DE ANZA COLLEGE
REQUEST FOR AUDITING A COURSE

Name ____________________________

Last       First       Middle

Address ____________________________

Number       Street

City       State       Zip

Student I.D. Number ____________________________

E-Mail: ____________________________

Phone ____________________________

Home       Work

OFFICE USE ONLY

Date Received

By

Date of Action

Date Recorded

Note: In accordance with California Educational Code Section 72252.3, a student may request to audit a course, which he/she has taken and satisfactorily completed the maximum times allowed (see schedule of classes). A fee of $10 per unit will be charged. For students enrolled in 15 or more units there will be no charge for the first 5 units of an audited class. Priority in class enrollment will be given to students taking the course for credit.

Procedures:

1. During the second week of class, take this form to the Instructor for approval and signature, then to the Division Dean for signature.
2. Bring completed form to the Admissions & Records Office and pay fees at the cashier window.
3. Pay required fees at cashier.
4. Show receipt to instructor.
5. If you took the course at another community college, you will need to provide a transcript to verify prior enrollment before you can be approved to audit a course.

Quarter: ____________________________

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Units</th>
<th>Instructor Approval</th>
<th>Division Dean Signature</th>
<th>Amount Paid</th>
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I certify I meet all of the conditions listed on the reverse side of this form.

______________________________  ____________________________
Student's Signature            Date

IMPORTANT: See definition of an Auditor on the reverse  Rev. Feb. 1, 2016
AUDITOR:

Enrollment in a course as an auditor is limited to students who have satisfactorily completed the course the maximum times allowed. While most classes may be taken only once for credit, a few may be repeated up to five times. See the schedule of classes or the college catalog for the number of times a course may be repeated.

Enrollment as an auditor carries no privilege other than to attend classes and students do not receive credit for classes audited. Instructors have no obligation to grade tests or other class assignments submitted by an auditor; however, an instructor may permit an auditor to participate in class discussions.

Students enrolling for credit will have priority over auditors until the second week of the course, at which time auditors may enroll on a space available basis.

Requests to audit must be approved by the instructor and signed by the Division Dean. A fee of $10 per unit must be paid; however, there is no charge for the first 5 units of an audited course for students enrolled in 15 or more units for credit.

If you took the course at another community college, you will need to provide a transcript to verify prior enrollment before you can be approved to audit a course.