AP 4070   AUDITING

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 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, 4227 and 4228)
- 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 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 then submit an audit card that has been signed by the instructor to the Office of Admissions and Records Office and pay fees.
- 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 the right to decide how many auditors to allow to 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

**Date Approved:** March 11, 2014 (New)