



## COURSE AUDIT PETITION

For Office Use Only:

Last Name	First Name	Delta ID	Student Email
		98-	
Course Dept. No	Course Code No.	Term & Year	Instructor Name

### PLEASE READ THE FOLLOWING AUDIT POLICY BEFORE COMPLETING THIS PETITION:

Course audit is defined as the enrollment of a student in a course without award or notation the student's transcript of credit, units attempted, grade or grade points. Students may be permitted to audit classes at San Joaquin Delta College under the following circumstances and using the following procedures:

- A. Students may be permitted to audit courses only in order to address specific or unusual educational circumstances. Therefore a course may be audited only upon recommendation of a college counselor and with the approval of the instructor.
- B. Students auditing a course are expected to complete the same course work and examination procedures as other students enrolled in the course for credit or grade.
- C. No grade, credit, units, units attempted or grade points will be awarded to the student for a course being audited.
- D. A specific course may be audited by a student only one time.
- E. A student may not change an enrollment to audit a course to an enrollment for credit or a grade nor change an enrollment for credit or grade to an enrollment for audit.
- F. Petition to audit a course may only be made during the late registration period (first two weeks of Fall or Spring and for Summer first week of the course) and only on a space available basis.
- G. Student's enrollment to audit a course will be charged a fee in an amount determined each term by the Superintendent/President in accord with the provisions of Education Code 76370. Audit fees are not covered by financial aid fee waivers. Audit fee is \$15.00 per unit.
- H. In accord with the provisions of Education Code 76370, enrollment of students to audit courses will not be claimed by the college as enrollment for apportionment attendance purposes. Ref: Course Audit (BP/AP 5201)

***I have read the audit policy and understand, if granted, I will not be allowed to enroll in the course for credit or receive a grade and must perform the same course work as the students who are enrolled in the course.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### STEP 1. COUNSELOR RECOMMENDATION (REQUIRED)

I, \_\_\_\_\_ recommend this student be allowed to audit the above course.  
Counselor's printed name

Reason for audit request: \_\_\_\_\_

\_\_\_\_\_  
Recommending Counselor's Signature

\_\_\_\_\_  
Date

Please return to Admissions & Records window located on 1<sup>st</sup> floor, DeRicco Building

**\*The area below is filled out by Course Professor/A&R Office only\***

**STEP 2. PROFESSOR RECOMMENDATION**

Professor's Printed Name \_\_\_\_\_ Date Sent \_\_\_\_\_

This student's petition requesting permission to audit a course may only be granted under the following conditions:

1. Student must have permission from the Professor to audit the course once classes have begun.
2. Student will be allowed to audit the course only after all other credit seeking students have been added.
3. Student will not be enrolled in the course, receive a grade, credit, units attempted or grade points for the course.

Please indicate below if you grant or deny this petition request:

- ☐ Granted  
☐ Denied  
☐ Other \_\_\_\_\_

Comments:

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\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

-----ADMISSIONS & RECORDS OFFICE USE ONLY-----

Audit fees applicable? ☐ YES ☐ NO

If yes, Audit fees due: \$ \_\_\_\_\_

\_\_\_\_\_  
Director of Admissions & Records Signature

\_\_\_\_\_  
Date