

## Ventura County Community College District

### PETITION TO AUDIT CLASS

#### AUDIT POLICY

Accordance with Section 72252.3 of the Education Code, students enrolled in 10 units or more may, with instructor consent, be allowed to audit **one lecture only class** per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one lecture only class per term for a non-refundable fee of fifteen dollars (\$15.00) per unit per semester. As required by section (d), priority in class enrollment shall be given to students desiring to take the course for credit towards a certificate or degree. Therefore, students wishing to audit may register for classes in audit status by special classes petition only in the last two days of the add/drop period. This petition requires permission of the instructor. **LABORATORY CLASSES ARE NOT AVAILABLE FOR AUDIT.** In accordance with the section (c) of this statute, no student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.

Students auditing a course are not permitted to take exams in class, nor are they permitted to challenge the course at a later date. Instructors are under no obligation to grade assignments of students auditing a course. Attendance requirements for students auditing courses are the same as for all other students as stated in the college catalogs.

#### Audit Procedures

1. Student may audit **one (1) lecture only** class per semester or summer session. **Laboratory classes are not available for audit.**
2. Audit petition accepted only during the last two (2) days of the add/drop period.
3. Enrollment in any audited course may not be changed in an attempt to receive credit for such course.
4. Audited courses may not be challenged at a later date in an attempt to receive credit for such course.
5. Students auditing a course are not permitted to take exams.
6. Instructors are under no obligation to grade assignments of student auditing a course.

#### Audit Fees

1. FALL/SPRING SEMESTERS: No charge if student is officially enrolled in ten (10.0) or more units. Fifteen dollars per unit for students enrolled in 0 – 9.5 units.
2. SUMMER SESSION: No charge if student is officially enrolled in three (3.0) or more units. Fifteen dollars per unit for students enrolled in 0 – 2.5 units.
3. Students who wish to audit a class must pay the student health fee.
4. Audit fees are non-refundable

NAME (Please Print) \_\_\_\_\_

STUDENT ID NUMBER 900 \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ MI

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

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**\*Student may audit one (1) lecture only class per semester or summer session. Laboratory classes are not available for audit.\***

COURSE NAME \_\_\_\_\_ COURSE REFERENCE NUMBER \_\_\_\_\_ UNITS \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ FALL \_\_\_\_\_ 20 \_\_\_\_\_

INSTRUCTOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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#### STUDENT STATEMENT

**I have read the Audit Policy and agree to abide by all provisions stated.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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Office Use Only: Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_