



<b>POLICY TITLE</b>	Senior Citizen Course Audit Program	<b>Policy Number</b>	506
<b>Section</b>	Student Affairs	<b>Approval Date</b>	January 21, 1993
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	January 21, 1993
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

### 2.0 REFERENCES

Utah State Board of Regents' Policy R510 *Tuition and Fees*

### 3.0 DEFINITIONS

**3.1 Senior citizen:** For purposes of this policy, a senior citizen is a Utah resident age 62 or over with photo identification showing date of birth, and requesting noncredit audit registration.

**3.2 Class:** The word class, as used in this document, refers to credit-bearing courses.

**3.3 Space available:** Senior citizens shall be eligible to select classes for audit on the same space available basis and schedule as other students; for example, priority registration for continuing students, new student registration, etc. However, departments are responsible to project anticipated enrollment and those classes that have a history of high impact may be restricted from senior enrollment until space availability is obvious. This may not occur until the second week of instruction in many cases.

**3.4 Audit:** The process of attending a course without receiving academic credit. It is often referred to as a "listening" grade. As such, and at the discretion of the instructor, auditing seniors are not required and may not be allowed to take examinations, skill tests, do home assignments, or participate in field trips, off-campus seminars, and other such out-of-class activities.

**3.5 Qualifications:** Determined by academic grades in prerequisite courses, assessment testing, previously acquired skills, etc. The appropriate department chair or instructor is responsible for the final determination of and any exceptions to these criteria.



**3.6 Instruction fees:** Seniors are assessed all applicable lab and course fees, including materials fees, as listed in the class schedule or as required of all other students in the same class.

**3.7 Administrative fee:** Tuition is not assessed for enrollment under this program. However, a one-time admissions fee is charged for creating and maintaining an individual record on the computer database. Seniors who have previously enrolled as regular students are not charged this fee. In addition, a fee is assessed each semester of enrollment under this program for the purpose of updating records, generating reports, and processing registration transactions. Additional course or lab fees may be charged in some cases.

## 4.0 POLICY

### 4.1 Enrollment Procedure under Senior Citizen Program

**4.1.1** State Board of Regents Policy R510, *Tuition and Fees*, approved October 24, 1986, states in part that "...Utah residents age 62 and over shall be permitted to enroll on a space available audit basis in classes for which they are qualified, in any USHE institution, without regular tuition charges, but subject to payment of the following: . . . A minimum administrative fee shall be charged, for the University's cost of registration, record keeping, and report preparation. Beginning with the Fall 1986 quarter, the fee shall be increased to at least \$10 per quarter of registration. . . . Where applicable, specific course fees also shall be charged."

**4.1.2** *Individuals enrolling under the senior citizen program are responsible for adhering to all policies and regulations outlined in the class schedule and university catalog.*

## 5.0 PROCEDURES

### 5.1 Admission

**5.1.1** Senior citizens are admitted to this program the same as regular students. The *Application for Admission Form* is submitted to Admissions and Registration prior to the semester in which the individual desires to enroll. The senior shall state at the time of submission that he or she is enrolling under the provisions of this program, and show by documentation, preferably photo ID, that he or she in fact qualifies (is 62 years of age or older).

**5.1.2** If the individual is changing from audit (Senior Program) enrollment to academic credit enrollment between semesters, then he or she must apply for readmission.

### 5.2 Registration

**5.2.1** After being accepted through Admissions and Registration, registration information shall be given or sent to the individual outlining the following steps:



- 1) The senior citizen shall fill out the *Application for Admission Form*.
- 2) Admissions and Registration shall issue the senior citizen an *Audit Form* which has been marked for senior citizen use only, and shall instruct the senior citizen to take it to the instructor on the first day of class.
- 3) The instructor must sign the *Audit Form* indicating space is available.
- 4) The *Audit Form* is taken to One Stop on the first day of class. The senior is given a Confirmation Notice and a copy of the *Audit Form* and is then directed to the cashier to pay the fee (the fee covers all classes for one term) and any instruction. The senior citizen is then registered.

### 5.3 Records

**5.3.1** All course registrations are recorded as “Audit.” Cumulative and transcript files are maintained on each registrant. Senior citizens who have earned academic credit in prior semesters shall have their credits transcribed along with senior citizen audits.

**5.3.2** Individuals enrolling under the senior citizen program may not concurrently register for credit in other classes.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity