

## Auditing a Class at Berkeley Haas

### MBA Course Auditing Agreement

- I understand that I am expected to attend each class session once I have been approved to audit it.
- I understand that this program has a limited number of spaces available and that by not attending the class offered to me, I am denying a space to a fellow alum.
- I will inform the Alumni Relations Office immediately if I cannot participate in the class that I have been approved to audit, so that the slot can be potentially offered to another alum.

### MBA Course Auditing Policy

To provide alumni with post-graduate opportunities, reconnect with the school, and enhance their education through post-graduate learning, Berkeley Haas offers alumni the opportunity to audit (for the nominal cost of course materials) select elective courses in the Full-time and Evening & Weekend MBA Programs. Although this is a free benefit; alumni are responsible for the cost of course materials (textbooks, readers, handouts, access to Study.net).

On average, MBA electives operate at 80% capacity. However, some electives operate year after year at 100% capacity, and, therefore, have no space for auditors. Such electives have been excluded from the list of courses that may be available to auditors each semester. Some electives are cross-listed between the Full-time and Evening & Weekend MBA Programs. These appear only once, under the Evening & Weekend course number, on the list of courses that may be available to auditors each semester.

The following are the policies of this auditing opportunity.

1. The opportunity is extended only to graduates\* of the Full-time, Evening & Weekend, and Executive MBA programs (EMBA or BCEMBA). **To ensure you are alerted when courses are available to audit, please complete the form available at: [haas.berkeley.edu/alumni/learning/mba-alumni-audit](https://haas.berkeley.edu/alumni/learning/mba-alumni-audit).**
2. An alumnus may submit only one audit request per semester and may audit no more than one course per academic year. Auditing classes is available for Fall and Spring semesters only.

3. Only courses in the Full-time or Evening & Weekend MBA Program are available, and only a limited number of those courses will be available each semester.
4. Alumni will only be able to audit courses that have space available after current students have enrolled. If there are more alumni requests than spaces available in a class, a waitlist will be created with priority given via a first come, first served methodology, after application of administrative policies.
5. The course instructor must grant permission for the audit and may set both lower and upper limits on the auditor's participation, including but not limited to in-class discussions, team projects, and exams. Once accepted into a course, an auditor will hear directly from the instructor what these limits are. In the unlikely event that a dispute arises between an instructor and an auditor, the instructor has complete authority for resolution of the dispute. Alumni are discouraged from contacting instructors regarding their potential audit and may not audit a course without the Alumni Relations Office approval, even if they have attempted to make separate arrangements with an instructor.
6. There is no cost to audit a class. However, an auditor must pay for the full cost of course materials, including but not limited to textbook, reader, handouts, and access to Study.net.
7. Once approved for an audit, alumni must attend the first meeting of the course, identify themselves to the instructor as a possible auditor and give up their seat, if necessary, to a currently enrolled student.
8. Alumni auditors will be given access to bCourses, the system used by faculty to distribute proprietary online materials. Access to bCourses, which functions as the course web site in most instances, is free of charge, and requires a Google Account. However, alumni auditors will have to pay for access to course readers via Study.Net. Note, auditors can access the public CalVisitor WiFi network but will not be able to access computers or printers within campus libraries or computer labs.
9. Alumni auditors will not receive access to recordings of lectures.
10. The auditor will not receive a final grade, and the audited elective will not appear on the auditor's transcript.

Because this opportunity is limited and you are not guaranteed a space in any class, you might consider the alternate option of enrolling (for a fee) in the wide variety of programs offered by the Berkeley Executive Education.

Additionally, while on the UC Berkeley campus, please consider signing up for WarnMe, UC Berkeley's emergency alert and warning service (<https://warnme.berkeley.edu/>).

If you have any questions or concerns about the auditing opportunity, please contact the Alumni Relations Office at [alumni@haas.berkeley.edu](mailto:alumni@haas.berkeley.edu).

\*Alumni with a primary address in the UC Berkeley constituent database as of July 1 for Fall or December 1 for Spring and graduates of the Executive MBA Program (EMBA) are automatically opted into the mailing list.