



Petition To Audit

Please Print Using Blue or Black Ink or Type

Admissions & Records

Name _____ Student ID # _____

Address _____ Phone # (_____) _____ - _____

City/State/Zip _____ Semester/Year _____

I am petitioning to audit the following course because I have taken this course the maximum number of times allowable.

Section# _____ Course# _____ Course Title _____ Units _____

☐ APPROVED ☐ DISAPPROVED If materials will be used in this course, please indicate amount \$ _____

ADD CODE #: _____

Instructor's Signature

Date

☐ APPROVED ☐ DISAPPROVED Comments: _____

Area Dean's Signature

Date

ADMISSIONS OFFICE USE ONLY

Student is ___ is not ___ eligible to audit the above course. Comments: _____

Dean Student Affairs (Enrollment Services) Signature

Date

CASHIER'S OFFICE USE ONLY

Student Services Activities Fee of \$10.00 is required each semester (unless it has already been charged for that semester).

Audit Fee to be paid is: \$15.00 per unit x _____ = \$ _____

Materials Fee to be paid is \$ _____

Student Services Activities Fee to be paid is: \$ _____

TOTAL AMOUNT DUE \$ _____

Amount Paid: \$ _____ Date: _____ Initials: _____

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 Concurrent 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, s/he 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 the yellow copy of the Petition to Audit form to the instructor to indicate that the auditor has paid the audit fee.