UNDERGRADUATE INFORMAL AUDIT APPROVAL

To Auditor: Please present this form to your class professor at the first session of the class you attend. After obtaining the required permission, please return to the Office of General Studies, SS-110, or email a scanned copy to generalstudies@albany.edu.

To Professor: Any resident of the State of New York is permitted to request auditing most undergraduate credit courses. This requires permission from both the Office of General Studies and the instructor. Permission by you can be given if the class is appropriate for the auditor and if there is space available to accommodate the auditor. The level of auditor participation is determined by you, the instructor, and should be made clear to the auditor before signing.

If possible, please allow: __________________________________________________________

Auditor’s email address: __________________________________________________________

To audit your course: ____________________________________________________________

Class Time: _________________________________________________________________

Location: _________________________________________________________________

Darlene Scalera __________________________ Date __________
Darlene Scalera, Director
Office of General Studies

For faculty only below this line

To Faculty: An informal auditor does not automatically gain access to University resources, especially those requiring a valid NetID and password. General Studies will contact IT Services at askit@albany.edu to request access to Blackboard only if that access is approved by you as the instructor of the class. If access is approved by checking the below box, ITS will communicate with you about access enrollment and with the student about sign-in credentials. Access to other types of software will be between you and the auditor.

☐ As class instructor, I allow Blackboard access to this auditor.

Signature of Professor __________________________________________________________

Professor’s printed name __________________________ Email ______________________