

AP 4070 Auditing and Auditing Fees  
*Current Board Regulation 6.4.3*

Auditors are students who have received permission to attend a class without receiving course credit. As an example, students may choose to audit a course that they have already completed in the past, as a refresher to prepare them for a higher level class. Students may also choose to audit a course for personal enrichment.

In order to audit a course, students must obtain permission from the instructor of the course (permission forms may be obtained at Admissions and Records or online at <http://www.ohlone.edu/org/admissions/forms/auditapplicform.pdf>). An instructor may choose to not allow auditors in the course, or to require that auditors demonstrate successful completion of course prerequisites before enrolling. In addition, some courses do not allow audits at all, based on department decisions. In all cases, priority to enroll in a course will be given to those students who wish to register for credit.

It is the usual expectation that auditors do not take exams and do not submit written work (or other out of class work) for evaluation. Instructors may further require that auditors limit their participation in class discussions. If an auditor would prefer to have his/her work evaluated, the instructor may agree to do this, but this would be strictly on a voluntary basis and not as an obligation. Since requirements may vary from instructor to instructor, students wanting to audit a class should clarify all of these expectations with the course instructor at the time that they obtain permission to audit.

Although auditors do not receive a grade or credits for the course being audited, student transcripts will reflect audited courses using the notation "AU". This is not a grade and will not affect a student's grade point average in any way. In addition, since auditors do not receive a grade, auditing a class will not count as satisfying the prerequisites for another class.

Additional requirements:

- The Audit Application Form must be submitted to Admissions and Records by the add deadline for the class (see the appropriate Academic Calendar). However, forms will not be processed until all students who wish to register for credit have had the opportunity to do so.
- No student auditing a class shall be permitted to change enrollment status in that class to receive credit.
- Auditors must pay a non-refundable audit fee of \$15 per unit per term. Enrollment fees may not be used to pay for auditing a class.
- Students enrolled in credit classes for 10 or more semester units shall not be charged a fee to audit 3 or fewer units per term. To obtain this credit, students must contact the Cashier's Department (Building 1, second floor) after the third week of a full term.
- Units associated with auditing are not counted toward minimum requirements for financial aid, student employment, etc.