


MEMORANDUM:

TO: Department of Computer Science and Engineering Faculty

FROM: Dr. Dilma Da Silva 
Department Head, Professor and Holder of the Ford Motor Company Design
Professorship II

DATE: February 23, 2015

SUBJECT: Students Auditing Classes

This is to clarify the procedure for students wishing to audit ("sit in on", "visit", etc.) department classes. Students have permission to audit a course provided:

1. They have the explicit permission of the instructor of the course. This is not required for advertised seminars such as those in 681.
2. There is sufficient space (as specified by the registrar) to accommodate the students within the room limits. Faculty should ensure there is space before granting permission to a student.
3. The students do not use any additional resources beyond sitting in class. For example, they are not to turn in assignments, have work or exams graded, or use TA time. Auditing students will not be automatically given a department computer account, but may request one separately through the usual process.