

AUDIT REQUEST FORM

Please complete form, collect required signatures,
and email to 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

①

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.

Units _____ Amount Received _____

Date: _____ By: _____

DO NOT ADD CLASS(ES) IN SFAREGS

Verified By _____ Date _____



Fullerton College

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. **Please allow 7 to 10 working days for processing after the form has been submitted.**
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.