



# AUDIT APPLICATION FORM

PLEASE INDICATE WHICH TERM:  FALL  SPRING  SUMMER YEAR: \_\_\_\_\_

PLEASE PRINT CLEARLY YOUR NAME

\_\_\_\_\_  
Last Name First Name MI Student ID #/SSN

\_\_\_\_\_  
Telephone number E-mail Address

Class to be audited: \_\_\_\_\_  
Synonym # (6 digits) Department & Course Print Instructor's Name

Are you currently attending classes for credit?  Yes  No Number of units: \_\_\_\_\_

Student has approval to audit class: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature

Instructor waives pre-requisites:  Yes  No

\*The non-refundable audit fee is \$15.00 per unit per term.

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

Admissions & Records Staff Entering: \_\_\_\_\_ Date: \_\_\_\_\_

**Auditing:** Although auditors do not receive a grade or credits for the course being audited, student transcripts will reflect audited courses using the notation "AU". This is not a grade and will not affect a student's grade point average in any way. Since auditors do not receive a grade, auditing a class will not count as satisfying the prerequisites for another class.

Students who wish to audit a graded credit class may do so under the following conditions:

- Class attendance as an auditor shall be permitted only after students otherwise desiring to enroll in the class for credit toward a degree or certificate have had an opportunity to enroll.
- Class attendance as an auditor shall be permitted only after approval has been obtained from the instructor.
- The Audit form must be submitted to the Office of Admissions and Records by the add deadline for the class. However, forms will not be processed until all students who wish to register for credit have had the opportunity to do so.
- No student auditing a class shall be permitted to change enrollment status in the class to receive credit.
- Auditors must pay the appropriate audit fees. Enrollment fees may not be used to pay for auditing a class.
- The non-refundable audit fee is \$15.00 per unit per term.
- Students enrolled in credit classes for 10 or more semester units shall not be charged a fee to audit 3 or fewer units per term. To obtain this credit, students must contact the Cashier's Office (Building 19, Room 19-108A on the Fremont campus) after the third week of a full term.
- Units associated with auditing are not counted toward minimum requirements for financial aid, student employment, etc.