

AUDITING A COURSE

By [SUNY Policy](#) Policy Title: Waiver - Tuition for Course Auditors, Document Number: 7816, Effective Date: May 27, 1992), qualified individuals may audit a course with permission of the course instructor. The course instructor is under no obligation to allow a person to audit a course and may require that the auditor have taken certain prerequisites prior to granting approval.

Purpose of Auditing: An individual may request to audit a course when he or she is interested in the subject matter but is unable to fulfill the commitment required for full participation and earning academic credit. Other than class participation, the extent of involvement of the auditor in a course is at the sole discretion of the course instructor. **A course audit has no credit value and cannot be used to meet any graduation requirements. It is not recorded on the academic transcript.**

Procedure for Auditing a Course:

1. Complete the [Course Audit Form](#)
2. If not a matriculated student at Upstate, complete the [Auditor Registration Form](#)
3. Secure approval from the course instructor to audit the course.
4. Remit the \$50.00 registration fee to the Bursar's Office, Room 200, Campus Activities Building. A registration fee is not assessed for any person who is otherwise enrolled and registered for courses at Upstate for the given semester.
5. Submit the completed Course Audit Form and Auditor Registration form to the Registrar's Office, Room 203, Campus Activities Building.

Restrictions on Auditing: Auditing of courses for international experiences, internships, field placements, or clinical courses will not be permitted. Students are not permitted to earn 'credit by examination' for courses that they have previously audited. A student cannot be retroactively registered for a course in which he/she had previously audited. If a student wants to earn credit for a course previously audited, he/she must officially register for the course, pay tuition and fees, and satisfactorily complete all course requirements in another semester.

Auditors are required to abide by the Upstate Medical University Student Code of Conduct and all other applicable policies as detailed in the [Upstate Medical University Student Handbook](#).