

## **COURSE AUDIT REGULATIONS**

### **Priority of Auditors shall be as follows:**

- SUNY Oneonta Students
- SUNY Oneonta Employees
- Others

### **Notes to SUNY Oneonta students:**

- You may not audit a course in order to prepare for subsequent enrollment in that course.
- You may not audit a course in order to make up work as a result of an Incomplete grade.
- A \$50 course audit fee will be charged if you are not enrolled in SUNY Oneonta courses during the semester in which you wish to audit a course.

### **Course auditors:**

- Will not be required to meet the requirements of the course.
- Will not be officially enrolled in the course.
- Will not be listed on course rosters.
- Will not earn any credit for the course.
- Will not receive any formal recognition for the course.
- Will not be charged tuition for the course (see Fees below).
- Will not ordinarily be permitted to audit studio courses or the laboratory or field work portion of courses, or other course experiences which require individual attention or special arrangement.
- May not register until regular registration is completed.
- May not use space or equipment needed by regularly enrolled students.
- May be asked to show ID when applying.

### **Restrictions:**

- High school students(rising seniors) may audit courses with specific written permission from high school authorities, and then must obtain permission of the SUNY Oneonta instructor and department chair.
- High school students under the age of 18 must have one of their parents sign the form.
- Course auditors not affiliated with the College will have only the privileges of library visitors; they may qualify for community borrower status.

### **Fees:**

- A \$50 course audit fee will be charged for each course audited.
- Fee payment is due at the time the Course Audit Request form is processed.
- Course audit fees are non-refundable.
- Those exempted from the course audit fee are SUNY Oneonta employees, currently enrolled SUNY Oneonta students and Auditors over the age of 55.

## **Parking:**

Auditors not affiliated with SUNY Oneonta (non-students, non-employees) must purchase a parking decal.

## Course Audit Request Form

Please read regulations on the reverse side of this form before filing this request.  
 All requests must carry approval of course instructor and department chair.

- Check one:  \_\_\_ Currently enrolled SUNY Oneonta student (no fee)  
 \_\_\_ SUNY Oneonta employee (no fee)  
 \_\_\_ Age 55 or over (no fee)  
 \_\_\_ No SUNY Oneonta affiliation (\$50 audit fee)  
 \_\_\_ High school student (parent signature and \$50 fee)

Name: \_\_\_\_\_ SS # or A# \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

Have you been dismissed and/or suspended from a college for disciplinary reasons?  Yes  No

**(Even if you have never attended college, a response is required.)**

Term:  \_\_\_ Fall 20\_\_\_  \_\_\_ Spring 20\_\_\_  \_\_\_ Summer 20\_\_\_

CRN#	CATALOG #	SECTION	COURSE TITLE	DAY(S)/TIME(S)	BUILDING/ROOM

I have read and fully understand the regulations for course audits at SUNY Oneonta.

\_\_\_\_\_  
 Auditor's Signature Date

\_\_\_\_\_  
 Parent's Signature (required for high school students under the age of 18) Date

**All course audits must have approval of course instructor and department chair.**

Course Instructor \_\_\_\_\_  
Signature Date

Department Chair \_\_\_\_\_  
Signature Date

**Approved forms must be taken to the Office of Continuing Education, Netzer 135, for final processing.**

Office Use Only:  
 Verified by Continuing Ed on: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Sent to Student Accounts on: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Copy sent to the instructor on: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Fee Assessed at Student Accounts on: \_\_\_\_\_ Initials: \_\_\_\_\_