



ADMINISTRATIVE **PROCEDURE**

4070

DESERT COMMUNITY COLLEGE DISTRICT

COURSE AUDITING AND AUDITING FEES

1. Eligibility for Auditing
 - a. All students with a student ID, including those currently enrolled in credit-bearing courses, may audit courses with the necessary approvals.
2. Application Process
 - a. Students must complete and submit the Course Audit Application form to the Admissions and Records Office by the specified deadline.
 - b. The application should indicate the course(s) the student wishes to audit and the desired semester.
3. Required Approvals
 - a. Approval to audit a course is contingent upon the consent of both the Instructor assigned to teach the class section and the School Dean.
 - b. The Instructor and School Dean reserve the right to deny audit requests based on factors such as class capacity or prerequisites.
4. Priority Enrollment
 - a. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.
 - b. Auditing students will be enrolled on a space-available basis.
5. Audit Fees and Refunds
 - a. The fee for auditing courses shall be \$15.00 per unit.
 - b. 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.
 - c. Audit fees are non-refundable.
6. Limits on Auditing
 - a. Students may audit a class prior to or after taking the course.
 - b. Students may not audit any course more than three (3) times.
 - c. No student auditing a course shall be permitted to change their enrollment to receive credit for the course.
7. Attendance and Apportionment
 - a. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the community college district.

8. Additional Information

- a. Students should consult college policies and procedures regarding audits in the college catalog and class schedule.

9. Faculty Interaction and Student Conduct

- a. While auditors can attend and observe, their participation, access to materials, and feedback on work are not assured and depend on the faculty's discretion.
- b. An individual auditing a course is considered a guest in the class. As such, they are expected to adhere to the Student Code of Conduct guidelines as listed in the College Catalog.

Reference:

Education Code Section 76370

Administrator: VP Instruction

Executive Cabinet Review/Approval: September 19, 2023

Educational Policies and Practices Committee Review/Approval, 1st Reading: October 5, 2023

Educational Policies and Practices Committee Review/Approval, 2nd Reading: November 2, 2023

Academic Senate Review/Approval, 1st Reading: November 9, 2023

Academic Senate Review/Approval, 2nd Reading: December 14, 2023

College Planning Council Review/Approval, 1st Reading: February 9, 2024

College Planning Council Review/Approval, 2nd Reading: February 23, 2024

Board Meeting/Information Item: March 15, 2024

Next Review: March 2029