



Grossmont College Course Audit Application

Audit Application will not be accepted or processed until Monday of the third week of instruction. See reverse side for audit policy and procedures.

SEMESTER: Spring Summer Fall Year: _____

Student I.D. Number: _____ **GCCCD Employee I.D. Number:** _____

Student Name: (Last) _____ (First) _____

Address: _____

City, State, Zip: _____

Telephone: Home (____) _____ Work (____) _____

Courses Requested for Audit:

Section #	Subject	Units	Instructor's Name/Signature
Total Audit Units Requested:			

I certify that I have completed the allowable number of repeats in the above practice or performance courses. **I further acknowledge** that I cannot change my audit status to college credit status and that the **Audit Fee is non-refundable**.

_____ Student Signature

_____ Date

***** Do Not Write Below This Line *****

Admissions Office Use Only

Current Unit(s) load _____ Max Repeats Checked by: _____ Received by: _____ Date: _____
Audit Units: _____ Audit Fees: \$ _____ Health Fees: \$ _____

Cashier Office Use Only

Fees Paid: \$ _____ Receipt # _____ Verified By: _____ Date: _____

Grossmont College Audit Policy and Procedures

It is the policy of the Grossmont-Cuyamaca Community College District Board to permit audit of courses as follows:

1. Audit enrollment will not be permitted until **students have completed the allowable number of repeats in practice or performance courses**. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the third week of instruction.
2. A **non-refundable audit fee** of \$15 per unit **plus any required** student or instructional materials **fees** (e.g., Health Services fee, Art material fees, etc.) shall be payable at the time of enrollment.
3. A student **enrolled in** classes to receive credit for **10 or more semester credit units** shall **not be charged a fee to audit three or fewer semester units** per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit fees and Materials fees are **not waived for** faculty, staff or BOGW students. **However**, faculty and staff (including some retirees) will not be charged for the Health Services fee or the Student Representative fee.
5. Audit enrollment will be **based on "seats available"** and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
6. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
7. Permission to audit a class is done at the **discretion of the instructor** and with the instructor's signed permission.
8. **No credit** will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

Note: See CURRENT class schedule for a list of courses permitted for auditing purposes.

Procedures for students to audit a class:

1. Obtain course audit application from Admissions and Records Office.
2. Student completes application.
3. Instructor signs application.
4. Student submits application to Admissions and Records Office for eligibility verification and calculation of fees.
5. Student takes application to cashier to pay fees.
6. Student returns application to Admissions and Records Office to be processed.