S.L. 2017-57 Section 10.12”

C. Grading and Reporting

1. Leave the 'grade' field on FGRN blank
2. Maintain documentation of all student and course section information where the Senior Citizen Audit was utilized
3. Follow System Office provided process for reporting prior to the Fall 2017 ICR deadlines.

Approved by the Brunswick Community College Board of Trustees
September 21, 2017