AP 4070   Course Auditing and Auditing Fees

Reference: *Education Code Section 76370*

Date Issued: March 17, 2015

Note: *This procedure is legally advised only if the District permits auditing. Districts may insert local procedures for auditing courses, including:*

- *Who may audit*
- *Application process*
- *Required approvals*
- *Priority to be given to student desiring to take the course for credit towards a degree or certificate*
- *Payment of fees not to exceed $15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units*
- *Refunds*
- *Limits on auditing*

The District shall provide individuals the opportunity to audit college courses on a non-credit basis and only by petition. The following apply to audit students:

- Permission to audit a class is done at the discretion of the instructor.
- An audit student shall not be permitted to change his/her/their enrollment status in the course being audited in that course to receive credit.
- No student will be allowed to register in audit status prior to the date of census.
- Credit students have priority over auditing students. A student attending a class on an audit basis may be dropped from the class to provide room for regularly enrolled students when necessary.
- A student is charged a fee according to applicable law for auditing a class. A student enrolled in ten credit units or more may audit one class for free. If a student taking ten or more units for credit is auditing a class and drops below the ten-unit level, the auditing fee will be assessed.
- No fee will be assessed to Cuyamaca and/or Grossmont full- and part-time faculty, permanent staff, and retirees for auditing one class per semester or other session.
- Auditing fees are non-refundable except in the case where an audit student is dropped from a course in order to make way for a regularly enrolled student.
- Classroom attendance of individuals auditing a class shall not be included in computing apportionment or determining class size.
- Each schedule of classes will contain the procedures for auditing a course.