



# California State University SAN MARCOS

Office of the Registrar California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001  
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## PETITION TO AUDIT A COURSE

**NOTE:** This petition may not be withdrawn after the last day of the add/drop period.

**Information:** Enrollment as an auditor is subject to the permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes. A student who is enrolled for credit may not change to audit after the last day to add classes. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation or a formal grade.

**Instructions:** Completed forms are accepted by the Office of the Registrar in person at Cougar Central located in Craven Hall 3900, by mail, by fax, or as a scanned email attachment to [registrar@csusm.edu](mailto:registrar@csusm.edu)

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID: \_\_\_\_\_ CSUSM Email: \_\_\_\_\_@cougars.csusm.edu

Address: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

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

**TERM:**       Fall 20\_\_     Spring 20\_\_     Winter Intersession 20\_\_     Summer 20\_\_

Class Number	Course Title	Units

*I accept the student as an auditor. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation or a formal grade.*

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

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

For Office Use Only:  
Date Processed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Revised November 9, 2017*