



## **AP 4070                      COURSE AUDITING**

### **Reference:**

Education Code Section 76370

A student may audit selected courses at Santa Barbara City College with the following provisions.

- Audit enrollment for a class is allowed upon the discretion of the instructor of that class when consistent with the procedures outlined below.
- Auditors shall adhere to the same conduct as regularly enrolled students as described in AP 5500 Standards of Student Conduct and AP 5550 Academic Integrity.
- Auditors must apply for admission and be accepted to the college prior to auditing.
- A student wishing to audit a class must complete an Audit Request Form with the instructor's signed approval and submit it to the Admissions and Records Office.
- Priority in class enrollment shall be given to students desiring to take the course for credit. Audit Request Forms must be submitted to Admissions and Records after the second week of the semester (after the first week during summer session) but no later than Friday of the third week (the second week for summer session). For courses less than a full semester in length, Audit Request Forms must be submitted no later than 30% of the course length.
- Repeatable courses may not be audited. The only exception to this is physical education courses with an intercollegiate athletics TOP code for third- or fourth-year (i.e., "red shirt") student athletes.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to credit.
- The fee for auditing will be assessed at \$15.00 per unit per semester as stated in Education Code 76370, plus any required course materials fee. If the policy on fees changes in Education Code, the District will reflect the increase or decrease of these fees.
- Students enrolled in ten or more units for credit during a primary semester shall not be charged a fee to audit three or fewer semester units during a primary semester.
- No refund will be permitted after enrolling for auditing.
- Students will not be permitted to earn credit by examination for audited courses.
- Instructors will be sent verification of any student officially auditing their classes.



- It is up to the instructor to decide if auditors are expected to complete the required coursework.
- No credit will be received for auditing, and the District does not maintain any attendance, transcript, or academic record for auditing courses.
- Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.

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Date Approved: June 21, 2016

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