

## Audit Petition

An audit is permitted only after students taking the class on a for credit basis have an opportunity to enroll, so permission to audit a course may not be given prior to the first week of classes. ([Policy on Auditing Courses SP 20-03](#)).

- 1) If you are not currently enrolled as a student at CSUCI will need to enroll at CSUCI through [Open University](#).
- 2) Complete and sign this petition.
- 3) Obtain the instructor's permission (signature below) to audit the course and agree upon the requirements for the audit. It is customary for a student registered as an auditor to regularly attend class, but the instructor of the course may establish additional requirements (below) for participating in the course as an auditor.
- 4) Submit your completed, signed Audit Petition to Registrar's Office ([registrar@csuci.edu](mailto:registrar@csuci.edu)) by the ADD deadline (end of 3rd week by 12PM)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Student ID \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Term	Course Subject & Number	4-digit Class Number	Units
<i>Example: Fall 2021</i>	<i>COMP 151</i>	<i>1234</i>	<i>4</i>

Reason for auditing:

Agreed upon requirements specified by instructor (e.g. class attendance & participation; assignments; feedback; etc.)

**By signing this petition, the student confirms that they have read the following information. They understand that:**

- Once this form is signed and submitted, the student will not have the option to change the audit back to a graded (for credit) option after the deadline to submit audit petitions has passed.
- Audited courses will NOT count toward requirements for the student's major, general education or university requirements, or the unit total for graduation.
- An "AU" grade will be recorded on the student's permanent student record. No grade points will be earned, and the audited course will not be used in the calculation of GPA.
- The same fee structure applies to courses audited as to courses taken for credit.
- Audited courses are not eligible for inclusion in the determination of full/part time status in the awarding of financial aid.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrative Use Only-Registrar's Office**

Processed by \_\_\_\_\_ PS Update: \_\_\_\_\_ Student Notification: \_\_\_\_\_  
(Staff Initials) (Date) (Staff Initials & Date)