

# GUEST ATTENDANCE AT LECTURES (RETIRED)

Policy Number: 4.2.114

Date: 1/24/13

Reviewed: 7/2021

Revised: RETIRED

- **Guest Attendance:**

The informal guest may be allowed to visit pre-determined lectures within a class at MTSA, without tuition, fees, examinations, grading or credit, and no record is maintained. Any individual desiring to attend a lecture as a guest must have a prior student relationship with the school. Guest attendance during a lecture is at the discretion of the course instructor. The individual will not have access to tests, test material, or library services. Clinical Practicum, Simulation Lab, Research and Independent Study courses will not accommodate guest attendance. Attending lectures does not improve the individual's standing for admission. All guests must abide by MTSA policies while on campus. (Policies/handbook available online at [www.mtsa.edu](http://www.mtsa.edu))

- **Procedure for Attendance:**

1. The guest must obtain a "Request for Guest Attendance" form from the Office of Vice President of Academics.
2. The guest must complete the form, and also have the course instructor complete the instructor portion.
3. The guest must return the completed "Request for Guest Attendance" form to the Office of Vice President of Academics. At that time, the Assistant to the President will obtain a photocopy of the guest's driver license, to be attached to the request.
4. The guest will receive a photocopy of the approved form.
5. Any day the guest attends a lecture he/she must check in at the Office of Vice President of Academics, show the copy of the approved "Request for Attendance" form and place a *guest name tag* on the front of clothing for identification purposes.