



COURSE AUDIT PETITION

Admissions ~ 900 Otay Lakes Road ~ Chula Vista, CA 91910 ~ (619) 421-6700, ext. 5215

PLEASE PRINT CLEARLY

Name	Semester/Session & Year
SWC ID#	Your Telephone # ()
Email Address	Copy of approved petition will be emailed to student

Are you currently enrolled in other courses for college credit? NO YES units _____

STUDENTS TAKING THE CLASS FOR CREDIT WILL HAVE PRIORITY OVER STUDENTS AUDITING

Course Title & Section Number	Units	Instructor's Name (Please print clearly)	Instructor's Signature or Attached Southwestern College Email (Copy of petition will be emailed to instructor)

By signing below, I understand the following:

- A total of 6 semester units may be audited per semester
- If I drop a credit class after the refund period, I must pay the additional audit fees to audit the same course
- I will not receive college credit for any audited course
- All audit fees, health fees, and any required material fees are non-refundable

Student Signature: _____ Date: _____

ADMISSIONS OFFICE USE ONLY

Concurrent Enrollment: NO YES Units _____ ASUM recorded Date: _____

Verified by: _____ Comments: _____

STUDENT ACCOUNTS/CASHIERING USE ONLY

Course Audit Fee (\$15 per unit per semester): \$ _____

Health Fee (Mandatory): \$ _____

Material Fee (if applicable): \$ _____

Amount Paid: \$ _____

Receipt #: _____

Note: Students enrolled in 10 or more credit units shall not be charged a fee to audit three or fewer units per semester.

Initials: _____



AUDIT POLICY

The Governing Board of the Southwestern Community College District, under the provisions of Chapter 5, Section 76370.3 of the Education Code, hereby authorizes individuals to audit regularly scheduled credit courses, subject to the following conditions and stipulations:

1. A person must meet college eligibility requirements for admissions to audit courses.
2. Permission to audit a class is done at the discretion of the instructor and requires instructor's signature. Credit students have priority over auditing students.
3. No student will be allowed to register in audit status prior to the first class meeting.
4. A fee of fifteen dollars (\$15) per unit per semester shall be charged for each class audited. Students enrolled in classes to receive credit for 10 or more credit units shall not be charged a fee to audit three or fewer semester units per semester. Additionally, the mandatory health fee must be paid.
5. All audit fees, health fees, and any required material fees are non-refundable.
6. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
7. Audit registration will require permission of the instructor of record, unless authorized by the Department Chair and Dean.
8. A maximum of six (6) semester units may be audited in any regular instruction term: Fall, Spring, and Summer.
9. Classroom attendance of student auditing a course shall not be included in computing the apportionment due the District.
10. All college policies and procedures apply to audit students.