



Registration & Records
 Enrollment Management Services
 333 S. Twin Oaks Valley Road, CRA 3900
 San Marcos, CA 92096
 760-750-4814
 FAX 760-750-3700

PETITION TO AUDIT A COURSE

GUIDELINES:

Enrollment as an auditor is subject to the permission of the instructor, provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fees as credited students, and regular classroom attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the last day of add/drop. An auditor is not permitted to take examinations in the course, therefore, has not basis for evaluation or a formal grade.

Submit the completed form to Cougar Central, CRA 3900 on or before the last day of the add/drop period.

This petition may not be withdrawn after the last day to drop a course.

For Office Use Only:

Date received: _____

Date processed: _____

Initials: _____

Part I: STUDENT INFORMATION

Last Name: _____

First Name, Middle Initial: _____

Student ID: _____

CSUSM Email: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Signature: _____

Date: _____

Part II: COURSE INFORMATION

Spring 20_____

Fall 20_____

Course Number	Course Title	Units

Part II: INSTRUCTOR APPROVAL

I accepted the student as an auditor and understand that student is not permitted to take examinations in the course, therefore, has not basis for evaluation or a formal grade.

Instructor Signature: _____

Date: _____