



ADMINISTRATIVE PROCEDURES

No. 4070.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

AUDITING AND AUDITING FEES

1. The fee for auditing courses shall be charged at the current rate set by legislation unless the student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units in which case no fee will be charged.
2. A list of courses which may be audited shall be established and maintained by the Office of Instruction. This list shall also designate those courses available for audit according to the provisions of Item No.6b.
3. Auditors must meet the course prerequisites.
4. Auditors must complete the application form for auditing status.
5. Admission to the class is subject to instructor discretion. Faculty must sign an audit card to show approval for students to attend class as an auditor on a space-available basis. Under no circumstances will an auditor be given preference over a student enrolled for credit. For K-12 students, no Advanced Placement form is required.
6. Auditor status is allowed only if:
 - a. the student has exhausted the repeat possibilities available to credit students,

OR

 - b. for certain specified courses, instruction could not occur without the participation of the student.
7. Auditors will be able to register only after the second class meeting.
8. Students auditing the class will not be considered in the total class enrollment number.
9. Refunds of auditing fees will be made according to the existing college refund policy.
10. A transcript of record will not be maintained.
11. Auditors shall provide their own class materials.