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Admissions & Records

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_

# Administrative Procedures 4070 Course Audit

Reference: California Education Code 76370

Course Audit may be allowed under the following conditions:

- { Auditors must be eligible for admission to the college as regularly enrolled students.
- { Auditors must have exhausted their eligibility to enroll in the course for credit.
- { Students enrolling for credit will have priority in all credit classes. Auditors are required to attend the first class meeting but will be permitted to register for the course only at the conclusion of the add/drop period and on a space available basis, but no later than the third week of classes for the fall/spring semesters and two weeks for summer/intersessions.
- { K-12 Concurrent Enrollment students are not permitted to audit.
- { Faculty members instructing audit-eligible courses have the right to refuse auditors.
- { Audited classes will not be posted to the student's academic transcript.
- { No transfer from audit to credit status or the reverse will be permitted.
- { Auditors will not be charged the regular enrollment fee that is paid for credit enrollment. As established in Education Code 76370, a non-refundable audit fee will be charged and is payable by the end of the fourth week of classes for the fall/spring semesters and third week for summer/intersession. Students enrolled in ten or more credit units will not be charged a fee for auditing three or fewer units per semester.
- { Regular material fees and/or course costs will be charged to auditors.
- { Auditors will be allowed to purchase parking permits.
- { The non-resident tuition fee will not apply to auditors.

## Auditing Procedures:

1. A prospective auditor will bring the "Petition to Audit" form to the instructor at the conclusion of the add/drop period.