

**GUIDELINES FOR COURSE AUDIT BY OLDER ADULTS**



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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4. Access to campus cultural and social activities should be made available free or at a minimal fee, based on campus discretion. Parking privileges and campus identification cards should be provided as for other part-time students, with appropriate consideration for special human physical limitations. Health services, as presently funded, should be made available on an emergency basis only, within individual campus discretion. No special fees for campus services should be charged except with prior authorization from the Vice Chancellor for Finance and Business.

5. It is expected that educationally perceptive and meaningful campus governance arrangements will be developed to respond effectively to this new dimension of educational involvement. A specific need seems apparent: the designation of an appropriate campus officer as the focal point of all enquiries related to such new learners, and the establishment of meaningful bridges to other community agencies serving older adults such as the Office for the Aging, etc., particularly for publicizing availability of the program.

6. Since the authorizing legislation clearly indicates that auditing privileges should not deny attendance to regularly enrolled students, an enrollment list of potential auditors should be maintained on a first-come, first-served basis until it is clear that classroom space will be available. Whether this judgment is made after the final day of registration or earlier is a matter of campus discretion. Eligibility for enrollment should be verified, however.

7. Records should be maintained as to the number of older adult auditors, with such other information as seems pertinent. In this first year of the program semester reports should be provided to the Provost for Lifelong Learning indicating numbers enrolled, and if possible subject areas of interest, previous education and occupational and educational goals, if any. Also it would be helpful to know of any special problems encountered with this group. We would appreciate it if these reports could be made available by February 1 for the fall 1974 semester and June 1, 1975 for the spring 1975 semester. Starting with the fall of 1975 information on the numbers of such auditors at each campus will be collected by the Office of Institutional Research as a part of its regular enrollment survey.

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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
- President Rose
- Dean McGrath
- Mr. Tobin



State University of New York

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## Memorandum to Presidents

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Date: June 24, 1974

Vol. 74 No. 26

From: Office of the Chancellor

Subject: Course Audits by Older Adults

Governor Wilson has approved two bills, S9595-C and S10782, relating to auditing of courses by persons sixty years of age and over. The basic bill (S9595-C) amends the Education Law to add to the specification of powers and duties of the Board of Trustees the authority to promulgate regulations for the State-operated campuses which:

may permit persons sixty years of age or over to audit courses given therein without tuition, examination, grading or credit therefor upon a space available basis, as determined by the president of each such institution, provided that such audit attendance does not deny course attendance at a state-operated institution by an individual who is otherwise qualified...

A closely similar provision authorizes community colleges to permit identical audit opportunities, except that the companion bill (S10782) states that the provisions of the basic amendment "shall not affect any state aid to community colleges..." Copies of both bills are attached for your information. Also attached is a copy of section 059.7 of the Administrative Procedures manual which sets forth the University's general policy on audits.

I'm writing to urge you to study these new requirements and to begin planning promptly to implement them. In many instances you've already offered a similar program; you will now want to review it in light of the legislation.

The planning should include the identification of the courses to be made available for auditing; the time of day and location of the offerings; procedures for advisement, registration, and recording; other rules and regulations for auditing; and the preparation of appropriate public announcements. I'm

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sure you will want to consult with members of the faculty and with students to gain their understanding and acceptance and help assure an hospitable reception for the older adult auditors.

It's my impression that, at the outset, we should interpret the tuition waiver broadly and not plan to establish any special charges for application, registration, laboratory or course supplies, or activities. As we gain experience with this new clientele, we'll undoubtedly wish to reconsider whether certain special fees and charges are desirable.

While we did not propose this legislation, as you know, I do feel that it's entirely in keeping with commitments we've made to lifelong learning especially those in the 1972 Master Plan. I urge you and your colleagues to develop your programs with care and consideration. We'll be laying a certain groundwork in our responses for future programs for older adults.

Vice Chancellor Bruce Dearing will coordinate our efforts in this expanded venture. He'll be pleased, I know, to learn of your plans and to respond to your inquiries.

Thanks very much.

Ernest L. Boyer

Attachments (3)

This memorandum addressed to:

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

Copies for information only sent to:

Chancellor Kibbee  
Dean McGrath  
Vice Provost Risley  
President Miles

# STATE OF NEW YORK

S. 9595—C

A. 11635—C

## SENATE—ASSEMBLY

March 18, 1974

IN SENATE—Introduced by Sens. FLYNN, ACKERSON, AUER, BARCLAY, BELLAMY, CAEMMERER, CALANDRA, CONKLIN, DeHOND, DUNNE, ECKERT, GALIBER, GIUFFREDA, GOODMAN, GORDON, GRIFFIN, HUDSON, JOHNSON, KNORR, LANGLEY, MARCHI, MARINO, McFARLAND, MCGOWAN, PADAVAN, PATERSON, PISANI, PRESENT, ROLISON, SANTUCCI, SCHERMERHORN, B. C. SMITH, W. T. SMITH, STAFFORD, TRUNZO, WARDER, TAURIELLO, MOORE, LEWIS, LOMBARDI, von LUTHER—(on behalf of the Joint Select Committee on problems of the aging)—read twice and ordered printed, and when printed to be committed to the Committee on Higher Education—committee discharged and said bill committed to Committee on Finance—committee discharged, bill amended, ordered reprinted as amended and recommitted to said committee—committee discharged, bill amended, ordered reprinted as amended and recommitted to said committee—committee discharged, bill amended, ordered reprinted as amended and recommitted to said committee

IN ASSEMBLY—Introduced by COMMITTEE ON RULES—(at request of Messrs. Farrell, DiFalco, Riccio, Miss Gunning, Battista)—(on behalf of the Joint Select Committee on problems of the aging)—read once and referred to the Committee on Education—Rules Committee discharged, bill amended, ordered reprinted as amended and recommitted to the Committee on Rules—Rules Committee discharged, bill amended, ordered reprinted as amended and recommitted to the Committee on Rules—Rules Committee discharged, bill amended, ordered reprinted as amended and recommitted to the Committee on Rules

## AN ACT

To amend the education law, in relation to permitting persons sixty years of age and over to audit courses at community colleges and colleges in the state university of New York

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

EXPLANATION — Matter in *italics* is new; matter in brackets [ ] is old law to be omitted.

1 Section 1. Paragraph i of subdivision two of section three hun-  
2 dred fifty-five of the education law, as amended by chapter seven  
3 hundred forty-nine of the laws of nineteen hundred seventy-three,  
4 the second undesignated paragraph thereof having been amended  
5 separately by chapter three hundred thirteen of the laws of nine-  
6 teen hundred seventy-three, is hereby amended to read as follows:

7 i. To regulate the admission of students, prescribe the qualifica-  
8 tions for their continued attendance, regulate tuition charges where  
9 no provision is otherwise made therefor by law, and regulate other  
10 fees and charges, curricula and all other matters pertaining to the  
11 operation and administration of each state-operated institution in  
12 the state university; *notwithstanding the provisions of any other*  
13 *general, special or local law, rule or regulation, such regulations*  
14 *may permit persons sixty years of age or over to audit courses*  
15 *given therein without tuition, examination, grading or credit there-*  
16 *for upon a space available basis, as determined by the president*  
17 *of each such institution, provided that such audit attendance does*  
18 *not deny course attendance at a state-operated institution by an*  
19 *individual who is otherwise qualified under the regulations promul-*  
20 *gated pursuant to this section.* In such regulations the state univer-  
21 sity trustees shall provide that upon request by a student who is an  
22 eligible veteran the payment of tuition and other fees and charges,  
23 less the amounts payable for such purposes from scholarships or  
24 other financial assistance awarded said veteran pursuant to article  
25 thirteen of this chapter, article one hundred thirty of this chapter  
26 or any other state or federal aid program, shall be deferred in such  
27 amounts and until such times as the several payments of veterans'

1 benefits under the Veterans' Readjustment Benefit Act of 1966,  
2 as amended, are received by the veteran, provided that the veteran  
3 has filed a claim for such benefits and presents to the state uni-  
4 versity proof of eligibility, extent of entitlement to benefits and  
5 the need for deferral until the receipt of such benefits. Where an  
6 undergraduate state-operated institution of the state university is  
7 located adjacent to another institution of higher education and  
8 students of such undergraduate state operated institution are,  
9 under arrangements made by the state university, taking a sub-  
10 stantial portion of their courses at such other institution, the state  
11 university trustees may permit the students of such undergraduate  
12 state-operated institution, subject to such conditions or limitations  
13 as they deem advisable, to participate in the extracurricular activi-  
14 ties and utilize services of such other institution if those privileges  
15 are extended by such other institution.

16 In formulating the curriculum of each and every state-operated  
17 institution in the state university for professional education in  
18 medicine there shall be required and included in such curriculum  
19 and in the plans and recommendations of the state university trus-  
20 tees formulated and transmitted in pursuance of the provisions  
21 of section three hundred fifty-four of this chapter, courses and  
22 facilities, which include the establishment and maintenance of a  
23 department of family practice under the direction of a qualified  
24 family practitioner, courses of study under the supervision of quali-  
25 fied family practitioners, a family care program of study and  
26 clinical experience, a program of preceptorships, a program of  
27 internships or family practice residencies in the hospital or hos-

1 pitals affiliated with such respective school or such other techniques  
 2 as in the judgment of the trustees shall be best suited to encourage  
 3 and to implement the study and preparation, by students desiring  
 4 the same, for the family practice of medicine.

5 § 2. Subdivision one of section sixty-three hundred three of such  
 6 law is hereby amended by adding thereto a new paragraph, to be  
 7 paragraph d, to read as follows:

8 *d. Notwithstanding the provisions of any other general, special*  
 9 *or local law, rule or regulation, community colleges may permit*  
 10 *persons sixty years of age or over to audit courses given therein*  
 11 *without tuition, examination, grading or credit therefor upon a*  
 12 *space available basis, subject to the provisions of section sixty-three*  
 13 *hundred four of this chapter, as determined by the president of each*  
 14 *such institution, provided that such audit attendance does not deny*  
 15 *course attendance at a community college by an individual who is*  
 16 *otherwise qualified under the regulations and the provisions of*  
 17 *section sixty-three hundred four of this chapter.*

18 § 3. This act shall take effect on the first day of September next  
 19 succeeding the date on which it shall have become a law.

# STATE OF NEW YORK

19782

## IN SENATE

May 2, 1974

Introduced by Sen. FLYNN—read twice and ordered printed, and when printed to be committed to the Committee on Higher Education

### AN ACT

To amend the education law, in relation to the auditing of courses at community colleges by persons sixty years of age or over

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

1 Section 1. Paragraph d of subdivision one of section sixty-three  
2 hundred three of the education law, as added by a chapter of the  
3 laws of nineteen hundred seventy-four, entitled "An Act to amend  
4 the education law, in relation to permitting persons sixty years  
5 of age and over to audit courses at community colleges and col-  
6 leges in the state university of New York", is hereby amended to  
7 read as follows:

8 d. Notwithstanding the provisions of any other general, special  
9 or local law, rule or regulation, community colleges may permit  
10 persons sixty years of age or over to audit courses given therein

EXPLANATION — Matter in italics is new; matter in brackets [ ] is old law to be omitted.

1 without tuition, examination, grading or credit therefor upon a  
2 space available basis, subject to the provisions of section sixty-  
3 three hundred four of this chapter, as determined by the presi-  
4 dent of each such institution, provided that such audit attendance  
5 does not deny course attendance at a community college by an  
6 individual who is otherwise qualified under the regulations and  
7 the provisions of section sixty-three hundred four of this chapter.  
8 *The provisions of this paragraph shall not affect any state aid to*  
9 *community colleges granted pursuant to article one hundred twenty-*  
10 *six of this chapter.*

11 § 2. This act shall take effect on the same date as a chapter  
12 of the laws of nineteen hundred seventy-four, entitled "An Act  
13 to amend the education law, in relation to permitting persons  
14 sixty years of age and over to audit courses at community colleges  
15 and colleges in the state university of New York".

STATE UNIVERSITY OF NEW YORK  
THURLOW TERRACE  
ALBANY, NEW YORK 12201

OFFICE OF THE PRESIDENT

May 19, 1965

MEMORANDUM

To: Chief Administrative Officers

The Chief Administrative Officer of each campus shall determine who may attend courses as auditors and shall establish rules and regulations concerning such course auditors.

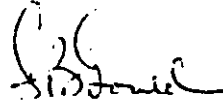
Established rules and regulations must include the following:

Course auditors shall:

1. Not be charged any tuition or fees.
2. Not be enrolled and listed in registers for such course.
3. Attend without credit.
4. Attend without formal recognition.
5. Not be required to meet the requirements of the course.

Exception - No person shall be allowed to be a course auditor in any foreign study program or course.

Sincerely yours,



Samuel B. Gould  
President