AUDITING CLASSES

Students who request to audit a class must be in good standing and cannot be credit deficient.

Eligible classes will be based on pre-determined guidelines. **Audited classes cannot be used to fulfill graduation requirements.**

**Schedules will not be altered to accommodate audit requests.** Students taking the course for credit will receive first priority. Once a student begins auditing a class, requests to receive credit for the course will not be considered. Students that drop the audited class will follow KUSD Add/Drop guidelines.

Students may audit a class at another high school following the above guidelines. However, students at that high school receive first priority. Students attending class at another high school must provide their own transportation. Online classes can also be audited.

EXPECTATIONS

- Auditing students are also expected to attend class, do the assigned work, take the tests, and participate in class activities.
- Students are subject to the same rules and regulations as all other class members while in attendance in the class being audited.
- Students’ work will be evaluated and graded.
- **Transcripts and report cards will reflect the audited class and grade received, but credit is not given for audited classes. The class grade will not be included in the calculation of grade point average (GPA) and class rank.**

REQUEST PROCESS

Students must complete the **CLASS AUDIT REQUEST FORM** located in the Guidance Office. Students must return the completed form to their counselor. Students must have approval from counselor.

Request for audited courses must be submitted to your guidance counselor within three (3) days of the class start date. **No requests will be accepted after that date.**

If more students are interested in a class than seats available, there will be a lottery.

LOTTERY PROCESS

To be eligible for the lottery, students must meet the deadline for auditing requests. Eligible students’ names will be placed in the lottery. Administrator or designee will conduct the lottery.

Counselors will notify students of acceptance into class and provide students with a new class schedule.
LakeView Tech Academy
CLASS AUDIT REQUEST FORM
2011-2012

Deadline to submit this form is the third day of the class start date. Schedules will not be altered to accommodate audit request. Audited courses must be selected from available courses during your “Seminar” block. Counselors will notify student of approval and provide updated schedule.

Student Name: ____________________________________________    ID: ___________________

Audit Request

Class Period: ________________   Semester/Quarter(s) _______________________

Please rank audit requests from 1-2 with 1 being your first choice:

1. Course Name: ___________________________  2. Course Name: ___________________________

The student above chooses to audit the course(s) above for specified semester/quarter indicated.

I understand…

1. No credit is given for audited course(s) and grade earned is not factored into GPA and class rank.

2. I must attend class, participated in class activities, and complete assignments and tests.

3. Audited class(s) cannot be taken for credit at a later date.

4. Add/Drop guidelines will be followed for dropping an audited class.

_________________________________________________________ ________________________
Student Signature        Date

___________________________________________________________ ________________________
Parent Signature         Date

For Office Use Only

Date Received: __________  By: ____________  Date Approved/Accepted: ________

Date Request Denied: ___________ Reason Denied: ______________________________________

Date Request Denied: ___________ Reason Denied: ______________________________________