

The District shall allow individuals to audit eligible courses on a no-credit basis, subject to approval. In order to audit a course, the following course criteria must be met:

- Courses eligible for audit must be designated in the course outline of record (COR).
  - Departments can choose which courses are eligible for audit through the curriculum review process.
  - Courses with material fees, science labs, or that include field trips are not eligible for audit.
  - Textbooks and other required course materials are not included in the audit fee and must be paid separately by the course auditor.
- Permission to audit a class is required for each prospective auditor, is granted at the instructor's discretion, and requires approval from the instructor and appropriate dean.
- Auditing is allowed on a space-available basis, and priority in class enrollment shall be given to students taking the course for credit towards a degree or certificate. Students on a waitlist for the class must be given the option to join prior to adding any auditors.
- Auditors do not count in the minimum enrollment required to run a class and attendance of auditors shall not be included in apportionment or determining class size.
- An audit request may be submitted after the scheduled start date of the class.
- There are no limits on the number of times a course can be audited.

### **A. Requirements**

Prospective auditors must meet the following requirements:

- Auditors must be eligible for admission as regularly enrolled students and be in good standing with no active holds on their account preventing enrollment (this excludes special admit students).
- Auditors are expected to participate in all class activities as required by the course instructor of record.

- Auditors should follow course syllabus requirements, including attendance, and follow the standards of student conduct (AP 5500). Those not meeting these requirements may be removed from the class, at the discretion of the instructor, with no fee reimbursement.

## **B. Academic Record**

- Instructors have no obligation to grade the assignments of auditors.
- Instructors will not provide a grade for auditors.
- No units will be awarded for auditing.
- No auditor shall be permitted to change the enrollment status for the course to receive credit.
- Audited courses will not be recorded on a transcript, and no attendance or academic record will be maintained. Verification of enrollment for audited courses is not available.
- Audited courses may not be used for salary advancement for faculty or classified staff.

## **C. Fees**

The fee for auditing courses shall be \$15 per unit. Students enrolled in 10 or more credit units can audit up to 3 semester units of coursework for free. This can include one 3-unit course or a combination of courses totaling no more than 3 units. Any course that exceeds 3 units requires paying the full \$15 per unit fee as courses cannot be partially audited.

- All mandatory student fees including the Student Center Fee, Student Representation Fee, and Health Fee will be assessed at the time of enrollment in an audited course. Auditors may opt out of the Student Representation fee.
- Audited courses are not covered by a fee waiver or financial aid.
- Parking fees or a parking permit are required, if applicable.
- Any textbook costs, if applicable, are not included in the auditing fee and are the responsibility of the auditor.
- All fees are non-refundable unless the class being audited is cancelled or otherwise administratively altered.