<table>
<thead>
<tr>
<th>School of Public Health and Information Sciences</th>
<th>Policy/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong> Unregistered Course Attendees</td>
<td>No.</td>
</tr>
<tr>
<td><strong>Author:</strong> Peter L. Walton, MD, Associate Dean</td>
<td>Effective Date: 07/10/06</td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 07/10/06</td>
<td>Revision: 0</td>
</tr>
</tbody>
</table>

**Purpose:**
To formalize the process allowing unregistered persons to attend courses

**Policy:**
Unregistered persons will not be permitted to attend a covered course or any of its classes except in special circumstances in which the proposed attendee’s attendance is considered beneficial to the School; the payment of tuition is inappropriate or impractical; the proposed attendee agrees to specific conditions of attendance; and the course director, director(s) of the program(s) in which the course is part of the curriculum, and chair of the department in which the course is housed mutually agree with the proposed attendee’s attendance. Each such exceptions will be documented.

**Coverage:**
This policy and attendant procedure apply to all courses offered by the School of Public Health and Information Sciences that require students to register and pay tuition, whether for credit or audit.

This policy does not apply to situations in which (1) the instructor(s) or conduct of a course or its classes is being observed for evaluation, assessment, or feedback purposes; or (2) an observer or guest participant is invited by the course director to attend a small number of classes.

**Procedure:**
An exception to this policy is made and documented as follows. Steps 1 through 4 must be accomplished prior to attendance in the course.

1. The course director reviews with the proposed attendee a copy of the attached document titled “Agreement on Unregistered Course Attendance” (“Agreement”).
2. Proposed attendee signs a copy of Agreement.
3. The course director fills out and signs a copy of the attached document titled “Unregistered Course Attendance Form” (“Form”), attaching to it the signed Agreement.
4. Form is signed by the appropriate program director(s) and department chair.
5. A copy of the documentation is forwarded to the Associate Dean responsible for academic and student affairs within five (5) working days after the execution of step 4.

**Examples:**
Examples of valid policy exceptions are (1) the chair of the department putting on the course and a faculty member in the department desire to increase the faculty member’s understanding of content covered in or teaching techniques used in the course; (2) a person in another department in the University with whom the department is collaborating or wishes to collaborate needs additional understanding or skills in order to meaningfully collaborate; (3) the department wishes to interest another department in co-teaching the course, for which the other department needs to have one or more faculty attend some or all of the classes for the course; and (4) a faculty member who is teaching another section of the course or is going to teach the course in the future wishes to observe one or more classes of the course. Valid policy exceptions are not limited to these examples.

Examples of invalid policy exceptions are (1) a person wishes to attend the course for personal development that does not benefit the School; (2) a student registered for other courses in the University wishes to attend the course because the student needs to understand the content of the course for his or her other studies; (3) a student registered in the program in which the course is part but for which the course is not required wishes to attend the course for any reason; and (4) a staff person in the School who is registered as a student in the School wishes to attend the course without registering for it because the staff person has exhausted his or her currently available tuition remission benefits. Invalid policy exceptions are not limited to these examples.
Discussion:

There are several considerations to weigh in determining a policy on unregistered attendance in a course for which registration is generally required. Among these are:

- Loss of tuition revenue or student headcount
- Benefits to the School
- Fairness to registered students
- Suboptimal or disruptive classroom conduct from unregistered attendees’ having nothing at stake or far superior or inferior relevant knowledge compared with registered students
- Potential for special treatment of certain students

Loss of tuition revenue or student headcount is only an issue if the person would take the course even if he or she was required to register for the course. In most cases where unregistered attendance is of benefit to the School (as in above examples), it would be inappropriate to ask the attendee to register and pay tuition, largely because the attendee would not consider attending the course if it weren’t for his or her participation in some activity that is within or in conjunction with the School and that benefits the School.

Fairness to registered students can be balanced with benefit to the School. While registered students are the main reason for putting on courses, they are not the only reason. In addition the implied social contract with registered students does not require the School to limit attendance or participation in its courses to registered students based on a principle of fairness if such attendance or participation does not materially detract from registered students’ opportunity to be taught and to learn. At the same time, the implied social contract puts the burden on the School to determine and monitor if registered students’ opportunities are materially degraded.

Potential problems in how classes are conducted when unregistered attendees fall into two general categories. One category results from unregistered attendees participating as though registered students but with nothing at stake since they are not at risk for grades and have not invested any money in the course. This situation could lead to problems but these seem quite unlikely at the graduate level. The second category is more likely and happens because the unregistered attendee is either much more or much less knowledgeable in content related to the course than registered students. Such attendees can distort the class’s expected flow by making either very advanced or very uninformed questions and comments, thereby affecting the others’ learning experience.

This policy deals with these two categories of potential problems by having the proposed attendee agree to certain conditions of attendance, such as refraining from participating in class discussions unless invited to do so by the instructor. The attendee also acknowledges that permission to attend classes in the course may be revoked at any time and that such revocation may have nothing to do with the attendee’s behavior or presence.

The potential for special treatment of certain students is minimized by this policy only if the procedures are followed.
Agreement on Unregistered Course Attendance

The person whose name and signature appear below (“Attendee”) acknowledges and agrees to the following conditions for permitting Attendee to attend as an unregistered student one or more classes given for the course named below (“Course”), a practice sometimes referred to as “sitting in.”

Course is for benefit of registered students. Permission to attend Course is a conditional privilege granted to Attendee that may be revoked at any time at the sole and unreviewable discretion of the School of Public Health and Information Sciences and its personnel. Such revocation may or may not be related to behavior or attendance of Attendee or to Attendee’s adherence to this Agreement.

Attendee shall not participate in any Course-related discussions or activities either in class or outside of class with registered students of Course except by request or permission of Course instructor, which may be given orally, may be limited in time or scope, and may be denied or revoked at any time at the sole and unreviewable discretion of the School of Public Health and Information Sciences.

Violation of any term of this Agreement may result in revocation of permission for Attendee to attend any further classes or activities of Course.

This Agreement becomes effective after being approved and signed by Course’s director, director(s) of academic program(s) of which Course is part, and chair of department that is offering Course.

This Agreement expires at the earlier of conclusion of Course or revocation of permission for Attendee to attend Course.

Agreed to by:

__________________________ ____________________
Signature of Attendee       Date

__________________________
Printed Name of Attendee

______________________________
Course Number                Course Name
Documentation for Unregistered Course Attendance

Attendance in the following course by the following persons is considered to be beneficial to the School of Public Health and Information Sciences:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attendee(s):

<table>
<thead>
<tr>
<th>Name 1</th>
<th>Name 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Brief Description of Benefit to School:

Brief Explanation of Inappropriateness of Tuition Payment:

Approved:

Signature of Course Director  Date

Signature of Program Director  Date

Signature of Department Chair  Date