



Current Status: Pending

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Owner: Academic Senates Academic Senates:
Policy Area: Chapter 4 Academic Affairs
References:

AP 4070 Course Auditing and Auditing Fees

Application/Enrollment

- a. Students who have been admitted to one of the colleges in the District are eligible to apply to audit courses at the college to which they have been admitted.
- b. 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.
- c. Auditing enrollment is permitted only on a space available basis.
- d. A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.

Process

- a. Students shall complete an audit application.
- b. Any instructor may refuse auditing without explanation.
- c. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- d. 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.

Fees

- a. 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.
- b. Students must also pay all mandatory fees.
- c. Audited classes do not count toward units for financial aid, veteran's benefits, full time student status, or any other purpose.
- d. No refund will be permitted after enrollment per BP/AP 5033.
- e. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

- a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work.

Reference:

Education Code Section 76370

Attachments:

[AP 4070 Course Auditing and Auditing Fees-Comments](#)

[AP 4070 Course Auditing and Auditing Fees-Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Chapter owners are notified	Mark McConnell	pending
Chapter owners are notified	Celia Huston: Approver	pending

Sent for re-approval by Nikac, Stacey: Administrator

8/17/2017, 12:24PM EDT

Approval flow updated in place by Nikac, Stacey: Administrator

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Comment by Nikac, Stacey: Administrator

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Edited by Nikac, Stacey: Administrator

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