



Pasadena City College
Office of Admissions and Records, L113

AUDIT COURSE REQUEST

Instructions:

- Read the audit policies below
- Apply for admission to the college, if you have not done so already
- Do not enroll in the class you want to audit
- Fill out the required information
- Obtain the instructor's signature below indicating approval
- Get the dean's signature
- Submit this form to the Admissions and Records office in L113
- Pay your fees through LancerPoint

Deadline to audit is 30% of class meetings:

- For 16-week classes, the deadline is the end of the 5th week.
- For 12 & 14-week classes, the deadline is the end of the 4th week.
- For 6 & 8-week classes, the deadline is the end of the 2nd week.
- ALL DEADLINES ARE FINAL.

Student Name: _____ Semester/Year: _____

Student ID: _____ Phone: _____ Email: _____

Student Signature: _____

(Student's signature indicates acceptance of the policies outlined below)

Course information:

CRN	Subject	Course #	Title	# of units

Faculty Name (printed): _____

Faculty Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Audit Policies

The Pasadena Area Community College District allows students and community members to audit courses only under the following circumstances:

1. **Audit enrollment is allowed solely upon the discretion of the instructor of that class.**
2. Auditors shall adhere to the same conduct as regularly enrolled students as described in the student conduct and academic honesty policy number 4520.
3. Auditors must be eligible for admission to the College as regularly enrolled students.
4. If you have enrolled in the course, you may not drop and then request to audit the course.
5. Students will not be permitted to earn credit by examination for audited courses.
6. Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for any individual to audit a course will not be permitted until the day after census.
7. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to credit.
8. No student will be permitted to change his/her enrollment in that course from credit to audit once the last day to drop without a W has passed (Census)
9. The fee for auditing will be assessed at \$15.00 per unit per semester as stated in Education Code 76370, plus any required course material fee. If the Education policy fee changes the college will reflect the increase or decrease of these fees.
10. Students enrolled in ten or more units for credit during a primary semester shall not be charged a fee to audit three or fewer semester units during a primary semester.
11. No refund will be permitted after enrolling for auditing, unless the College cancels the class.
12. No credit will be received for auditing and the College does not maintain any attendance, transcript, or academic record for audited courses.
13. Students may not audit more than 6 semester credit units during the primary semester fall and spring or inter-sessions.
14. Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.