

**Parkland College**  
**CONTRACT TO ENROLL AS AN AUDIT STUDENT**

**STUDENT INFORMATION** *(Print clearly or type)*

Last name \_\_\_\_\_ First name \_\_\_\_\_

Student ID \_\_\_\_\_ Daytime phone (\_\_\_\_\_) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**REQUEST**

Auditing a class is an opportunity to learn without doing assignments or participating in tests and exams. An audited class is denoted on the transcript with a T grade.

Course (Prefix, Number, Section) \_\_\_\_\_  Fall  Spring  Summer Year \_\_\_\_\_

Course (Prefix, Number, Section) \_\_\_\_\_  Fall  Spring  Summer Year \_\_\_\_\_

Course (Prefix, Number, Section) \_\_\_\_\_  Fall  Spring  Summer Year \_\_\_\_\_

**CLASS EXPECTATIONS** *(This section is completed by the class instructor)*

The student is expected to:

- Attend class regularly
- Participate in all in-class learning activities
- Complete assigned readings
- Complete class assignments by posted deadlines
- Take quizzes, tests, and exams
- Other: \_\_\_\_\_

**AGREEMENT**

I agree to abide by the class expectations. If I decide not to complete the class or meet the above expectations, I will withdraw myself from the class. I understand that I will be charged tuition and fees (per my residency rate) and additional course fees for the class.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

I have discussed class expectations with the student.

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

**Student submits signed form to Admissions & Records in U-214. Instructor submits copy to department office.**

**ADMISSIONS**

- Student's enrollment status adjusted

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Auditing a Class**

A student may choose to enroll in a class as an auditing student. To audit a class means that the student attends the class with the intent of learning the class content but is not evaluated on the attainment of student learning outcomes for the class. No credit is granted and no quality points towards the student's cumulative grade point average are earned.

1. **Tuition and fees:** The auditing student pays the tuition and fees for the course according to his or her residency rate as well as additional course fees.
2. **Eligibility:** The student must meet the admission requirements for the college as well as the placement requirements and prerequisites for the course.
3. **Consulting with faculty:** A student who wishes to audit a class must speak with the class instructor prior to registering as an audit student. The instructor will discuss expectations for the audit. The student will sign an audit contract form confirming agreement to class expectations.
4. **Registration:** The student must make the decision for auditing the class within the first week of the class session and bring a copy of the signed audit contract to Admissions. Once registered, no reversal to credit status is permitted.

*Taken from Catalog/Student Services/Registration Procedure/Auditing a Class*