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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4070 AUDITING AND AUDITING FEES**

**Application/Enrollment**

- a. 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.
- 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 on a space available basis, solely upon the discretion of the instructor.
- d. A student may enroll in a course for audit if he/she has not enrolled in that course for credit during the same semester.
- e. Priority in class enrollment shall be given to students desiring to take the course for credit.

**Process**

- a. 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.
- b. Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. 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.
- g. 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.

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**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. Students must also pay all required fees.
- b. Audited classes do not count toward units for any purpose, financial aid, veteran’s benefits, full time student status, etc.
- c. No refund will be permitted after enrollment unless the course is canceled.
- d. 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.
- b. 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.

**Reference:**     Education Code Section 76370

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**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** was suggested by District Assembly on 2/4/14.

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**Approved:**

## Legal Citation for AP 4070

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### **Education Code Section 76370**

**76370.** The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

(a) If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit per semester.

The governing board shall proportionately adjust the amount of the fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersessions, and other short-term courses.

In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.

(b) Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

(c) No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

(d) Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.

(e) Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.