

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: COURSE AUDITING AND AUDITING FEES	Number: AP 6.36
Legal Authority: California Education Code 76370	CCLC Number: AP 4070

Course auditing (formerly known as co-enrollment) accommodates students who have reached the maximum number of allowable repeats for a credit class but are still interested in enrolling in the class without receiving credit.

Course auditing is managed through City Extension. Interested students apply through the City Extension website. Applications are reviewed for the following:

- Prior successful completion of the desired course and any course repetition possibilities
- Instructor willingness to accept auditing students
- Available space in the desired course, based on section capacity

City Extension will house a form for the student to complete on its website. The student will self report their prior enrollment status as well as identifying the course they wish to enroll in. The form will require students to acknowledge that course auditing is ineligible for inclusion in transcripts, qualifying for financial aid or veteran's benefits, or any other eligibility that is based on regular credit class enrollment.

Students who are approved for course auditing will be charged \$15 per unit. This amount is ineligible for payment via Free City. Students that are already enrolled for credit in 10 or more units will not be charged a fee, so long as they seek to audit three or fewer semester units.

Students may cancel for a full refund up through the first week of the class. However, no refunds will be made after the first week of class.

Students who are approved for course auditing may have access to resources such as materials in the College's learning management system (e.g., Canvas or printed materials). Some materials may have potential costs (e.g., required publisher's content, graphing calculator, or specialized software). Note that refunds may not be available for purchased materials. City Extension will communicate directly with the class instructor for approval. Priority will be given to regularly enrolled students before auditing students are accommodated.

Classroom attendance of students auditing a course shall not be included in student

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attendance calculations that are submitted to the State Chancellor's Office, nor will they be counted for minimum class size.