

Petition to Audit

Current students and community members are permitted to audit courses at SUNY Cortland. Complete the form below to seek permission to audit a course. When the form is complete, it must be provided to the Registrar's Office before the end of the first week of classes. Late audit requests must be approved by the associate dean, or they cannot be accepted.



Name: _____ Cortland ID or SSN: _____
SSN is only used if you do not have a Cortland ID.

Local Address: _____ Local Telephone Number: _____

City: _____ State: _____ Zip: _____ E-mail: _____

SUNY Cortland Attendance: Previously attended Currently attend Never attended

If you attended previously, when did you attend? _____

Student Status: Currently enrolled at another school. Not currently enrolled at another school.

If you are enrolled elsewhere, provide the school name: _____

Major: _____ BA BFA BS BSED MA MAT MS MST MSED CAS

Major/degree is only needed if you are current Cortland student OR a matriculated student from another institution.

Policy and Procedure

Auditing of courses is subject to the following conditions (Handbook, 410.09):

- A. Auditors shall be accepted into classes only with the consent of the instructor of record and will be denied admission to classes that have reached the maximum number of students.
- B. Course auditors normally will not be charged any tuition, but will pay all laboratory and course-related fees and any other charges connected with a course.
- C. Course auditors will not be enrolled or listed on an official class roster. They will attend without credit or formal recognition. They do not need to meet the requirements of the course.
- D. Course auditors may not subsequently request credit for the course even if they complete the course requirements.

Effective Sept. 1, 1974, Chapter 1002 of the Session Laws of New York 1974 amends sections 355 and 6303 of the Education Law to permit persons 60 years of age and older to enroll in courses at colleges in State University of New York without tuition, examination, grading, or credit. The permission to enroll is on a space available basis as determined by the president of the College involved and provided that such audit attendance will not interfere with the attendance of otherwise qualified students.

Submittal Details

- A. Current students may not audit a class for which they are currently enrolled/registered. Students wishing to switch to an audit status for an enrolled course, must drop the enrolled course before the end of the drop and add period, and receive audit approval.
- B. Course auditors must complete the Student Code of Conduct form (page 2), and complete all immunization requirements as required by SUNY policy and NYS law.
- C. Course auditors will be permitted for campus-based courses only. Audits are NOT allowed in off-campus courses: internships, student teaching, practica, fieldwork, independent study, thesis, study abroad or similar type courses).
- D. If a course exceeds the maximum number of enrolled students, auditors may be removed from the course as per College policy.
- E. Previously dismissed/suspended students must have associate dean approval to audit, and must meet conditions for re-admission to the College.

Audit CRN: _____ Subject: _____ Number: _____ Section: _____

By signing below, the student agrees to the above and seeks permission to audit the course.

Student Signature: _____ Date: _____

Instructor Approval: _____ Date: _____

Associate Dean Approval*: _____ Date: _____

* Associate Dean approval is required if the student was previously enrolled at SUNY Cortland, is currently enrolled, was previously dismissed or suspended, or if the audit request is submitted after the first week of class.

Office Use Only

Scanned to Onbase By: _____ Batch: _____ Date: _____