

**Academic Affairs**

**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)