

## AUDITING CREDIT COURSES

AR 3290

Auditing credit courses is defined as student participation in a credit course for which no units or grade is received and for which no designation is given on the student's transcript. The auditing option is available for course repetition when a student has completed the legally permissible number of repetitions for a course.

~~A new course is approved as permissible for the audit option at the time it is presented to the curriculum committee. Existing~~ **A course is** recommended for approval for auditing upon review and approval by the division sponsoring the course and recommendation through the regular curriculum approval process.

A student may audit a course under the following conditions:

1. The course is approved in advance as one of the credit courses for which auditing is permissible.
2. The student who wishes to audit the course has no other option available by which to enroll in the course.
3. The minimum course enrollment of regularly enrolled students has been met.
4. All ~~regularly enrolled~~ students seeking to enroll for credit have been given priority, and students who wish to audit are ~~not replacing a credit student~~ not causing the course enrollment to exceed the maximum announced class size.
5. The instructor of the course agrees to accept the student on an audit basis.
6. The instructor establishes with the student the minimum performance and attendance standards for participation in the course.
7. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

The process for designating eligible students and completing enrollment is the following:

1. The student obtains a *Request to Audit* form from the Admissions and Records Office or from the ~~Community Education~~ **Cabrillo Extension** Office.
2. Upon completion of the form, the student secures the signature of the instructor, takes the form to the ~~Community Education~~ **Cabrillo Extension** Office, and pays in full the required fees.
3. If the student is already enrolled in other credit courses, she/he pays a per-unit enrollment fee for the audited course, plus any health and transportation fees required by an increase in the total number of units. If the student is enrolling only in audited course(s), then she/he pays transportation and health fees in addition to the enrollment fee. The student also pays any materials fees for the course as specified by the department involved. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. The auditing fee shall ~~not exceed \$15.00 per unit per semester.~~ be no more than allowable by statute.

- ~~4. The revenue generated by the class fee covers the direct and indirect costs incurred by Community Education and other offices involved. The health and transportation fees are transferred to the appropriate general fund accounts. Materials fees are transferred to the department purchasing the supplies.~~
4. When the student has completed the above steps, she/he may attend class on a conditional basis until the end of the late registration period. At the end of the period, when it is confirmed that all students who wish to enroll as regular students have done so, then the student will be considered a permanent member of the course.
5. If regularly enrolled students have filled all available spaces in the course by the end of the late registration period, then the applicant for auditing will be dropped from the course. Full refund of applicable fees will be made in that case.
- ~~7. Students who receive notification that they have no more options to repeat a course may request to audit the course and follow the above procedures.~~

The Vice President/Assistant Superintendent, Instruction establishes the procedures for course auditing in consultation with the **Division** Deans, ~~Division Chairs,~~ ~~Coordinator of Community Education,~~ ~~the Registrar~~ **the Dean of Career Education and Economic Development, the Director of Admissions and Records,** and other College members. The option to audit a specific class is revocable at any time when it is deemed by the Vice President/Assistant Superintendent, Instruction to be in the District's best interest.

Adopted: December 5, 1994  
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