

## **ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES**

*Approved by Provost's Executive Committee August 2017*  
*Approved by Senior Academic Council September 2017*

### **Auditing of Courses**

The auditing of ACPHS courses is allowed on a space-available basis with the approval of the instructor and chair of the department that offers the course. The degree of participation expected of the auditor is at the discretion of the instructor. Ordinarily, auditors are expected to attend classes regularly, complete reading assignments, and participate in discussions, but are excused from examinations. Auditors meeting these expectations will have a grade of "AU" recorded on their transcript.

Auditing a course is limited to those individuals otherwise eligible to register for the class (i.e. matriculated or non-matriculated students). A maximum of one course may be audited per semester. Auditors are subject to the full tuition and fees of the course. Registration of auditors will be done following the completion of the regular registration process. No withdrawals or refunds are granted.

Laboratory courses, workshops and other courses that require significant small group work and one-on-one instruction may not be audited.

Audited courses do not count in determining a student's course load and do not count toward full-time status. An audited course may be taken for credit at a later date. Audited courses may not be used to satisfy pre-requisites of another course. Auditing a course does not count as having "attempted" the course at ACPHS for the purposes of remediation.

### **Courtesy Attendance in Classes**

Courtesy attendance of ACPHS courses is allowed on a space-available basis. This type of attendance is open to students of the College and other select individuals including, but not limited to, faculty or staff of the College, individuals employed by the College's clinical partners (i.e. clerkship, rotation, or internship sites), and graduate students attending undergraduate courses.

There is no fee for or permanent record kept of courtesy attendance in a class. For ACPHS students and faculty permission of the instructor is all that is required. For all others, a formal request to attend classes stating the course and reason why permission is requested should be sent to the appropriate chair and instructor prior to the start of classes.

Courtesy attendance is not allowed in laboratory courses, workshops and other courses that require small group work and one-on-one instruction. If the courtesy attendance is determined to be detrimental to the educational environment of the class, the attendee may be requested to stop attending.