

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-005-156

Attendance in Classes by Non-Enrolled Students

Academic Affairs Committee

Date:

Executive Committee  
Received and Forwarded

Date: 05/11/2016

Academic Senate

Date: 05/25/2016  
First Reading  
09/28/2016  
Second Reading

**Resources Recommended and Consulted:**

<b>Recommended</b>	<b>Consulted</b>
Deans, Associate Deans	Deans, Associate Deans
Department Chairs	Department Chairs
Enrollment Services, Student Affairs	Megan Stang, Kathleen Street
Kellogg Honors College	Suketu Bhavsar
	General Council

**Discussion**

The catalog includes a sentence setting limits on sitting in classes in a policy about Challenge by Examination. It was not clear if the policy applied more broadly, and whether it applied to both state-support and self-support classes. The attached policy is an attempt to clarify the policy. The first paragraph was given in the initial referral, which stated that it “has been vetted by the CSU General Council.”

**Proposed Policy**

No individual, including Cal Poly Pomona students, shall be permitted to attend a meeting of a class in which they are not officially enrolled without the permission of the instructor of the class. When such permission is given, the individual may not be permitted to attend for more than two meetings without enrolling either for audit or credit, and paying appropriate fees. The number of non-enrolled individuals attending a particular class meeting shall not be so large as to disrupt the educational experience of the students enrolled in the class. This policy shall apply to all classes offered by Cal Poly Pomona, including those offered through the College of the Extended University.

This policy shall not apply to the following categories of individuals who are employees or students of Cal Poly Pomona:

1. Classroom aides providing auxiliary aid and services (e.g., note-taking, interpreting, and captioning services) to qualified, enrolled students registered with the Disability Resource Center.

2. Junior faculty, lecturers or teaching associates attending multiple meetings for training purposes.
3. Teacher preparation students who must observe classes as part of their degree programs.
4. Reviews of teaching that involve more than one class visit.
5. Students participating in research, annual design competitions, and other such ongoing activities in which some students receive course credit for culminating experiences and others participate as volunteers or trainees.
6. In some very infrequent instances, non-student, non-staff participants in classes are allowable if these participants fill a need in a class that cannot otherwise be filled by students or staff (this might occur in choral and instrumental music ensembles, or theater productions, for example). Such participants are allowable with the instructor's consent and if the participants sign a Cal Poly Pomona volunteer waiver (a statement of release of liability as prepared by the Office of Risk Management).

### **Recommendation**

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the Attendance in Classes by Non-enrolled Students Policy as stated above.