PROCEDURE NAME: **4.6.1 Auditing and Auditing Fees**

Reference: Education Code Section 76370

**Note:** This procedure is required. It addresses Chaffey Policy: Chapter 4: Academic Affairs, 4.6.1 Academic Standards

**Purpose:** To provide students with a process and understanding that auditing allows a student to participate in a credit class without earning course credit or a grade. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the college provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

1. It is the policy of the district to provide students who are otherwise qualified to enroll in credit courses an opportunity to audit specific credit courses.

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

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

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

5. The fee for auditing will be assessed at $15 per unit, plus any required material fee for some classes.

6. No refund will be permitted after enrolling unless Chaffey College cancels the course.

7. Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit.

8. A student is not permitted to change his/her enrollment from credit to audit.

9. There is currently no limit set on the number of courses a student may audit.