

**Petition to Audit**

Enrollment Management

Registrar's Office

One University Drive

Camarillo, CA 93012

Phone: (805) 437‐8500

www.csuci.edu/registrar

*An audit is permitted only after students taking the class on a for credit basis have an opportunity to enroll. There is no limit to the number of courses a student can petition to audit per semester.*

**Instructions**

1) Determine if you want to AUDIT a course. Audited courses do not count toward any degree requirements, do not earn grade points, and are not included in full/part time status in the awarding of financial aid.

2) If you are not currently enrolled as a student at CSUCI, you will need to enroll at CSUCI through Open University.

3) Enroll in the course prior to the ADD deadline.

4) Complete and sign this petition.

5) 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.

6) Submit your complete, signed Audit Petition to the Office of the Registrar by the ADD deadline.

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

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

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| **Term** | **Class Number** | **Subject** | **Course Number** | **Section Number** | **Units** |
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*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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Administrative Use Only – Registrar’s Office  Processed by: \_\_\_\_\_\_\_\_\_\_ PS Update: \_\_\_\_\_\_\_\_\_\_\_\_ Work Order: \_\_\_\_\_\_\_\_\_\_\_\_ Student Notified\_\_\_\_\_\_\_\_\_\_\_\_  (Staff Initials) (Date) (Number) |