



# COURSE SECTION AUDIT REQUEST

Admissions & Records Office  
Submit to [mc.arforms@missioncollege.edu](mailto:mc.arforms@missioncollege.edu) or FAX (408) 855-5546

**Reference Policy on Second Page**

**STUDENT'S**

NAME: \_\_\_\_\_ College ID#: \_\_\_\_\_  

LAST
FIRST
MIDDLE

E-MAIL: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Section No.	Course Name & No.	Units	Instructor	First Attendance Date

I request permission to audit the class listed above. I understand that I will not be eligible to receive credit or a grade for this course and that I must pay a fee prior to auditing this class. I further understand that I may not have access to all course resources, both in-person and on-line.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Completed by the Instructor of Record:***

I, \_\_\_\_\_, approve this student adding the above-referenced  
Print Instructor's Name
 section. I understand that I may not add a student for auditing until after Census Day for this section to ensure that regularly enrolling students receive priority access. I further understand that I must receive proof of paying an audit fee before allowing this student to attend this section.

The Census Date for this section is/was: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Admissions & Records – Office Use Only***

Fee Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Audit Policy & Procedures**

The Governing Board of the West Valley-Mission Community College District, under the provisions of Chapter 5, Section 76370 of the Education Code, hereby authorizes individuals to audit regularly scheduled credit courses, subject to the following conditions and provisions:

1. The student must meet college eligibility requirements for admissions to audit courses.
2. The student must be an active student in our District.
3. The student must be in good academic standing.
4. The current fee legislated of \$15.00 per unit per semester shall be charged for each course audited. Students enrolled in courses to receive credit for 10 or more units shall not be charged a fee to audit three or fewer semester units per semester. Fees may be subject to legislative updates and revisions.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
6. Audit registration will only be processed after the last date to add as posted in the class schedules and will require permission of the Instructor-of-record, including his or her signature authorizing audit registration in the class.
7. All current and outstanding fees must be paid at the time of Audit Registration. Auditing fees are non-refundable after two weeks or 10% of class meetings of attendance.
8. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course requested for auditing.
9. The course must be approved by the department-of-record as an auditable course.
10. If the course is a variable unit class, the student must enroll for the maximum number of units available.