



CERRITOS COLLEGE

REQUEST FOR AUDIT

Name: _____ Student ID _____

_____ Spring _____ Summer _____ Fall Year: 20____

Ticket #	Course Title	Units	Instructor Signature	Date

Please view other side for information and **important deadlines.**

_____ Initial request for audit _____ Changing from audit to credit _____ Changing from credit to audit

Student's Signature: _____ Date: _____

Admissions and Records Clerk Initials: _____ Date: _____

Amount Paid: _____ Cash _____ Check _____ Credit Card

No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.

Auditing courses is permitted at Cerritos College. 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. Students wishing to audit should be aware that audited courses will **NOT** appear on an official transcript.

1. Students may not audit a course unless he/she exhausted all possibilities to take the course for credit.
2. Permission to audit a course is granted at the discretion of the instructor and with the instructor's **signed** permission.
3. 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.)*
4. An auditor may be allowed to elect credit in lieu of audit **prior** to end of the **5th week** of school for a semester length course or prior to 30% of a course for a short-term course ,with **instructor written permission**.
No refund of audit fees will be available and all credit fees must be paid in full at the time of credit election.
5. A credit student may be allowed to elect audit status in lieu of credit **prior** to the end of the **5th week** of school for a semester length course or **prior** to 30% of a course for a short-term course, **with instructor written permission**.
No refund of credit fees will be available after refund deadline and all audit fees must be paid in full at the time of audit election.
6. Credit students have priority over auditing students. 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.
7. 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.