

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4070

Course Auditing and Auditing Fees

Date Adopted:	2/14/1994
Date Revised:	5/13/2016
Date Reviewed:	5/13/2016
References:	Education Code Section 76370

Requirements:

- Auditing is on a space available basis; students officially registering in the class are given priority. Auditors will not be considered in the number needed for minimum class enrollment.
- Students wishing to audit may attend the initial class meetings at the instructor's discretion. Audit requests WILL ONLY be accepted beginning the first week after the late registration/late add period.
- The course instructor and division dean will approve/disapprove each audit request.
- Attendance of students auditing a course shall not be included in computing the apportionment.
- Auditors must be eligible for admission as regularly enrolled students.
- A student may audit one (1) course per semester or summer session.
- Courses that include field trips are not eligible for audit.

Academic Record:

No credit will be received for auditing. No attendance or academic record will be maintained; no transcript will be available.

No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

Instructors have no obligation to grade the assignments of auditors.

Fees:

An audit fee of fifteen dollars (\$15) per unit per semester shall be charged unless the student is enrolled in ten (10) or more units of credit and is requesting to audit three (3) or fewer units of credit. **All fees are non-refundable.**

Process:

The prospective auditor will bring the "Petition to Audit" form to the instructor at the conclusion of the add/drop period. If the instructor approves, he/she will sign the form. The auditor will then obtain the signature of the appropriate division dean and return the completed form to Admissions/Records.

The student's enrollment will be verified for fee assessment. The auditor will pay the audit and any other applicable course fees at that time. A copy of the confirmed audit will be returned to the instructor. A copy is maintained for reference purposes in the Admissions/Records Office.

See Board Policy 4070.