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 audit 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.

---

**REQUEST FOR AUDIT**

<table>
<thead>
<tr>
<th>Ticket #</th>
<th>Course Title</th>
<th>Units</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.