Auditing Courses
A student may audit a course to gain a general understanding of a subject matter, but only with approval from the respective instructor (or academic dean if the instructor is not available). This is dependent on the student meeting necessary prerequisites or other course requirements.

A student must decide whether to audit a course at the time of registration and must also complete the Intent to Audit form (can be found on the student portal in a downloadable format or in hard copy from the Student Services office). A student wanting to audit a course must pay the same tuition and fees as a student enrolled for credit. Any course prerequisites must be met before registering and enrolling in an audited course. Under the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing courses, excluding community service courses and apprenticeship courses on a space-available basis. Any auditor age 60 or over must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

A student does not earn course credit for auditing a course, nor is an achievement grade awarded at course end. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student’s credit load for financial aid, veterans’ benefits, or for any other purpose for which the college is asked to certify a student’s full- or part-time enrollment status.

A student auditing a course is expected to meet attendance requirements, participate in classroom and lab work, and complete all assignments, but is not required to take examinations. At course end, an audited course will reflect a “G” notation on the student’s official record and transcript for that course. A student may not change his or her course enrollment status at a later date to receive credit for an audited course.

The college administration reserves the right to restrict the auditing of any course. Audit options are provided in courses on a space-available basis. Additional course sections do not need to be created to accommodate groups of student auditors.

International Student
Wisconsin Indianhead Technical College (WITC) is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15)(F) and (M) to enroll non-immigrant alien students. Students are required to follow the regular admission procedures, provide a TOEFL (Test of English as a Foreign Language) score if a non-native speaker, a certificate of health and accident insurance, statement of financial resources to support education costs, and request a Certificate of Eligibility (Form I-20) from the college.

International students will be admitted to associate degree or technical diploma programs on a space available basis. Wisconsin residents will be given preference in admissions to all programs. The process takes at least 120 days. Plan ahead and refer to the WITC Web site for international student details.

Requirements for Admission
WITC has an open admissions policy to enroll in the college. Additional requirements vary by program. Students should check with an admissions advisor at the appropriate campus. For more information, go to witc.edu.

Grade Point Average (GPA) Requirements
WITC does not require a specific GPA for admission, however, an admissions assessment is required. Resources are available to develop needed skills for completion of the admissions assessment. In addition, the Student Success Center on each campus has a variety of refresher courses that students can take before enrolled or while enrolled to enhance their academic and study skills.

Credit for Prior Learning
Credit for prior learning is the term used to describe receiving credit for prior skills and knowledge in the following categories:

- Postsecondary credits earned at WTCS (Wisconsin Technical College System) colleges
- Postsecondary credits earned at non-WTCS colleges
- High school credits for which students later seek college credit
- Credits earned completing a WTCS program of apprentice-related technical instruction
- Subject area competency demonstrated by passing a district or national examination
- Previous work experience, education or training, or other prior learning comparable in content and rigor to a specific technical college course(s)
- Advanced sequential coursework
- Course substitution for WITC coursework

The criterion for awarding credit for prior learning is based on competencies previously attained and equivalent to WITC course competencies. These credits may be used in place of selected WITC course requirements if the competencies gained are equivalent to the WITC curriculum outcomes. Students may apply for credit for prior learning after they are admitted to a specific program.

At least 25 percent of technical studies credits in an associate degree program or 25 percent of occupational-specific credits in a technical diploma program must be earned at WITC. The college has developed policies and procedures governing the evaluation of credit for prior learning applications. Students are responsible for requesting credit and providing official transcripts prior to enrollment. For more information, contact a counselor at the appropriate campus.

Postsecondary Credits Earned at WTCS Colleges
WITC affirms the transferability of similar courses and those courses adopted as part of systemwide curricula among the WTCS colleges appropriate to a student’s associate degree, technical diploma, or certificate program.

For a student transferring from one WTCS college to another, credit awarded for courses designated as fulfilling the general education requirement at one WTCS institution will fulfill the same general education requirement at WITC.