

Ventura College

PETITION TO AUDIT CLASS

AUDIT POLICY

In 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 class per term without a fee. Students enrolled in less than ten units may, with instructor consent, audit one class per term for a non-refundable fee of fifteen dollars (\$15.00) per unit per semester. Audit students must also pay the health fee and other applicable fees. Priority in class enrollment shall be given to students desiring to take the courses for credit toward a certificate, degree or transfer certification. Therefore, students may submit the completed Petition to Audit only during the last two days of program adjustment as specified in the calendar of each semester's Schedule of Classes.

Laboratory and activity classes are not normally available for audit. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course, 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 for all other students as stated in the catalog.

AUDIT PROCEDURES

1. Students may audit one (1) class per semester or summer session.
2. Audit Petition accepted only during the last two (2) days of program adjustment.
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 students 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 units for students 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 and other applicable fees.
4. Audit fees are non-refundable.

Name (please print): _____
Last First Middle Initial

Social Security Number: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number (day): _____ (evening): _____

Course Name: _____ Section Number: _____ Units: _____

Semester / Year: Spring Fall Summer 20 _____

Instructor Approval: _____ Date: _____

STUDENT STATEMENT

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

Student Signature: _____ Date: _____

SBO Office Use Only: Amount Paid: _____ Date: _____ Initials: _____

A&R Office Use Only: Approved Disapproved Date: _____ Initials: _____