

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

- Title:** Course Auditing and Auditing Fees
- Revision Date:** 3/2/10; April 9, 2013; November 8, 2016; April 25, 2018
- Responsible Area:** Vice President, Instruction
- Responsible Office:** Office of Instruction
- Policy Reference:** Board Policy 4070; Education Code Section 76370

Under certain conditions, College of the Siskiyous will allow students to audit courses. These conditions include:

**Who May Audit**

- Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowable enrollments. The purpose of auditing is to allow students to continue study, after course repeatability has been exhausted.

**Application Process**

- Student must complete an Application to Audit after the first class meeting and only if the course is still active and open.
- Student must have all required signatures on the completed form.
- Student must pay all required fees at time of registration.

**Required Approvals**

- Applications for auditing a course require instructor approval for that section.
- Audit forms also require approval from the appropriate educational administrator.

**Fees and Refunds**

- The fee for auditing a course is addressed in BP 4070; some courses may have a material fee.
- No auditing fees may be waived with the California College Promise Grant unless student is concurrently registered in 10 or more units of credit bearing courses.
- The per-semester health fee, student representation fee and student access fees all apply.
- Refunds will be given based on the current refund policy.

**Limits on Auditing**

- Student auditing a course must participate fully in class activities.
- The instructor is not obligated to grade assignments of auditors.
- No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.
- Audited courses have no unit value and will not appear on the academic transcript.
- Priority for enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.