

**My Turn Program Student Conduct Contract**  
**The Office of Vice President for Academic Affairs and Provost**

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- 1) I understand that, as a Kingsborough Community College student, I am bound by all student conduct guidelines of the University and the College, including “The Henderson Rules.” I understand that, pursuant to the Henderson Rules, disorderly or indecent conduct on University or College-owned or controlled property is prohibited. I will comply with the entire policy, which I can read here: <http://bit.ly/1If9NLp>
- 2) **I understand there is an \$80 NON-REFUNDABLE registration fee. Exceptions include: medical emergencies or class cancellation.**
- 3) I understand as an auditing My Turn student, I do not receive either a grade or credit toward a degree.
- 4) I understand the amount of student participation as an auditing student may vary, at the discretion of the instructor.
- 5) I understand auditing requires official registration as an auditor. **Unofficial auditing is not permitted.**
- 6) I understand as an auditing My Turn student, registration begins the first day of classes up until the last day to add a course. As per CUNY guidelines, registration for students who are auditing cannot be processed until the first week of classes, no exceptions.
- 7) I understand that My Turn students may enroll in courses **on a space available basis**. My Turn students are not permitted over tallies in closed courses.
- 8) If, for any reason, students later take courses that they have already audited, they will be governed by the regulations for repetition of courses. Students may not receive credit for courses taken by exemption examination if they have already audited the courses.
- 9) Courses audited are so designated on the student’s transcript with the grade of AUD.
- 10) As an auditing My Turn student, I have a choice to remain in the My Turn Program **OR** I can apply for matriculation and financial aid at which time I will be removed from the My Turn Program.
- 11) I understand I am required to update proof of residency through the My Turn Program on an annual basis.
- 12) I understand that students are expected to arrive on time and attend all classes for which they are registered.
- 13) I understand that cellular phones and other electronic devices must be silenced and put away during class.
- 14) I understand that classes are for registered students only and I am not permitted to bring family members, pets or any other visitors to class. (Service dogs are permitted when considered an appropriate accommodation due to a documented disability)
- 15) I understand that the selling of goods and services is not permitted on campus or in connection with the My Turn program.
- 16) I understand that, as a My Turn student, I do not pay the Student Activity Fee. I am therefore **NOT** eligible for activities subsidized by that fee.
- 17) I understand that if I have a compliment or complaint, I will speak first to my instructor and then to the appropriate Department Chair. I also acknowledge my right to submit a letter of commendation or complaint to the Director of the My Turn program at any time.

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**I have read and agree to comply with the above. Please sign and return to the My Turn office.**

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date/Semester: \_\_\_\_\_