CERRITOS COLLEGE
COURSE AUDIT REQUEST FORM

SECTION I: STUDENT INFORMATION

Semester:　☐ Fall　　　　　☐ Spring　　　　　☐ Summer　　　　　Year: _____

Name: _____　　Student ID Number: _____
　　　　Last　　　　First　　　　Middle

An auditor is a student who attends a course or courses for no credit or notation on an official transcript. Auditing may be available, pending instructor's signed permission, for any student who wishes to attend a course for information, review purposes or skill building.

Ticket #	Course Title	Units	Instructor Signature

I understand that by electing to take this course as an audit I will not receive credit for the course in the form of units or a grade (BP 4070). I understand that I am not able to change from audit to credit or earn credit via credit by exam. Audited courses cannot be used to meet any degree requirements or for financial aid, scholarships and athletic eligibility.

The fee to audit a class is $15.00 per unit (in addition to the student fees). Students enrolled in 10 or more units can 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. No refund of audit fees will be available. The California College Promise Grant (CCPG) will not cover the fee for an audit class.

Student Signature: _____　　　Date: _____

Department Dean's Signature: _____　　　Date: _____

SECTION II: FACULTY INFORMATION

Permission to audit a course is granted at the discretion of the instructor and with the instructor's signed permission.

With the instructors signed permission a student may enroll for audit status anytime during the semester after the first day of the course. (The first day of the course refers to the actual first course meeting.)

Credit students have priority over auditing students (BP 4070). If a course closes after an auditor has been admitted, the auditor may be asked to withdrawal to make room for a credit student. Instructor discretion is strongly recommended

Cerritos College Office Use Only

Amount Paid: _____　☐ Cash　☐ Credit Card　　　Staff Initials: _____　　　Date: _____