Semester Year
☐ Fall ☐ Spring ☐ Summer

Palomar College
Admissions & Records Office
Application for Audit

Office Use Only

Palomar I.D.

Birthdate

Name _____
Last First M.I.

Class Number	Course Title	Faculty Signature	Dept Chair Signature	Dean Signature

☐ Changing from Credit to Audit ☐ Initial Registration

I acknowledge that an audit cannot be changed to credit.

Student's Signature _____ Date _____

Administrative Procedures for Implementation of Class Auditing Policy

1. **Permission to audit a class is done at the discretion of the faculty, department chair and the division dean. Signatures must be obtained is this order: 1) faculty member, 2) department chair, 3) dean.**
2. **An audit student shall not be permitted to change his/her enrollment in that course to receive credit**.
3. **With the faculty, department chair and dean signed permissions, a credit student may switch his/her enrollment to audit status provided the change is completed prior to the end of the fourth week of class for semester-length classes or prior to 30% of a class for short-term classes**.
4. **With the faculty, department chair and dean signed permissions, a student may enroll in a course for audit at any time during a semester if he/she has not enrolled in that course for credit during the same semester**.
5. **No student will be allowed to register for audit status prior to the first day of class. The first day of class refers to the actual first class meeting.**
6. **Credit students have priority over auditors. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit student. Faculty discretion is strongly recommended.**
7. **The fee to audit a class is $15.00 per unit. Students enrolled in 10 or more units may audit 3 units free (may be 3 one-unit classes). The $15.00 per unit audit fee will automatically be charged if the student drops below 10 units.**

NOTE: Refunds are made only for program changes completed by the refund deadline. See the class schedule for deadline dates.

Revised 1/11
Audit Form