

Audit Course Policy Information

Individuals who audit a course may attend the course but will not receive college credit or grade.

- No student will be allowed to submit Audit Course form prior to the published last day to add the course.
- The deadline to audit a course is 5 days after the published last day to add the course.
- Priority is given to students seeking credit for the course. Those seeking to audit the course are accommodated on a case by case basis and only if room allows.
- Approval to audit a course will be at the discretion of the Instructor and the Division Dean.
- Official records are not maintained for audit enrollments. Course is not recorded on transcripts.
- A separate form must be filed for each course to be audited.
- An individual auditing a course is a guest in the class and is held to the Student Code of Conduct guidelines listed the College Catalog.
- The auditing student is not required to purchase a textbook or supplies.
- The auditing student is not required to attend the course regularly or participate in the course.
- Auditing a course does not fulfill prerequisite requirements.
- A fee of \$15.00 per unit will be charged to audit a course. However current students enrolled in 10 or more units shall not be charged a fee to audit 3 or fewer units per semester.
- Students may not audit any course more than three times.
- Auditing students shall not be permitted to change their enrollment in the course to receive credit.
- Auditing students are required to purchase a parking permit to park on campus.
- Auditing students who wish library privileges may receive them by completing the required library application at the Library Circulation Desk.
- Labs connected to courses may or may not be available to student who audit. Students should confirm lab policy with the Instructor.

Audit Course Instructions

1. Complete the Audit Course form.
2. Obtain Instructor approval signature and Division Dean approval signature. Ask the instructor for the Division Dean's name and office location. You can also find a list of Divisions Deans on the College website www.collegeofthedesert.edu.
3. Pay the \$15 per unit fee at the Bursar's Office on the first floor of the Cravens Student Services Center.
4. Submit the Audit Course form at Admissions & Records with picture ID.



AUDIT COURSE FORM

Compete this form and obtain necessary signatures. Submit form to Admissions and Records with picture ID. Audit course forms cannot be submitted until after the last day to add the course (published in the Class Schedule). Deadline is 5 days after the last day to add the course. Payment is made after this form has been approved by Dean.

STUDENT STATUS

Have you previously attended COD? Yes No If yes, Student ID is _____

Are you currently enrolled at COD? Yes No If yes, currently enrolled _____ units

STUDENT INFORMATION: Please Print

 Last Name First Name MI Birthdate

 Address City State Zip

 Email Address Daytime telephone number

COURSE INFORMATION

Semester/Year	Section #	Dept. & Course#	Course Title	Units of Credit

INSTRUCTOR APPROVAL

I am teaching this course and have approved the above named student to audit this course. I acknowledge that course assignments may not be required from this student and homework may not be corrected or reviewed. I am not responsible to provide office hours for this student.

 Print Instructor Name Instructor Signature Date

DIVISION DEAN APPROVAL

I have approved the above named student to audit this course.

 Print Division Dean Name Division Dean Signature Date

STUDENT STATEMENT

I have read and agree to adhere to the Audit Course Policy Information. I understand that I will not have access to Blackboard or Labs for this course.

Student Signature _____ Date _____

PAYMENT: Take this form to the Bursar's Office only after Admissions & Records approval

Office Use Only

Photo ID RGPE STAC (Section #) ARAI Faculty emailed A&R Initials _____ Date _____

_____ #of units X \$15= _____ cash check credit Clerk initials _____ Date _____