

AUDITING AND AUDITING FEES

The Governing Board of College of the Sequoias has authorized the auditing of courses at the College.

There is a \$15.00 fee charged for each unit unless the student is enrolled in classes to receive credit for ten (10) or more semester credit units. Students must also pay all health, materials and parking fees, if applicable.

Steps to Apply for a Course Audit:

1. After Census Day, when all students wishing to take the class for credit have enrolled, a student may apply to audit a course using the *Application for Course Audit* form.
2. Student completes the STUDENT portion of the form.
3. Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form which requires the instructor's signature.
4. Student obtains an official or unofficial transcript which must be attached to the application.
5. Student takes the form to the Area Dean's Office for approval which requires the Dean's signature. The Dean will review the transcript to determine if the student has completed the course the maximum allowable number of times before approving the audit request.
6. Student takes the completed form with the appropriate signatures to the Cashier's Office for final processing and payment.
7. Student takes a copy of the receipt of payment and a copy of the completed *Application for Course Audit* form to the instructor before being allowed into the class. Under no circumstances are students allowed to remain in a class without either registering for the credit course or presenting the instructor with evidence that the student has enrolled as an auditor and paid for the class.

Reference: Education Code Section 76370
Form: Application for Course Audit

Approved: September 14, 2010
Revised: March 9, 2015