



Office of Admissions and Records
3041 West Avenue K, Lancaster, CA 93536-5426
(661) 722-6504

REQUEST TO AUDIT A CLASS

Form selection: Fall, Intersession, Spring, Summer, Year

Student ID # \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

TO STUDENT OR NON-STUDENT REQUESTING TO AUDIT A CLASS

Please review the AVC Audit Policy on the back of this form. If you wish to audit a class, proceed as follows:

- 1. Complete this form.
2. Present the completed form to the instructor of the class you wish to audit for approval or denial.
3. If the instructor approves your request, take this form to the Cashier's Office and pay your fee. Present the receipt to the instructor for entrance into the class.

Name of Class to be audited: \_\_\_\_\_

Course Reference No. (CRN) \_\_\_\_\_ Course No. \_\_\_\_\_ No. of Units \_\_\_\_\_

Why this request should be granted:

Five horizontal lines for writing the reason for the request.

\_\_\_\_\_  
Student Signature

TO INSTRUCTOR:

On the back is the AVC audit policy for your information. Please note your approval or disapproval of this request to audit your class by checking the appropriate box at the bottom of this form. If you approve this request, the student must take this signed form to the Cashier's Office and pay an audit fee before attending your class. Please ask the student to show you his/her receipt before attending class. The final decision is yours as the instructor, and you may say either "Yes" or "No" depending on personal preference, availability of space, how well subject matter taught in your class lends itself to audit, etc.

( ) Approved by \_\_\_\_\_

Name (Please print) Title

Signature Date



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## **AUDIT POLICY**

Education Code 76370 permits community colleges to allow individuals to audit courses, that is, to sit in without participating in class activities or being required to take exams. The intent is to provide individuals with opportunities to explore areas of interest without being subjected to the demands of class activities or evaluation and grading. An additional intent is that faculty will not have additional work required because of the presence of individuals auditing courses.

Therefore, in accordance with Education Code 76370, students at Antelope Valley College and community members will be permitted to audit courses only **if the admission of auditors will not result in credit students being denied access to a course.** However, auditing may not be appropriate for all sections of a course or for all courses even if class seats are available.

Students who want to audit a class must complete a "Request to Audit a Class" form available at the Admissions and Records Registration Office. Audit request forms will not be made available to students until after the first week of classes. This procedure helps insure that students auditing a class will not take a seat away from a student who needs the class for credit. Instructor approval and payment of fees is required prior to attending a class being audited.

## **FEES**

A fee of \$15 per unit will be charged with the exception that students enrolled in **ten or more units of credit classes at AVC will not be charged to audit 3 or fewer units.** These students will be charged to audit more than 3 units at the \$15 per unit rate.

## **RESPONSIBILITIES**

Students and other individuals will be invited to participate in class activities at the discretion of the instructor; however, the instructor is not required to evaluate in any way class activities and projects. Auditors may not take quizzes and examinations and will not receive a grade.

An individual auditing a course will not be permitted to change his or her audit status to a credit status. An individual enrolled in a class for credit will not be permitted to change his or her credit status to an audit status.

Individuals who are auditing a course and are not enrolled in any courses as credit students will not be entitled to any of the services or privileges provided to currently enrolled students.