

## FOOTHILL COLLEGE COURSE AUDIT REQUEST CARD

Name \_\_\_\_\_ SID \_\_\_\_\_

Term: Fall  Winter  Spring  Summer  20\_\_\_\_

Course I.D.	Course Title	Units	Instructor's Signature
_____	_____	_____	_____
_____	_____	_____	_____

X _____	_____	_____
Student's Signature	Fees Paid	Date(mm/dd/yy)

**OFFICE  
USE ONLY**

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Processed  
by \_\_\_\_\_

Date  
\_\_\_\_\_

Term  
\_\_\_\_\_

### AUDIT COURSE REQUEST PROCEDURES

- 1. To be eligible to audit a class, the student must have already taken and completed the class maximum number of times permitted, and received a grade of "C" or better at Foothill or De Anza College (See College Catalog).**
- 2. All student class audit requests must have the instructor's signature of approval before the audit request is submitted to the Admissions and Records office.**
- 3. Audit fee: \$10 per unit. The first three units of audit fee are waived if the student is currently enrolled in six or more units.**
- 4. Approved audit requests will be processed beginning the third week of the quarter (after the census date).**
- 5. Online and hybrid courses may take up to 48 hours for access.**