Policy Number: 400

Subject/Title: Auditing UTHealth SPH Courses

Effective Date: Fall 2004

Policy Statement: Registration in audited courses provides an opportunity for individuals to review and/or update information or to expand knowledge in a subject area. Audited courses are documented on an official UTHealth transcript. In addition, an auditing student is given a University ID that will authorize the use of UTHealth School of Public Health facilities relevant to the course(s) audited.

Courses may be audited by any interested persons, including currently-enrolled UTHealth School of Public Health degree-seeking students, students enrolled in other UTHealth schools, students, faculty, residents or fellows from schools with which the UTHealth School of Public Health has special agreements, UTHealth employees, UTHealth School of Public Health alumni, or public health workers.

All courses (except individual study, thesis, dissertation, and practicum) that are offered by the UTHealth School of Public Health may be audited provided that permission has been obtained from the instructor prior to registration for the course. Enrollment as an auditing student will be on a space-available basis. UTHealth School of Public Health students in degree programs (and non-degree students admitted to the school) will have priority. Faculty expectations of, and responsibilities toward, auditing students will vary. Auditing students are encouraged to discuss these points with faculty before registration.

Academic Credit

Audited classes are indicated as such on the transcript of students enrolled in a degree program. Inter-institutional students may request a transcript documenting the audited class experience. Credit hours accrued from audited courses may not be counted toward any UTHealth degree program. Likewise, audited classes taken prior to admission to a degree program may not serve as a factor in demonstrating proficiency in an area of knowledge.

Access to Facilities

Auditing students will be provided with a UTHealth ID that allows access to UTHealth School of Public Health. Auditing students will be afforded access to any other area of the building, such as the computer laboratories and library, if those facilities constitute an integral function in the audited course(s).

Registration and Fees

Persons auditing any UTHealth School of Public Health course must register through the UTHealth Office of the Registrar via the UTHealth SPH Non-Degree “Audit Only” Enrollment form. Registration for audited courses must be completed by the late registration deadline date.

UTHealth School of Public Health students do not pay additional tuition or standard fees, but must pay an auditing fee. Others who audit classes are charged an audit fee plus fees for library resources, computer resource, health services, and information technology. Fees are subject to change from one academic year to the next.

Proof of immunizations is required of all students before being allowed to audit courses.
Reason for Policy: To specify the parameters for auditing a UTHealth School of Public Health course.

Definitions: See Auditing a Course Frequently Asked Questions below.

Scope and Audience: All persons auditing a UTHealth School of Public Health class.

Responsibilities and Procedures: Registration procedures for auditing UTHealth School of Public Health courses are as follows.

Currently-Enrolled Students

Currently enrolled degree-seeking and non-degree-seeking students should complete an add/drop form and return it to the Office of the Registrar with the instructors signature. Tuition is waived, but an auditing fee is assessed.

Enrolled Non-Degree Students

Persons taking courses at UTHealth School of Public Health as non-degree-seeking students must first be admitted to the school. An amended admissions procedure is used to expedite the process. An application may be found on the UTHealth School of Public Health website; instructions for non-degree-seeking students are on the application form. This category includes Baylor Faculty and Fellows, UT Southwestern Faculty and Fellows, as well as individuals applying to the UTHealth School of Public Health as a non-degree-seeking student and who have no affiliation with another university. Fee assessment is the same as with currently-enrolled students.

Others

Persons, such as UTHealth faculty or staff, public health department employees, or others outside UTHealth, who wish to audit UTHealth School of Public Health courses as non-admitted, non-degree students must obtain the permission of the course instructor and contact the Office of the Registrar directly for registration in the class and payment of fees. A transcript listing audited courses will be generated. A non-refundable application fee plus an auditing fee will be assessed.

Related Policies, Forms and Information: Frequently Asked Questions on page 3 below

Auditing a Course Frequently Asked Questions (see below)

UTHealth SPH Non-Degree “Audit Only” Enrollment Form

History: N/A

Responsible Office/Contact Information: Office of Academic Affairs and Student Services
Office Phone: 713-500-9032
E-mail: SPHStudentServices@uth.tmc.edu
The UTHealth School of Public Health
Auditing a Course
Frequently Asked Questions

What is the benefit of auditing a UTHealth School of Public Health course?
Registration in audited courses provides an opportunity for individuals to review and/or update information or to expand knowledge in a subject area. Audited courses are documented on an official UTHealth transcript. In addition, an auditing student is given a picture ID that will authorize the use of all UTHealth School of Public Health facilities relevant to the course(s) in which the person is enrolled.

Who may audit UTHealth School of Public Health courses?
Courses may be audited by:
- currently-enrolled UTHealth School of Public Health non-degree and degree-seeking students,
- students enrolled in other UTHealth schools,
- students from campus host institutions,
- students, faculty, residents or fellows from schools with which the UTHealth School of Public Health has special agreements (a.s. Baylor College of Medicine and Rice University),
- UTHealth employees,
- UTHealth School of Public Health alumni,
- public health workers, or
- other interested persons.

What UTHealth School of Public Health courses may be audited?
All courses (except individual study, thesis, dissertation, and practicum) that are offered by UTHealth School of Public Health may be audited provided that permission has been obtained from the instructor prior to registration for the course. The auditing of a course is allowed on a space-available basis. UTHealth School of Public Health students in degree-seeking programs (and non-degree students admitted to the school) will be given priority. Faculty expectations of, and responsibilities toward, auditing students will vary. Auditing students are encouraged to discuss these points with faculty before registration.

Do I get academic credit for an audited class?
Any audited course will be maintained by the university as part of the official record for the person taking the class. A transcript can be generated for persons who wish to document their class experience. Audited classes will appear on the transcript with a grade off “AD”. Credit hours accrued from audited courses will not be counted toward any UTHealth School of Public Health degree program. Likewise, audited classes taken prior to admission to a degree program may not serve as a factor in demonstrating proficiency in an area of knowledge.

What is the procedure for signing up to audit?
UTHealth School of Public Health degree-seeking and non-degree-seeking students currently enrolled in for-credit courses should use the add/drop form when registering to audit a course. This form can be accessed via the Office of the Registrar website under the “Forms & General Information” webpage. Registrations dates and times can be found at this link.

What is the cost for auditing an UTHealth School of Public Health class?
UTHealth School of Public Health students or others who audit classes do not pay tuition and standard fees for the audited class, but are charged $25.00 per course audited. For a list of detailed fees, please see SPH Audit Fees.