

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 all UTHealth SPH facilities relevant to the course being audited.

Classes may be audited by any interested persons, including currently-enrolled UTHealth SPH degree program students, students enrolled in other UTHealth schools, students from campus host institutions, students, faculty, residents or fellows from schools with which the UTHealth SPH has special agreements (e.g. Baylor College of Medicine and Rice University), UTHealth employees, UTHealth SPH alumni, or public health workers.

All courses (except individual study, thesis, dissertation, and practicum) that are offered by the UTHealth SPH 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 SPH 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 an UTHealth badge that allows access to the UTHealth SPH. 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.

Registration and Fees

Persons auditing any UTHealth SPH course must register through the UTHealth Registrar's Office via the UTHealth SPH Non-Degree "Audit Only" Enrollment form. Registration for audited courses must be completed by the late registration deadline date.

UTHealth SPH 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 an UTHealth SPH course.

Definitions: See Auditing a Course Frequently Asked Questions below.

Scope and Audience: All persons auditing an UTHealth SPH class.

Responsibilities and Procedures: Registration procedures for auditing UTHealth SPH courses are as follows.

Currently-Enrolled Students

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

Enrolled Non-Degree Students

Persons taking courses in the UTHealth SPH as non-degree 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 SPH website; instructions for non-degree 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 SPH as a non-degree student and who have no affiliation with another university. Fee assessment is the same as with currently-enrolled students.

Inter-Institutional Students

Students currently enrolled in degree programs at Rice University or Baylor College of Medicine Graduate School may audit UTHealth SPH courses. Rice University and Baylor College of Medicine graduate students pay all fees at their home institution. To audit an UTHealth SPH course, students must download the "Inter-institutional Registration" form from the Registrar's Office Website, obtain signatures from their advisor, the registrar at their home institution, and the UTHealth SPH faculty member teaching the course. The form should then be taken to the UTHealth Registrar's Office. A transcript documents that the student was registered as auditing the course.

Others

Persons, such as UTHealth faculty or staff, public health department employees, or others outside the UTHealth, who wish to audit UTHealth SPH courses as non-admitted, non-degree students must obtain the permission of the course instructor and contact 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:

Auditing a Course Frequently Asked Questions (see below)
[UTHealth SPH Non-Degree "Audit Only" Enrollment Form](#)

History: N/A

Responsible Office/Contact Information: Nesh Aqrawi
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The University of Texas School of Public Health Auditing a Course Frequently Asked Questions

What is the benefit of auditing an UTHealth SPH 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 SPH facilities relevant to the course in which the person is enrolled.

Who may audit UTHealth SPH courses?

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

What UTHealth SPH courses may be audited?

All courses (except individual study, thesis, dissertation, and practicum) that are offered by the UTHealth SPH may be audited provided that **permission has been obtained from the instructor prior to registration for the course. Auditing of a course is allowed on a space-available basis.** UTHealth SPH students in degree 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 of "AD". **Credit hours accrued from audited courses will not be counted toward any UTHealth SPH 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 SPH degree seeking and non-degree seeking students currently enrolled in for credit courses should use the add/drop form when registering for an audit course. This form can be accessed via the Registrar's Office home page at <https://www.uth.edu/registrar/index.htm> under "Forms & General Information". Registrations dates and times can be found at this link.

For students currently enrolled in Baylor College of Medicine or Rice University:

1. Obtain a copy of the "Inter-institutional Enrollment Form" from the home institution,
2. Obtain signatures from the home advisor and registrar,
3. Obtain signature from the primary UTHealth SPH faculty member teaching the course.
4. Deliver the signed form to the UTHealth Registrar's Office.
5. Rice or Baylor students should complete another inter-institutional enrollment form if adding an audit course after initially enrolling for a for credit course.

For all others:

6. Download an [UTHealth SPH Non-Degree “Audit Only” Enrollment Form](#)
7. Fill out form and obtain signature from the primary UTHealth SPH faculty member teaching the course.
8. Deliver completed form to the UTHealth Registrar’s Office and pay fees.
9. Once registered, the registrar will add the student to the class roster.

What is the cost for auditing an UTHealth SPH class?

UTHealth SPH students or others who audit classes do not pay tuition and standard fees for the audited class, but are charged \$25.00 per course for audit registration.

Others not currently enrolled in an UTHealth SPH degree program will pay a \$30.00 application charge, \$25.00 per audited course, plus fees for library resources, computer resources, health services, information technology, and liability insurance. These fees typically amount to approximately \$160 per course, but may be subject to change. Rice University and Baylor College of Medicine graduate students pay all fees at their home institution.