

4-5-2004

Auditing Courses

The College at Brockport, College Senate

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SUNY BROCKPORT

Faculty Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(585) 395-2586 (Fax) 395-2246

Resolution # 29
2003-2004
FACULTY SENATE

TO: Dr. Paul Yu, College President

FROM: The Faculty Senate Meeting on: **April 5, 2004**

RE: ⇔ I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Auditing Courses**

Signed: [Signature]
(Dr. Kenneth O'Brien, 2002-2004 Faculty Senate President)

Date: 4/08/04

TO: The Faculty Senate

FROM: **Dr. Paul Yu, College President**

RE: ⇔ I. Decision and Action Taken on Formal Resolution (circle)
a. Accepted. Effective Date: 5/5/04
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI
a. Received and acknowledged
b. Comment:

DISTRIBUTED TO: President's Staff
Dean's Council

O: Originator, Academic
Division, Registrar

Distribution Date: 5/5/04

Signed: [Signature]
(Dr. Paul Yu, President, SUNY College at Brockport)

Date: 5/5/04

**FACULTY SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

DEADLINE FOR SUBMISSIONS: MARCH 1 - Proposals received after March 1 may not be reviewed until next semester.

Submit all proposals to the Faculty Senate President electronically or on a disk with a hard copy.

Please provide cover page information requested.

facprez@brockport.edu, fSenate@brockport.edu

Faculty Senate Office, 426 Allen Building

NUMBER TO BE ASSIGNED BY SENATE OFFICE

ROUTING
NUMBER*

31 03-04 SP

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Auditing Courses: Proposed Policy Revision

2. BRIEF DESCRIPTION OF PROPOSAL:

See attached rationale. This proposal is an attempt to gain more control with regard to unregistered students sitting in on classes with or without instructor approval.

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fSenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
9/18/03	3/11/04	3/31/04	

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
Michael Fox	Assistant Provost Academic Affairs	395-2504	mfox@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

Committee	Forwarded To	Date
<input type="checkbox"/> Budget	Committee Chair	9/18/03
<input type="checkbox"/> College Environment	Executive Committee	2/23/04, 3/8/04
<input type="checkbox"/> Enrollment Policies	Senate Floor	3/22/04, 4/5/04
<input type="checkbox"/> General Education	College President	4/8/04
<input type="checkbox"/> Graduate Curriculum		
<input type="checkbox"/> Personnel Policies		
<input checked="" type="checkbox"/> Student Policies		
<input type="checkbox"/> Undergraduate Curriculum		

*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

Rationale for revising the SUNY Brockport policy on auditing courses

P. Michael Fox

The current policy leaves several important issues about auditing courses unaddressed. This policy revision is an effort to set appropriate limits on auditing arrangements and to make certain that potential auditors are informed as fully as possible of those limitations. This will put the College on firm footing with respect to dealing with some questions that could arise and on which current policy is unclear.

We still have a problem with unregistered students sitting in classes with or without the instructor's permission. Even though this problem has proven difficult to solve, having a policy that requires all unregistered students to set up an auditing agreement may at least help us know more about who is on campus attending classes.

I recommend that the Faculty Senate Undergraduate Policies Committee review this policy.

If the policy is passed, I further recommend that the "Permission to Audit" form be revised to state clearly the appropriate informational parts of the policy and ask for the auditor to agree to the "conditions of auditing" by signature.

Other persons whose opinions may be needed on this proposal: Peter Dowe and Tom Nugent.

Auditing Courses at SUNY Brockport: a proposed policy revision

P. Michael Fox

Purpose of auditing: Auditing a course allows a person to regularly attend and participate in a course at SUNY Brockport without formal registration in the course. It is the only way that persons not registered for a course are allowed to regularly attend and participate. Auditing may be useful for a variety of purposes. For example, it may be appropriate when a person is interested in the subject matter but does not need the college credit or when a student desires some acquaintance with the subject matter but does not have time for the degree of commitment required for graded participation.

Eligibility for auditing: Any matriculated, registered SUNY Brockport student, any faculty or staff member who is not also enrolled part-time, or any citizen of New York State who is 60 years of age or older, are eligible to audit College courses. 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 the course instructor's approval of the auditing arrangement in advance and submit the completed "Permission to Audit" form to the Office of Registration and Records. For registered students only, a copy of this form will be

placed in the student's permanent file. A course instructor is under no obligation to allow an auditor into a course. A course instructor may require that an auditor have taken prerequisite courses.

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 hour 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 "P" or "PR" pending completion. These restrictions will be checked at the time the "Permission of Audit" form is submitted. Students are not permitted to obtain "credit by examination" for courses that they have previously audited at SUNY 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 Conduct, the College policy on disruptive behaviors, and the policy on academic dishonesty.

