



# MOORPARK COLLEGE



## PETITION TO AUDIT CLASS

### AUDIT POLICY

Accordance with Section 72252.3 of the California 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 petition only in the last two days of the add/drop period. This petition requires permission of the instructor and the dean of the division in which the course is organized. Laboratory and activity classes are not normally 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 seeks approval from instructor and division dean to audit **one (1) lecture only** class per semester or summer session.
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) \_\_\_\_\_  
Last First MI

STUDENT ID \_\_\_\_\_

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

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

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

DIVISION DEAN APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### STUDENT STATEMENT

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

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

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