

**Academic Affairs**

Reviewed as part of the regular review process. Compared to CCLC model policy update in 2015.

The District is not required to permit auditing of courses; but if it does, the following policy language applies. *Criteria that is legally advised:* 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, Refunds, and Limits on auditing. **Please note that 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.** There is no model language for comparison but recommended edits for clarity. Formatting updated. This is a 10 +1. Mici 3-10-2023

No edits recommended. Jonathan/SLS and Jon H./Enrollment 3-16-2023

To Academic Senate

**AP 4070      COURSE AUDITING AND AUDITING FEES****Reference:**

California Education Code Sections 76370

**Auditing of selected courses at College of Marin is allowed with the following provisions. ~~California Education Code provisions include:~~**

- The fee shall not exceed \$15.00. ~~the amount mandated by the state (Ed Code Section 76370).~~
- 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 units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

**Additional College of Marin limitations are as follows:**

- Auditor Status will be allowed only if a student has exhausted all repeat possibilities as a regular student in selected classes. (*See* AP 4225 Course Repetition – Nonrepeatable Course, 4227 Repeatable Courses, and 4228 Course Repetition – Significant Lapse of Time).
- Auditors must meet the course prerequisites.
- Auditors must be eligible for admission to the College as regularly enrolled students.
- No grades can be earned or transcripts maintained.
- Auditors will pay any additional course costs as required by the course in addition to the fees.

**Additional operational restrictions:**

- Auditors ~~would be allowed to~~ may register and attend a course only after the first census date for a course in order to give priority to students registering for credit.

- Exceptions may be approved by the instructor on a case-by-case basis to enroll a student as an auditor prior to the first census date as long as it does not displace a credit student.
- Auditors ~~would~~ must then submit an audit card that has been signed by the instructor to ~~Enrollment Services the Office of Admissions and Records Office~~ and pay regular enrollment fees for the course.
- Once these fees are paid, they will not be refunded.
- Students registered as auditors only will not be entitled to the regular student health services (other than for emergencies).
- Disciplines will decide which courses are auditable. Faculty ~~will have~~ has the right to decide how many auditors ~~to allow to~~ may take the course and/or refuse to take any auditors in their classes.
- The instructor and student auditor will agree upon the auditor's level of participation in the class.
- Auditors will be held to the same standards of conduct and attendance as regularly enrolled students.
- The **Office of Instructional Management** will maintain a list of auditable courses. Courses in which auditing is allowed will be posted each semester in the Schedule of Classes.

*Also see* APs 4225 Course Repetition – Non-Repeatable Courses, 4227 Repeatable Courses, and 4228 Course Repetition – Significant Lapse of Time-

*Office of Primary Responsibility:* ~~Office of~~ Student Learning and Success

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Date Approved: March 11, 2014

**Date Reviewed/Revised:**