



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 4070 – Auditing and Auditing Fees

Approved by Leadership: February 2014

Reference: Education Code Section 76370

Under certain circumstances, as provided in Board Policy No. 4070, certain courses may be taken on an audit basis. Auditing is subject to the following limitations:

1. An Application for Audit, approved by the appropriate Instructional Dean or their designee, must accompany the appropriate Class Schedule Card.
2. Any authorized fees must be paid. Audit fees are non-refundable.
3. A student who enrolls on an audit basis is not awarded a grade or credit. Instead, the notation "AU" appears on the transcript of record appropriate to the course or courses thus enrolled.
4. A student who plans to attend a course or courses on an audit basis is permitted enrollment provided space is available and the auditor's enrollment does not impact the classroom of regularly enrolled students.
5. A student attending a class on an audit basis is disenrolled to provide room for regularly enrolled students when necessary.
6. Students enrolling on an audit basis must declare so at the time of registration into the course and the registration must be completed prior to the Audit deadline. Once declared, it cannot be reversed.

Course Audit Fees:

A course audit fee of \$15 per unit is charged for all students enrolling in a course on an approved audit basis. Students auditing a course may not change their enrollment in that course to receive credit. A student enrolled in classes to receive credit for ten or more units may audit three or fewer units at no charge. No refunds are granted for dropping or withdrawing from audited courses.