

Victor Valley College  
Admissions and Records Office  
**COURSE AUDIT FORM**

Student Name \_\_\_\_\_  
Last First MI

Student ID# \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

STUDENTS **MUST** attend first day of class and instructor **MUST** sign audit form allowing student to attend the class. Submit this form immediately to the Admissions and Records Office for processing. (Refer to back of this form for auditing provisions.)

Fall       Winter       Spring       Summer      Year 20\_\_\_\_\_

Course Title \_\_\_\_\_ Section No. \_\_\_\_\_ Number of Units \_\_\_\_\_

PERMISSION TO AUDIT A COMMUNITY COLLEGE COURSE

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Instructor's Name (Please Print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Date \_\_\_\_\_

Victor Valley College  
AUDITING OF COURSES

The Board of Trustees authorizes the superintendent/president to develop procedures to allow students to audit credit courses at Victor Valley College. These procedures are to include the following provisions:

1. Students enrolled in up to 10 units will be charged the maximum audit fee allowed by the Education Code.
2. Students enrolled in ten or more semester units will be permitted to audit up to 3 units at no charge.
3. Students auditing courses cannot change their enrollment status to receive credit for those courses.
4. Priority in class enrollment shall be given to students desiring to take courses for credit toward degree or certificate completion.
5. Attendance of students auditing courses will not be computed for apportionment purposes.
6. Students auditing courses must meet course prerequisites and matriculation requirements.
7. Courses in which students may audit are to be identified through the curriculum development and approval process.
8. The auditing fee may be waived for retired staff members who wish to enroll in college classes.
9. Students must attend first day of class and instructor must sign audit form allowing student to attend the class.