

AUDITING & AUDITING FEES

The College District shall provide individuals the opportunity to audit credit courses on a non-credit basis and only by petition when the following conditions are met.

- Audit students shall have a student identification number or submit an online application to the college, in order to receive a student identification number. Audit students will take the Course Audit Petition (<https://www.swccd.edu/admissions-and-financial-aid/admissions-forms/>) to the classroom to ask the instructor for permission to audit the class.
- Permission to audit a class is at the discretion of the instructor and requires instructor's signature. Priority in class enrollment shall be given to students enrolling in the course for credit.
- Students will be allowed audit status, which is recorded in Admissions and Records after the first class meeting.
- A student is charged a fee of no more than fifteen dollars (\$15.00) per unit, according to applicable law for auditing a class. A student enrolled in ten (10) or more semester credit units may audit a class and shall not be charged a fee to audit three (3) or fewer units per semester.
- Audit fees are non-refundable. A health fee will be assessed in addition to any required materials fee.
- Students auditing a course are not permitted to change enrollment status in that course in order to receive course credit. Students may only audit a course or take the course for credit. Students can not audit a course and take the same course for credit concurrently. Students may audit a course they have previously taken for credit if the student passed the course, or the student has exhausted the repeatability for credit in that course. There are no limits to the number of times a student can audit a course.
- A maximum of six (6) semester units may be audited in any instructional term (Fall, January Intersession/Spring, Summer).
- Classroom attendance of students auditing a course shall not be included in computing the apportionment due the College District.

Audit petitions are available in Admissions at the Chula Vista campus and the Higher Education Centers at National City, Otay Mesa, San Ysidro, or online at www.swccd.edu (click on Admissions and Financial Aid, then on Admissions Forms (<https://www.swccd.edu/admissions-and-financial-aid/admissions-forms/>))

(Education Code Section 76370.3 and BP & AP 4070 - Auditing & Auditing Fees).