



## **PETITION TO AUDIT POLICY**

In accordance with Education Code 72252.3 and District Policy, students may audit courses under the following conditions:

1. The student is ineligible to enroll for credit because the course has already been taken the maximum number of times.
2. Admission of audit students will not result in a credit student being denied access.

### FEES:

1. A fee of \$15.00 per semester unit will be charged except as noted in #2 below.
2. Students enrolled in ten or more semester units of credit classes shall not be charged a fee to audit three or fewer units; they will be charged for units in excess of three at the rate of \$15.00 per unit.
3. Individuals who are not currently enrolled may audit classes but must either pay the student health fee of \$13.00 or show evidence of medical and accident insurance.
4. All fees are due at the time the Petition is filed with the Records Office. Refunds will be generated automatically for students not allowed to audit due to class size constraints.

### REGISTRATION PROCEDURES:

1. File a written petition in the Records Office requesting permission to audit a course. The Records Office will verify eligibility.
2. Priority in class enrollment shall be given to students who take the course for credit. Audit petitions will be approved the first day of class. DO NOT petition instructors for audit status.
3. Final determination to permit a student to audit a course will be made by the Dean of Instruction.

### STUDENT RESPONSIBILITIES:

1. Students who audit will be expected to participate in all class activities with the exception of examinations. Students who fail to participate or to attend will be subject to being dropped from the class.
2. Students are expected to provide all required course material.
3. Students will not be permitted to change their audit status to credit.

**Students who audit will not be listed on instructor's rosters or grade reports**