

COLGATE UNIVERSITY AUTHORIZATION TO AUDIT A COLGATE COURSE

Colgate University supports the academic achievement and professional development of its staff members. As evidence of that commitment, employees in regular full and regular part-time, benefit-eligible positions are eligible to Audit a Colgate course.

The following conditions apply:

1. Auditing a Colgate course is an informal arrangement made between the employee and the instructor of the course, with the permission of the employee's supervisor. The ability to audit a class is contingent upon space being available in the course.
2. The supervisor must approve any rescheduling of working hours and the employee will be expected to work a full daily schedule. Enrollment in Colgate courses by an employee in a department should be managed so that it does not create extra work for co-workers.

Those employees wishing to audit a second course at Colgate in any one term may apply. Human Resources will work with the employee's supervisor to ensure that the department's needs will continue to be met and that co-workers will not be adversely impacted by the employee's attendance in class. In such cases, a second-course audit will be approved. Departments are encouraged, wherever possible, to provide employees with the flexibility to pursue professional development opportunities.

3. Auditing a course may not displace a full-time Colgate student from class.
4. There are no application fees for auditing a class. Colgate does not maintain records (e.g., transcripts) of an audited course. If you are seeking course credits for taking a course, please see the policy on Tuition-free Courses at Colgate and complete the *Registering for Tuition-fee Courses(s)* form.

Spouses/Domestic Partners

Spouses or domestic partners of employees in regular full and regular part-time, benefit-eligible positions are eligible to audit Colgate courses. Spouses of interns and employees in comparable positions are not eligible for this benefit.

For domestic partners, a Domestic Partnership Agreement must be on file with the Human Resources (HR) Department before HR will sign off on the authorization.

Application Procedure

All employees and spouses must complete an "Authorization to Audit a Colgate Course" to be eligible for this benefit.

You may wish to check the Course Offerings web page (www.colgate.edu/courses) or speak directly with the instructor regarding course availability.

1. Submit the completed application, with your supervisor's signature, to the Human Resources Department. If a spouse is auditing the course, the supervisor is not required to sign.
2. Obtain the Instructor's signature.
3. Return the completed signed form to the Human Resources Department

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****This is not a tuition-free course application, nor is it an application for admission. Prospective degree candidates must also complete the Colgate application for transfer admission and officially register using the tuition-free course application.****

Please complete all items and obtain all required signatures in the order indicated before returning the completed form to the Human Resources Department.

NAME: _____ Banner ID: _____

ADDRESS: _____

PHONE: _____

I am applying for: Fall _____ Spring _____ 20_____

Please check the appropriate category of eligibility

- Administrative Support Staff, Campus Safety or Technical Staff
- Facilities Faculty
- Spouse/Domestic Partner

My regular work schedule is _____

Spouse/Domestic Partner (Please provide name of Colgate Employee): _____

As a special category/non-matriculated student, I understand I will receive no special consideration or priority at registration. I understand that auditing is an information agreement with the instructor to attend/participate in class and I will receive no transcript (official or unofficial) or have any official record of having completed the course.

Course Number/Title/Section (List all courses)

Meeting Time

Signature of Applicant

Date

1. _____
Supervisor (for spouses- employee signature)
2. _____
Human Resources Approval
3. _____
Instructor Approval