

Academic Affairs

AP 4070 COURSE AUDITING AND AUDITING FEES

Reference:

California Education Code Section 76370

Auditing of selected courses at College of Marin is allowed with the following provisions.

- The fee shall not exceed \$15.00.
- 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 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 must then submit an audit card that has been signed by the instructor to Enrollment Services 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 has the right to decide how many auditors 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: Student Learning and Success

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