



State University of New York

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## Memorandum to Presidents

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Date: December 30, 1974

Vol. 74 No. 42

From: Office of the Vice Chancellor for Academic Programs

Subject: Guidelines for Course Audit by Older Adults

By memorandum of June 24, 1974 (Vol. 74, No. 26), Chancellor Boyer informed you of legislation approved in the last session authorizing the auditing of courses in the University by individuals aged sixty and over.

Although most campuses have already adopted various local policies and procedures to handle this new clientele, it may be helpful to have some general guidelines to cover this new educational opportunity. The guidelines which appear below are intended to be general and helpful, not to alter or correct campus actions already undertaken. Should there be any problem with them or any special comments you would wish to make, Dr. Kenneth MacKenzie, Provost for Lifelong Learning, would be pleased to hear from you.

1. Each campus should have a clearly defined policy on "auditing," which should include this group of new learners, and this policy should be explained carefully to enrollees at the earliest possible moment prior to class attendance. Included in this explanation should be specifications on the role of an auditor, normally expected responsibilities, and specific limitations, if any, on class participation.

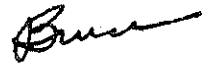
2. Adequate academic advisement should be available to these students, within the capabilities of each campus, and appropriate members of the campus community should be alerted to their presence and be sensitive to their special needs. Neither adherence to normal academic requirements nor grades should be required for this group of learners. Restrictions on admission to courses with educationally necessary prerequisites and with extensive laboratory or individualized studio activities may be imposed, with room always for reasonable exceptions.

3. Library and other supportive academic services should be available to all students, subject to prior preferential access by students enrolled in classes for credit.

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Two final points, should be noted. The legislation authorizing this program did not intend it to apply to non-credit courses funded under income-reimbursable arrangements. The legislation extending the program to community colleges indicated that state aid to these institutions was not affected.



Bruce Dearing

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated campuses  
Presidents, Community Colleges  
Deans, Statutory Colleges

Copies for information only sent to:

Chancellor Kibbee  
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