

### **A. Purpose**

1. The District will provide students who are eligible for admission to either college and with permission from the instructor opportunities to audit specific credit courses.

### **B. Application/Enrollment**

1. Students who have been admitted to one of the colleges in the District may apply to audit courses at the college to which they have been admitted.

2. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.

3. Auditing enrollment is permitted on a space available basis, solely upon the discretion of the instructor.

4. A student may enroll in a course for audit if s/he has not enrolled in that course for credit during the same semester.

5. Priority in class enrollment shall be given to students desiring to take the course for credit.

### **C. Process**

1. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.

2. Auditing will be permitted only at the conclusion of the late registration period.

3. Any instructor may refuse auditing without explanation.

4. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.

5. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.

6. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.

7. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

## **D. Fees**

1. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all required fees.
2. Audited classes do not count toward units for any purpose, financial aid, veteran's benefits, full time student status, etc.
3. No refund will be permitted after enrollment unless the course is canceled.
4. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to a community college district.

## **E. Attendance and Participation**

1. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work.
2. Students auditing classes must abide by college and district policies. A student may be asked to leave the classroom by the instructor if s/he becomes disruptive.