

# Policy for Auditing Classes at UC Berkeley

January 2020

## Policy for Classes During the Academic Year (Fall and Spring Semesters)

1. Enrolled students, visiting research scholars, emerita/us faculty, staff members, and post-doctoral scholars on the Berkeley campus are free to audit classes subject to the approval of the instructor.
2. Members of the public may audit classes only through concurrent enrollment with the new no-credit option that will be administered by UC Extension. Like for-credit enrollment, no-credit enrollment in a course is dependent on seats available and is at the discretion of the instructor. It also requires the approval of the department chair.
3. For students enrolled in the no-credit option, course grades and a UC Berkeley transcript will not be issued. These enrollees are expected to be “silent auditors,” though they may take part in discussions with the permission of the instructor. They may take exams and write papers, but their work will not be graded. Students who enroll for no credit will receive a marker of "NC" on their official UC Berkeley Extension transcript.

## Policy for Classes During Summer Sessions

The policy for the Spring and Fall Semesters does not apply to Summer Sessions. Please consult [summer.berkeley.edu](http://summer.berkeley.edu) for information on auditing policies and procedures for Summer Sessions courses.

## Exceptions

At the discretion of a unit's dean, its alumni or executive education students may be invited to audit courses without signing up through concurrent enrollment. In these circumstances, expenses associated with the additional students participating in the course will be borne by the dean's unit.

## Guests

Instructors may invite guests to attend and/or participate in their classes. Invited guests are people who attend class at the initiation of the instructor, not at the initiation of the guest. Persons who initiate requests of an instructor to attend class are presumed to be auditors, not invited guests. Invited guests who attend more than an incidental number of classes are auditors and must register through concurrent enrollment. Invited guests are typically instructors at other academic institutions observing the course for a limited period of time or persons invited by the instructor to participate in the course for the purpose of enhancing the educational experience of the enrolled students.

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## International Students

International students should continue to go through their home institutions to study abroad at UCB through Education Abroad Program or by registering in a program at UC Berkeley Extension. Programs and fees for international students can be found at

<https://extension.berkeley.edu/international/>

Please note that no visas will be issued for auditing courses.

## Concurrent Enrollment

For the Fall 2019 Semester, for-credit enrollees pay a \$125 non-refundable application fee, \$250 fee for Cal Services, and \$750 per unit. For classes with a lab, an additional \$100 is charged. Programs and fees for international students can be found at

<https://extension.berkeley.edu/international/>

Please note that no visas will be issued for auditing courses. Departments will be given the option of reducing the per-unit fee by 50% for no-credit enrollees. Thus, the total cost for no-credit concurrent enrollment in a 3-unit class could be \$1500. The reduced fees for concurrent enrollment are not sufficient to allow a distribution to the department; UC Extension would need to keep the discounted fee to cover its costs.