

**Section Four—Students/Instructional Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

- Policies:**
- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
 - (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
 - (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
 - (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
 - (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
 - (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
 - (7) **4B5**, Program Review
 - (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

Procedures: None

Appendices: None

Proposed Addition to
Kern Community College District Board Policy Manual
Section – Four – Students Instructional

Governance Process:

Reason for Revision: To Establish District Policy

4A8F Course Audit Fee (Education Code Section 76370)

4A8F1 Students auditing credit classes shall be charged a fee, except as excluded in (**Policy 4A8F3**) below.

4A8F2 The course audit fee for credit courses shall be assessed in the same manner as the enrollment fee (**Policy 4A8C**).

4A8F3 Students enrolled in classes for ten (10) or more semester credit units shall not be charged a fee to audit classes taken during that semester.

4A8F4 A student in a course shall not be permitted to change enrollment from credit to audit or audit to credit.

4A8F5 Priority in class enrollment shall be given students desiring to take the course for credit.

4A8F6 ~~The College President or designee shall approve audit enrollments.~~ A course audit shall only be approved under only one of the following conditions:

- Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

4A8F7 The course instructor and College President or designee shall approve audit enrollments.(see **Procedure 4A8F**)

Kern Community College District
Office of Educational Services
January 13, 2015

DRAFT

*AP 4A8F Petition to Audit
Course*

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Four – Students Instructional**

Governance Process:

Reason for Revision: To Establish District Procedure

See Attached



Petition to Audit Course

Last Name First Name Middle Initial @ Student ID

Student Phone Number Student Email @email.COLLEGE.edu

CRN Number Course Name and Number Units Semester Year

One of the following must apply:

- Participation by audit serves a specific educational purpose necessary to achieve the student's educational goal
- Participation by audit benefits other registered participants in performance arts or intercollegiate athletics courses.

In the space below, explain how your requested audit is an appropriate option in your circumstance:

I understand that the following conditions apply to auditing courses:

- 1) Course attendance as an auditor shall be permitted only after students enrolling for credit toward a degree or certificate have had an opportunity to enroll.
- 2) No student auditing a course shall be permitted to change enrollment status in that course to receive credit.
- 3) Course attendance as an auditor shall be permitted only after payment of the appropriate audit fees. Auditors do not pay out-of-state tuition.

Student Signature Date

FOR OFFICIAL USE ONLY:

Instructor Signature Date Athletics Performing Arts Other

RATIONALE:

College President (or designee) Signature Date Approved Denied

NOTES:

