

# AUDIT REQUEST FORM

Please complete form, collect required signatures,  
and email to [registration@fullcoll.edu](mailto:registration@fullcoll.edu) for processing

**FULLERTON COLLEGE**  
Admissions and Records Office

PLEASE PRINT CLEARLY:

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Student ID #: \_\_\_\_\_  
                    LAST                                      FIRST                                      MIDDLE

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                    STREET                                      APT #                                      CITY                                      ZIP

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

CRN                                      COURSE NUMBER & TITLE                                      INSTRUCTOR'S SIGNATURE                                      DIVISION DEAN'S SIGNATURE

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**FEES ARE NOT REFUNDABLE.** My signature below constitutes acknowledgment of the college policy regarding the auditing of classes.

See page two for audit policy/procedures.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE ONLY

#### SHACRSE:

1 Passing Grade?                      No                      Yes      Sem/Yr: \_\_\_\_\_

Currently Enrolled in other classes: Yes \_\_\_\_\_ No \_\_\_\_\_

Health Fee (2HLF)                       Parking                       Student I.D.

\*DO NOT ADD CLASS(ES) IN SFAREGS\*

Units \_\_\_\_\_ Amount Received \_\_\_\_\_

Verified By \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_



## Audit Policy/Procedures

***Please read carefully before submitting the Petition to Audit:***

In accordance with California Education Code Section 76370 and North Orange County Community College District Policy Section 5009, a student may “audit” designated courses under the following conditions:

1. Students may audit a course only if they have previously taken the course at Fullerton College and received a passing grade or taken the course the maximum time allowable.
2. Audit forms are accepted at the **start of each term/semester**. A Petition to Audit must be submitted to the Admissions and Records Office by the add deadline of the course.
3. Students enrolling in a course for credit will be given priority over students auditing.
4. The petition must include **both** the instructor's and division dean's signature.
5. Students auditing college courses are charged \$15 per unit. Fees are non-refundable, and all outstanding balances must be paid before auditing a course. A mandatory health fee is charged if the student is not enrolled in any other Fullerton College courses. All fees are subject to change without notice.
6. For variable unit courses, the fee charged will be for the **maximum** units.
7. Students who audit will be required to adhere to all rules and regulations established for the course, including attendance. Instructors are not required to administer tests or distribute test materials to students who are auditing a course.
8. No record of auditing or grade will be noted on the student's transcript.