



CC 5/24/16

BP 4070 (new)

---

Kern Community College District  
Board Policy  
Chapter 4 – Academic Affairs

---

**BP 4070 COURSE AUDITING AND AUDITING FEES**

**Reference:**

Education Code Section 76370

**NOTE:** The District is not required to permit auditing of courses; but if it does, the following language in red ink applies.

Students may audit courses.

The fee for auditing courses shall be **no more than \$15.00 per unit**. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

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

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

---

Kern Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

---

**AP 4070 COURSE AUDITING AND AUDITING FEES**

**Reference:**

Education Code Section 76370

**NOTE:** *This procedure is **legally advised** only if the District permits auditing. Districts may insert local procedures for auditing courses, including:*

- *Who may audit*
- *Application process*
- *Required approvals*
- *Priority to be given to student desiring to take the course for credit towards a degree or certificate*
- *Payment of fees not to exceed \$15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units*
- *Refunds*
- *Limits on auditing*

**Application/Enrollment**

- a. *Students who have been admitted to one of the colleges in the District are eligible to apply to audit courses at the college to which they have been admitted.*
- b. *Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.*
- c. *Auditing enrollment is permitted only on a space available basis.*
- d. *A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.*

**Process**

- a. *Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and*

presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.

- b. Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.
- g. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

### **Fees**

- a. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all required fees.
- b. Audited classes do not count toward units for financial aid, veteran's benefits, full time student status, or any other purpose.
- c. No refund will be permitted after enrollment unless the course is canceled.
- d. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

### **Attendance and Participation**

The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work.