



Application for Audit

Semester/Year: Summer _____ Fall _____ Spring _____
(Year) (Year) (Year)

Palomar Student ID Number

A. Student's Name - Last, First, MI	B. Date of Birth

SEE REVERSE SIDE FOR INSTRUCTIONS

CLASS NUMBER (Example: 71303)	COURSE TITLE (Example: ENG 100)	FACULTY SIGNATURE	DEPT CHAIR SIGNATURE	DEAN SIGNATURE

I acknowledge that an audit cannot be changed to credit *Please thoroughly explain the rationale for auditing this class (*documentation required*):

*****FOR OFFICE USE ONLY*****
Processed By: _____
Date: _____

Student Signature : _____ Date : _____

Administrative Procedures for Implementation of Class Auditing Policy

1. Permission to audit a class is allowed at the discretion of the faculty, department chair and the division dean.
Signatures must be obtained in this order: 1) faculty member, 2) department chair, 3) dean
2. A student must provide an unofficial transcript or documentation that supports the rationale for auditing this course.
3. An audit student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the faculty, department chair and dean signed permissions; a student may enroll in a course for audit no earlier than the day after the last day to enroll without faculty permission and no later than the end of the fourth week of the class for semester-length classes (or prior to 30% of a class for short- term classes).
5. 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.
6. 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.