

## AUDITING AND AUDITING FEES

The Governing Board of College of the Sequoias has authorized the auditing of courses at the College. Students may audit courses only when all possible repetitions of the course are complete. 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. A student may request to audit a course only when all possible repetitions of the course are complete, if there is seat availability after all for-credit students have registered, if the instructor agrees to take on audit students, and with dean approval.
2. After Census Day, student completes the STUDENT portion of the form.
3. Student takes the form to the instructor to complete the INSTRUCTOR portion of the form.
4. Student takes the form and unofficial transcripts to the Area Dean's Office. 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. If that is the case, the Dean completes the AREA DEAN portion of the form.
5. Student takes the completed form with the appropriate signatures to the Cashier's Office for final processing and payment.
6. 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  
Revised: September 9, 2024