

AP 4070 Course Auditing and Auditing Fees

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.

The District will provide students who are otherwise qualified to enroll in credit courses an opportunity to audit specific credit courses.

Auditing may be requested after the late application period is over by obtaining an Audit Enrollment Form from the Admissions and Records Office, acquiring the instructor's written permission to audit the course, and paying the audit enrollment fee at the Cashier's Office. The form is then returned to the Admissions and Records Office to complete the audit enrollment process.

Auditing enrollment is permitted on a space available basis, solely upon the discretion of the instructor.

Priority in class enrollment shall be given to students desiring to take the course for credit.

The fee for auditing will be assessed at \$15 per unit, plus any required material fee for some classes. No refund will be permitted after enrolling unless Chaffey College cancels the course.

Once audit enrollment is completed, no student will be permitted to change their enrollment to receive credit. A student is not permitted to change their enrollment from credit to audit. There is currently no limit set on the number of courses a student may audit.

Reference: Education Code Section 76370

Approved: 5/15/12 (*Replaces former Administrative Procedure 4.6.1*)

Revised: 10/19/21