

BP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Only under specific circumstances may students audit courses, in accordance with District Administrative Procedures.

The fee for auditing courses shall be no more than the maximum allowed under the Education Code. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

Date Adopted: February 26, 2008
(Replaces Policy 6057)

AP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

I. Purpose:

The Audit of Courses option provides a method by which a student may receive instruction after having exhausted all possible opportunities to repeat a course. Auditing is defined as attendance by students who are not seeking academic credit in a course.

II. Principles:

- A. Permission to audit a course is done at the discretion of the instructor and with the instructor's signature.
- B. A student may not audit a class unless she/he has taken the course and has exhausted all possibilities to repeat the course.
- C. A student who has enrolled in the course for credit can, with the instructor's permission and signature, change from credit status to audit, as long as no more than 20% of the course has been completed. Once enrolled as an audit student, however, the reverse change cannot occur (from audit to credit).
- D. The fee to audit a class is \$15.00 per unit, or the current approved fee under the Education Code, plus the current student services and health fees.
- E. Students enrolled in 10 or more semester units may audit 3 units free (may be 3 one unit courses) in addition to the 10 paid units. The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.
- F. No student will be allowed to enroll for audit prior to the first day of the course. The first day of the course refers to the actual course meeting.

- G. Credit students have priority over auditors. If a course closes after an auditor has been admitted, the auditor may be asked to leave to make room for a credit student. Instructor's discretion is strongly recommended.
- H. With the instructor's signature and permission, a student may enroll in a course for audit at any time during the semester if he/she has not enrolled in that course for credit during the same semester.

Students wishing to audit should be aware that audited classes will not appear on an official transcript. Green audit cards are available at the Admissions counter at all campuses. Fees are due when the form is submitted.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce
Development and Planning

Administrative Approval: April 27, 2009

Revised: May 14, 2012

Revised: May 28, 2013

(Replaces RCCD Regulation 6057)