

SUNY Potsdam Audit Policy for Credit-Bearing Courses (Approved 5/21/08)

Certain academic courses may be audited on a space-available basis with instructor's permission. Faculty, staff, members of their immediate family, registered students, and alumnae of SUNY Potsdam may audit without paying an auditing fee. All others, including senior citizens, will be assessed an auditing fee per course. No one may audit a foreign-study program. Courses in which studio, laboratory, performance, observation, or other active participation is involved may only be audited at the discretion of the instructor and chair of the department.

Anyone auditing a course shall not be enrolled in that course and shall not be listed on its roster. Auditors do not earn academic credit or any formal recognition. Auditors are not required to meet the requirements of the course and the instructor is not obligated to evaluate their work in any way.

Persons who want to audit a course should obtain a "Request to Audit Form" from the Office of Extended Education. The form requires the written permission of the course instructor and the chair of the department offering the course. Completed forms must be submitted to Extended Education. Auditors may not sign-up until the first day of classes. A course audit may be revoked if space is limited, and if a formally registered student wishes to enroll in the course by the official posted late-add deadline. Auditors only attend at the discretion of the course instructor and are subject to all appropriate guidelines under the student code of conduct.

Additional Information:

- ❖ Students currently attending high school must be juniors or seniors and have written permission from their principal or guidance counselor to audit a course.
- ❖ The audit fee is \$25 per course.
- ❖ All auditing students, who do not already have a current and valid parking sticker, must purchase such through the Office of University Police (Van Housen S-181). The parking fee of an auditing student is \$10 per semester or Summer/Winterim Session.
- ❖ The Course Audit Application Form can be downloaded from the Extended Education web site.
- ❖ For further information and to apply to audit a course(s), please contact the Extended Education Office, located in Raymond Hall, Suite 206. The direct telephone number is (315) 267-2590 or 2166. The toll free number is (800) 458-1142/ext. 2.

