Name __________________________________     ________________________  Student ID # __________________
(last name)  (first name)

Student Signature ____________________________________________________  Date __________________________

Students are expected to attend regularly and participate in class according to the instructor’s requirements. The fee charged to audit a course is one-third of the current tuition charged for that course plus all applicable lab fees.

The following policies govern audit registrations:
If attendance has been regular, the instructor will assign a grade of AU (audit), but no credit is entered and no quality points are calculated. If the instructor deems that attendance has not been adequate, the instructor will assign a grade of NA and no record of the course will appear on the student’s grade report or permanent transcript. Audited courses will not be included in determining the total academic load of the student. The change must be made no later than the last day of the Drop/Add period.

DEPARTMENT ____________________

Course Title _________________________  Course # __________  # Units____

Semester and year course will be audited __________________________________

Instructor Signature _________________________________________________  Date _________________________

Instructor Name (Please Print) ______________________________________

Reason(s) for offering this course as an audit:

Registrar Signature _________________________________________________  Date _________________________

APPROVED_____  DISAPPROVED _____

THIS FORM IS TO BE FORWARDED TO THE REGISTRAR FOR APPROPRIATE ACTION.