Faculty Form for Course Auditing

There are three ways in which a Hamilton faculty member may attend a course at the College:

1. Informal sitting in: a faculty member sitting in on a course does not count toward the enrollment capacity of the course, does not receive a grade, and does not receive a transcript record of having taken the course. The instructor may request that ITS add the faculty member to Blackboard for access to course materials.
2. Auditing: provides for a transcript record of having taken the course, but no grade is assigned. The faculty member must register for the course with an instructor signature and hence adds to the enrollment capacity of the course (rather than taking a student spot). Course auditing must be recorded with Human Resources for the purpose of tracking the tuition waiver benefit.
3. Credit-bearing enrollment: in order to earn a grade and receive credit for taking a course, a faculty member must apply for part-time study through Human Resources.

Eligibility: **adjunct lecturers** are not eligible to audit or formally enroll in courses. **Teaching fellows** are eligible to audit or formally enroll in up to two courses per semester. **All other faculty members** are eligible to sit in on courses, or to audit or formally enroll in no more than one course per semester.

An eligible faculty member wishing to sit in on, audit, or enroll for credit in a course should speak first with the department chair or program director. The chair or director should then speak with the instructor about whether he or she welcomes the non-student presence in the classroom. The chair or director should communicate a decision to the faculty member wishing to join the course, who may then make arrangements with the instructor. This protects faculty, especially junior faculty, from the discomfort of having directly to decline a faculty member's possibly unwelcome interest in joining a course.

FOR COURSE AUDITING ONLY

Name: _____ College I.D. #: _____ Term: _____

Instructor: _____ Department: _____

Course number: _____ Section #: _____ Synonym #: _____

Course Title: _____

Instructor: I agree to add the auditing faculty member to the enrollment capacity of the course.

_____ _____
Signature Date

Auditor: I request that tuition be waived for my auditing this course.

_____ _____
Signature Date

The auditor should submit this form to the Office of the Registrar for registration. It will be copied to Human Resources for tuition waiver benefit tracking.

HR Initials/Date _____
Copy to Office of Financial Aid