SOLANO COMMUNITY COLLEGE DISTRICT

COURSE AUDITING AND AUDITING FEES **6010**

PROCEDURES:

Course auditing is permitted as a service for students who have completed designated credit courses for the maximum number of allowable course repetitions. Academic Schools designate courses which may **not** be audited. Petitions to audit a course will be accepted after class size enrollment requirements have been determined for credit students. Auditing students <u>are not</u> counted in establishing minimum class size.

Students wishing to audit a class must **first** receive permission from **the instructor and then from** the School Dean. **Faculty retain the right to deny student requests to audit their course, but such decisions should be made equitably.** Applications to Audit are available ~~at Admissions and Records~~ **for download on the SCC website**.

The following conditions apply to students who are auditing a class:

1. Student participation in class is subject to instructor discretion.
2. No grades for credit shall be awarded and no transcript of record maintained.
3. Auditing students may not change their status in the course from auditing to credit or vice versa.
4. The audit fee (currently $15 per credit unit) is non-refundable.

The auditing petition process is as follows:

1. Student ~~requests~~ **downloads "**Application to Audit**"** from ~~Admissions and Records~~ **the SCC website.**
2. ~~Admissions and Records determines student's eligibility to audit course.~~
~~3~~2. Student takes petition to instructor who may approve <u>only</u> after the second class meeting when class size has been established for regular students.
3. Student obtains School Dean approval.
~~5~~4. Student submits petition to Admissions and Records.
~~6~~5. Admissions and Records verifies student's eligibility to audit course.
~~7~~6. Student pays appropriate fees.
7. **Admissions and Records makes two (2) copies** ~~Student keeps the first copy~~ of the petition marked "fee paid" as a receipt **and gives both copies to student**. Student takes the second copy of the petition to the instructor to document that the fee has been paid for audit status. Instructors may not admit auditors to class unless the student shows the receipt of fee payment.

As of Spring 2018, the following courses are not eligible for audit:
1. **All courses in Aeronautics (AERO)**
2. **All courses in Cosmotology (COSM)**

3. **EMT 213: Emergency Medical Technician (Basic) Refresher**
4. **FIRE 140: Fire Technology Academy**
5. **NURS 103: Certified Nursing Assistant**
6. **NURS 104: Home Health Aide**

See Governing Board Policy 6010

REFERENCES/
AUTHORITY: California Education Code Section 76370

Adopted March 22, 2017