

MFA Students Auditing Courses

MFA Candidates may audit an undergraduate course to learn new concepts, techniques or technologies beneficial to the development of their work, or to gain use of limited-access pieces of equipment from the Media Center. Audits are taken as part of the mentored studio credits and should be listed in the Semester Learning Contract.

As an auditor, an MFA candidate is an observer of the class. Audits do not appear on the transcript. No credit will be earned and no grade will be assigned by the professor teaching the audited class. Students who wish to have full participation in a course, have it recorded on their transcript, and be guaranteed a workstation must take the course for credit.

The MFA Director will email the instructor on behalf of the student to request an audit. Specific requirements and expectations are arranged by the faculty and the student. In general, tests, critiques, and papers are not required. The decision to audit a class must be made by the end of the Add/Drop period. *The instructor must email Records to indicate that the student is auditing. If the auditor needs access to the online learning management system, the professor should indicate this fact in the email to Records.*

Classes are offered on a space-available basis after degree-seeking students are registered for the semester. A computer station (or other institutionally provided equipment) is not necessarily required to audit the class if the graduate student is able/willing to provide their own laptop and/or access institutional equipment after class hours. Auditors are not allowed if the number of people in the classroom/studio violates fire codes or poses a safety concern.

Procedure:

- 1) The course catalogs are available by logging into my.mcad.edu > click the 'Registration' tab > click 'Generate Full Course Schedule _____'
- 2) If an MFA student would like to audit an undergraduate course, then they must first discuss with their mentor to confirm that the course is suitable for the student's graduate studies and practice.
- 3) Once the student and mentor have both decided on a suitable undergraduate class, then the student may contact the MFA Director, who will email the course professor on the student's behalf to ask permission to audit the class. The director shares the Auditing Directions with the instructor.
- 4) The student should also talk to the professor about their learning objectives and how often they would attend the course - it's important that the professor is aware of the student's goals and that the student is aware of the instructor's expectations of the

student. Generally, faculty want students present for 15 weeks, unless a specific alternative is arranged for just a section of a course.

5) If the professor agrees, then the professor must email records@mcad.edu to confirm that the student will be auditing their course.

6) If the student needs access to the online learning management system for the class, then please have the professor include this in the email to records@mcad.edu as well.

7) The student should be sure to include this audited class on their semester learning contract.