HARTNELL COLLEGE

Petition To Audit

Student Name:	Student ID:

Student Email:	Phone #:

Semester/Year:

I am requesting to audit the following course in accordance with AP 4070, as I have already enrolled in and completed the course the maximum number of times permitted for credit.

Course #:(Example: PEAC-47)	Section #: (Example: 1234)	Course Title: (Strength Conditioning Lab)	Units: (1.0)

By signing and submitting this form, I understand that I'll be enrolled in the audited course if I meet the eligibility requirements, and that I'll be responsible for the applicable fees listed below. If I do not meet eligibility criteria, I understand that I will not be permitted to attend the course during the requested term.

Student Signature:	Date:

Course Instructor & Area Dean Use Only

Course Instructor

☐Approved ☐Disapproved	Comments:

Instructor's Signature:	Date:

Course Area Dean

☐Approved ☐ Disapproved	Comments:

Area Dean's Signature:	Date:

Admissions Office Use Only

Student (**is** ☐) (**is not** ☐) eligible to audit the above course.

Comments:

Dean of Student Affairs (Enrollment Services) Signature:	Date:

Cashier's Office Use Only

Student Services Activities Fee of $12.00 is required each semester (unless it has already been charged for that semester).

Audit Fee to be paid is: $15.00 per unit X   (units)= $
Student Services Activities Fee to be paid is: $
TOTAL AMOUNT DUE $

Amount Paid: $	Cashier's Initials:	Date:

Administrative Procedures 4070 Course Audit

Reference: California Education Code 76370

Course Audit may be allowed under the following conditions:

- Auditors must be eligible for admission to the college as regularly enrolled students.

- Auditors must have exhausted their eligibility to enroll in the course for credit.

- Students enrolling for credit will have priority in all credit classes. Auditors are required to attend the first class meeting but will be permitted to register for the course only at the conclusion of the add/drop period and on a space available basis, but no later than the third week of classes for the fall/spring semesters and two weeks for summer/intersessions.

- K-12 Dual Enrollment students are not permitted to audit.

- Faculty members instructing audit-eligible courses have the right to refuse auditors.

- Audited classes will not be posted to the student's academic transcript.

- No transfer from audit to credit status or the reverse will be permitted.

- Auditors will not be charged the regular enrollment fee that is paid for credit enrollment. As established in Education Code 76370, a non-refundable audit fee will be charged and is payable by the end of the fourth week of classes for the fall/spring semesters and third week for summer/intersession. Students enrolled in ten or more credit units will not be charged a fee for auditing three or fewer units per semester.

- Regular material fees and/or course costs will be charged to auditors.

- Auditors will be allowed to purchase parking permits.

- The non-resident tuition fee will not apply to auditors.

Auditing Procedures:

1. A prospective auditor will bring the "Petition to Audit" form to the instructor at the conclusion of the add/drop period

2. If the instructor approves, the instructor will sign the form.

3. The auditor will then secure the signature of the Area Dean.

4. The auditor will then return the completed petition to the Admissions & Records Office.

5. The auditor will be required to pay a non-refundable audit fee of $15.00 per unit, payable immediately after registering at the Cashier's Office, and will be charged for all instructional materials.

6. The auditor will give a copy of the Petition to Audit form to the instructor to indicate that the auditor has paid the audit fee.