COLGATE UNIVERSITY
AUTHORIZATION TO AUDIT A COLGATE COURSE

Auditing a Colgate class 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.

There are no application fees for auditing a class. Colgate does not maintain records (e.g., transcript) 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.

NAME:_____Banner ID:_____

DEPARTMENT:_____

I would like to audit the following course(s):

     Course Number/Title/Section:_____

     Instructor:_____

     Course schedule (Day & Time):_____

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     Course Number/Title/Section:_____

     Instructor:_____

     Course schedule (Day & Time):_____

I understand that my supervisor must approve any rescheduling of working hours and that I will be expected to work a full daily schedule. Auditing a Colgate course should be managed by the department, so it does not create extra work for co-workers and does not have an adverse impact on the ability to meet the department's needs.

Employee signature_____Date_____

Instructor's approval_____Date_____

Supervisor's approval_____Date_____

Human Resources approval_____Date_____

cc to payroll_____

Revised July 17, 2009