

INSTRUCTIONAL SERVICES

AP 4070 COURSE AUDITING AND AUDITING FEES**Reference:**

Education Code Section 76370

The District shall provide individuals the opportunity to audit college courses on a no-credit basis and only by petition when the following are met:

- Permission to audit a class is done at the discretion of the instructor and with the instructor's, department chair's, and Dean's signed permission.
- An audit student shall not be permitted to change their enrollment in that course to receive credit.
- With the instructor's, department chair's, and Dean's signed permission, a credit student may switch their enrollment to audit status provided the change is completed prior to the end of the fourth week of class for semester-length courses or prior to 30% of a class for short-term courses.
- With the instructor's, department chair's, and Dean's signed permission, a student may enroll in a class for audit at any time during a semester if they have not enrolled in that class for credit during the same semester.
- No student will be allowed to register in audit status prior to the first day of class. The first day of class refers to the actual first class meeting.
- Credit students have priority over auditing students.
- A student is charged a fee according to applicable law for auditing a class. A student enrolled in ten credit units or more may audit one class for free. If a student taking ten or more units for credit is auditing a class and drops below the ten-unit level, the auditing fee will be assessed.
- No fee will be assessed to Palomar College full- and part-time faculty, permanent staff, and retirees for auditing one class per semester or other session.
- Auditing fees are non-refundable unless the class being audited is cancelled or otherwise administratively altered.
- Classroom attendance of individuals auditing a class shall not be included in computing apportionment or determining class size.

Office of Primary Responsibility: Student Services

Date Approved: SPC 9/22/09, SPC 12/6/11; Revised: 10/16/18; Revised: 4/2/19; Revised 3/11/22

(Replaces former Palomar Procedure 414) 1 of 1