

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Policy Title: Course Auditing Guidelines</i>
Type or category of Policy:	College Policy
Approval Authority:	<i>Provost and Senior Vice President</i>
Responsible Executive:	<i>Provost and Senior Vice President</i>
Responsible Office:	<i>Academic Affairs</i>
Owner Contact:	<i>Office of the Registrar, 518-783-2310, registrar@siena.edu</i>
Reviewed By:	Provost Margaret Madden
Reviewed Date:	March 5, 2024
Last Revised and Effective Date of Revision:	

***=Optional**

Reason for Policy

Establish guidelines for individuals; students, and employees for course auditing

Scope of the Policy: Entities or Individuals affected by this policy

- Students; Undergraduate and Graduate

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

- All faculty, administration, and staff members
- Deans, directors, chairs, and department heads

The Official Policy

Course Auditing allows Siena Students (both matriculated and non-matriculated) and Siena Employees to attend and participate in any class (some exceptions apply). An auditor must register for the class before the add/drop period ends, pay regular tuition and fees and participate in the course as directed by the instructor.

- Audit cannot be changed to credit, or vice versa after add/drop ends.
- Permission of instructor for the course is required; students also require the permission of their academic advisor if applicable.
- An auditor must contact the Office of the Registrar, with the required permission, for registration prior to the deadline defined on the Academic calendar.
- At the end of the semester, the course grade of AU is recorded on the academic record for auditors whose attendance and participation standards are met. If attendance and participation standards are not met the grade of W is assigned.
- No academic credit is granted.
- An audited course may be taken again for credit, but all course requirements must be met.

*** Exceptions**

Several types of courses may not allow auditing, due to teaching methods and/or class formats. These courses include, but are not limited to, practicum, internships, research and independent study courses; field courses, clinical courses, studio courses, study abroad courses, and workshops.

Any class that is filled with credit-earning students may not be audited. If a class is full, credit-earning students may displace auditors.

*** Resources**

Adopted:

Reviewed: March 5, 2024

Revised: March 5, 2024

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.