



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: Auditing Courses at The College at Brockport

OVERVIEW: Matriculated, registered students and NYS citizens over 60 years of age may audit courses under certain conditions. Information on how to audit a course

OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records

DATE UPDATED: July 2008

Purpose of auditing: Auditing a course allows a person to regularly attend and participate in a course at The College at Brockport without formally registering for credit in a course. Auditing may be appropriate when a person is interested in the subject matter but does not have time for the commitment required for graded participation. It is the only way that persons not receiving credit, but registered for the course, are allowed to regularly attend and participate in the class. The course instructor is under no obligation to allow an auditor into a course. The course instructor may require that an auditor have taken prerequisite courses. Audited courses will appear on the Brockport transcript with an audit designation.

Eligibility for auditing: Any matriculated, registered Brockport student, who is registered for 12 credits or any citizen of New York state who is 60 years of age or older. However, auditing is a privilege and no one can claim a right to audit any specific course at a specific time.

Arranging to audit a course: The prospective auditor must obtain an *Agreement to Audit a Course* form from the Office of Registration and Records with the course instructor's signature of approval of the auditing arrangement on the audit form in advance. The form must be submitted to the Office of Registration and Records. A copy of the form will be placed in the student's permanent file for **registered students only**.

Space limitations: Auditing is allowed only when there is space in the class that is not needed by students formally registered for the course. If space is limited, any formally registered student, either full- or part-time, who wishes to enter the class prior to the late add deadline must be given preference. The course instructor may cancel the auditing arrangement if the course enrollment capacity is exceeded.

Extent of participation: Other than simply attending the class, the extent of auditor participation (taking exams, receiving instructor feedback on papers, etc.) in a course is entirely up to the discretion of the course instructor.

Auditor must agree to the conditions of auditing: By signing the auditing agreement, the auditor accepts the conditions of auditing and is aware that s/he earns no credit for the course on the basis of attendance or from work done during the term of the auditing agreement. The auditor acknowledges that s/he can make no claim for being retroactively registered for the audited course at a later date. Audited courses will appear on the Brockport transcript with an indication that the courses were audited. If the auditor/student wishes to earn credit for the audited course at

a later date, s/he must officially register for the course and complete all the course requirements in another semester. For students officially registered at Brockport, audited courses do not count toward the 12 credits required to be considered “full-time” in a semester and have no impact on financial aid determinations. Audited courses do not count toward the 18-credit limit for registered students.

Restrictions on auditing courses: Auditing of courses in international education, internships, field placements, or those that include patient/client contact or exposure to hazards, will not be permitted. Students will not be required to register as auditors of courses in which they have an extended registration because of an “I” or “PR” pending completion. These restrictions will be checked at the time the *Agreement to Audit a Course* form is submitted. Students are not permitted to obtain “credit by examination” for courses that they have previously audited at The College at Brockport.

Voiding the auditing agreement to register: Prior to the late add deadline for any semester, an auditor is permitted to officially register for the course subject to College policies on admission, payment of tuition and fees, and the deadlines for adding and late adding courses. No official registration for courses is possible after the semester’s deadline for late adds. Official registration for the course automatically voids any auditing agreement for that semester.

Other policies that apply to auditors: Persons auditing courses are subject to the Codes of Student Social Conduct, the College policy on disruptive behaviors and the policy on academic dishonesty.

Passed Faculty Senate, 4/5/04
