

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-70

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| <b>REFERENCE:</b><br>Education Code, Section 76370<br>Board Rule 6706 | <b>TOPIC:</b><br>Auditing Classes                                   |
| <b>ISSUE DATE:</b><br>October 31, 1985                                | <b>INITIATED BY:</b><br>Instructional & Student Support<br>Services |
| <b>CHANGES:</b>   | <b>DATE OF CHANGES:</b><br>May 29, 2001                             |

1. Persons who wish to audit a class must:
  - a. Complete an application and be authorized to register in the college.
  - b. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation.
  - c. Pay an audit fee of \$15 per unit.
    - 1) Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.
    - 2) Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.
  - d. Pay for instructional materials or other services which the student auditor uses in the class. (See Materials Fee List).
2. Auditors may not take priority over students desiring to take a course for credit.

3. A student who is currently enrolled in or has completed a credit course may be permitted to audit another section of the course.
4. A student may audit multiple sections of a course.
5. The name of a student auditor will appear on the permanent roster. However, the instructor shall not be required to record attendance, grades or other marks for a student auditor. The name of a student auditor will not appear on exclusion rosters. A record of courses in which a student enrolls as an auditor will not appear on the student's permanent record.
6. No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the college.
7. A student auditing a course may not be permitted to change his or her enrollment in that course to receive credit for the course.