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

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chapter owners are notified</td>
<td>Mark McConnell</td>
<td>pending</td>
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<tr>
<td>Chapter owners are notified</td>
<td>Celia Huston: Approver</td>
<td>pending</td>
</tr>
</tbody>
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- **Sent for re-approval** by Nikac, Stacey: Administrator | 8/17/2017, 12:24PM EDT
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