

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:09:00

Date: October 2018

Subject: Course Audit Policy

TYPES OF AUDITORS

- **Currently enrolled students**
With instructor permission, students who are currently enrolled in the college may audit classes. Students will be required to complete the audit form. Audit courses do not count toward full-time status.
- **Faculty and staff/research scholars**
Faculty and staff may audit courses. Auditors must complete the audit form.
- **Non-degree-seeking students**
Students who have completed the non-degree-seeking application through the Admissions Office may audit classes. Auditors must complete the audit form and may have limited access to campus services and technology.

AUDITING CRITERIA

General criteria for all auditors:

- Auditing provides a person permission to regularly attend and participate in a class without receiving a grade or earning credit.
- Auditors must obtain approval from the instructor of the course.
 - Auditing is a privilege and requires instructor approval. No one can claim the right to audit any course at any given time.
 - An audit form that includes approval of the instructor and the department chair must be completed and submitted to the Registrar's Office by the add/drop deadline for the semester in which the audit will take place.
 - Students who have been previously dismissed or are on academic probation must also obtain permission from the associate dean and meet conditions for readmission to the college in order to audit a course.
 - The auditor's role beyond attending the course, such as completing assignments, receiving instructor feedback, and taking exams, should be agreed upon with the instructor.
- Auditors may be admitted only if the classroom capacity has not been met with regular enrollment. The audit agreement will be voided if maximum classroom capacity has been met by the add/drop deadline.
- Course auditors may be expected to purchase textbooks and supplies necessary to participate in the course (e.g., art supplies).
- Auditing is not permitted for the following:
Study-abroad programs, student teaching, fieldwork, independent study, thesis, senior projects, SUNY cross-registration, or classes that include patient-client contact.
- Special considerations for laboratory and studio classes:
 - See DOPS Policy I:09:01.
 - Course auditors may be required to pay laboratory or similar fees associated with the course.

The auditing student will **NOT** receive a grade or earn credit toward a class.

- Audited courses do not count toward full-time status for enrolled students.
- Auditors may not retroactively register or request (e.g., petition) to receive credit in a course they are auditing. If a student registers for the same course in a different semester, the student is responsible for completing all course requirements during the semester in which the student is registered.
- Work completed in an audited course may not be used toward improving a previous grade or for extended registration because of an incomplete (I) grade.
- A student may not audit a course for which he or she is currently enrolled. The student must drop the course and seek audit approval before the add/drop deadline.

Additional criteria for non-degree-seeking auditors:

- Auditors who are not seeking a degree and/or are not currently enrolled in the college must complete a non-degree application and related documentation through the Admissions Office as well as complete and submit the audit form.
- Non-degree-seeking auditors will not be charged tuition; however, other fees may apply.
 - Non-degree-seeking auditors may be required to pay fees that could include but are not limited to a registration fee, a class or lab fee, and a fee to cover technology and library use on campus.
 - Auditors 60 years of age and older may be exempt from a registration fee.
- Non-degree-seeking auditors are expected to adhere to all college policies and the Student Code of Conduct.
- Auditors must adhere to parking rules and regulations and may need to purchase a parking pass if parking on campus.