
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Responsibilities

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these regulations relating to orderly administration of auditing.
- B. The Dean of Enrollment Services shall be responsible for maintaining orderly administration of auditing.

Definitions

Definitions of all terms used in these regulations shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

Auditing Regulations

- A. "Auditor" shall mean a person who attends a course but is not regularly enrolled, and does not receive credit or a grade for the course. To be eligible to audit, a person must be currently enrolled in at least one other course.
- B. The fee for auditing a class and any materials fees that are ordinarily required for the course shall be a per unit charge. Students enrolled in classes to receive credit for 10 or more units shall not be charged a fee to audit three or fewer units per semester. Fees are to be paid before auditing the course, and fees are non-refundable. Fees shall be credited to the department in which the audited course is offered at the end of the term.
- C. Auditors may enroll by permission of the instructor only.
- D. The level of auditor participation shall be subject to the ongoing discretion of the instructor.
- E. Priority in class enrollment shall be given to students taking the course for credit. Auditors may enroll only after the conclusion of the open and "by petition" enrollment period.

- F. Auditors shall not be permitted to change their enrollment status in order to receive credit for the course. Auditors shall not be permitted to earn credit by examination for an audited course.
- G. Students may audit a specific course only once.
- H. Auditors shall be limited to auditing two courses per term.
- I. Audited units shall be included in determining student unit load maximums. However, audited units shall be excluded in determining student status for credit unit load for purposes such as financial aid, scholarships and athletic eligibility.
- J. All official restrictions to enrollment shall apply to auditors, including placement and prerequisite requirements.
- K. Registering Auditors
 - 1. The Dean of Enrollment Services shall be responsible for the process for registering auditors.
 - 2. Auditors must enroll within the first 20% of class meetings.
 - 3. Regularly enrolled students may not change to audit status.

Also see BP 4070 Course Auditing and Auditing Fees as well as BP/AP 5030 Fees.

Approved: May 8, 2007

Revised: June 23, 2021

Reviewed: June 25, 2025