

Procedure Information	
Related to Policy No:	E-1.08
Approved by:	Education Council
Approval Date:	August 1, 2022
Date of Next Review:	August 2027

AUDIT STATUS PROCEDURES

Definitions

Audit

To take a course for self-interest and academic exploration, not for credit. A grade of AUD is noted on the transcript. The course cannot be used for program completion requirements, admission requirements, or as a pre-requisite or co-requisite.

Procedures:

Students may audit courses under the following provisions:

1. A student can register to audit a course no earlier than two weeks prior to the course start date provided an empty seat is available. Students must satisfy course pre-requisites unless that requirement has been waived per 1.1. below.
 - 1.1. A Change of Enrolment Status form must be completed, signed by the course instructor, and submitted to the Office of the Registrar at the time of registration.
 - 1.2. Students who do not satisfy prerequisite requirements must request a pre-requisite waiver from the instructor.
2. Students requesting a status change from "Credit" to "Audit" may do so as per the *Office of the Registrar Deadlines – Audit Status* document.
3. Students requesting a status change from "Audit" to "Credit" may do so by the add/drop deadline of the course/term as outlined in the *Office of the Registrar Deadlines – Change of Enrolment* document.
 - 3.1. Students may only make such a change if they have fulfilled all admission requirements and satisfy the course prerequisites and have obtained the instructor's signature on the Change of Enrolment Status form.

4. No course credits are granted for an audited course. An audit grade (AUD) is noted on the official transcript but is not included in the calculation of the student's Grade Point Average.
5. A student can only register as an auditor in a specific course once.

Related Policies

- Admission to the College Policy E-1.01
- Change in Enrolment Status Policy E-1.14
- Grading Systems Policy E-1.22
- Student Refund Policy E-1.15

Forms/Documents

- Change of Enrolment Status form
- Pre-requisite Waiver
- Office of the Registrar Deadlines – Audit Status
- Office of the Registrar Deadlines – Change of Enrolment

Procedure Amendment Log

Amendment Number:	Date:
0	June 14, 2022, effective August 1, 2022
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