

# Staff Course Audit Registration Form



A full-time employee may audit classes without paying the usual tuition fees. This benefit is contingent upon approval of your supervisor and the course instructor.

## A. Personal Information

|                              |   |                      |                      |   |                      |
|------------------------------|---|----------------------|----------------------|---|----------------------|
| Full Name                    | : | <input type="text"/> |                      |   |                      |
| K #                          | : | <input type="text"/> | Department           | : | <input type="text"/> |
| Course and<br>Section Number | : | <input type="text"/> | Faculty Name         | : | <input type="text"/> |
| Semester                     | : | <input type="text"/> | Year                 | : | <input type="text"/> |
| Phone                        | : | <input type="text"/> | Email                | : | <input type="text"/> |
| Emergency<br>Name            | : | <input type="text"/> | Emergency<br>Contact | : | <input type="text"/> |

## B. Class Auditor Regulations

- Auditing opportunities are subject to the availability of facilities, equipment, and available seats. The instructor may delay approval until regular enrollment has been finalized for the semester.
- Permission to audit entitles the staff member to attend class only. Auditors may not submit assignments, participate in class discussions or fieldwork, complete assessments, or receive grades or evaluations.
- The staff member's name will not appear on the class roster or academic record. No academic credit or official transcript will be issued.
- Laboratory courses, online or hybrid courses, and individual instruction courses are not eligible for audit.
- The employee's supervisor must verify that class attendance will not adversely affect departmental operations. Employees are expected to use vacation leave or make up any work time missed while attending class during scheduled work hours.
- The TAMUK Staff Auditor role is intended for university staff participating in a course for professional development and learning purposes. When Blackboard access is provided, staff auditors may view course content to observe course organization, instructional design, learning materials, and teaching practices. Blackboard access is for observation only and does not permit participation in course activities. Blackboard use varies by course, and not all face-to-face courses utilize Blackboard.
- Staff auditors are responsible for ensuring they possess any prerequisite knowledge needed to benefit from the course.

## C. Approvals

|                           |   |                      |
|---------------------------|---|----------------------|
| Staff Member Signature    | : | <input type="text"/> |
| Supervisor Approval       | : | <input type="text"/> |
| Instructor Approval       | : | <input type="text"/> |
| Department Chair Approval | : | <input type="text"/> |

Please route to the Provost Office at [provost@tamuk.edu](mailto:provost@tamuk.edu) for continued processing.