

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Auditing Courses

EFFECTIVE DATE: August 18, 2016

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all postsecondary students who are registered in a credit course but do not wish to receive credit.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to provide guidance to students and the College on the administrative procedures related to students who wish to audit a course.

3. DEFINITIONS

3.1 Auditing Student

An auditing student is an individual who has declared attendance in a course or program of instruction on a non-participating basis and who is not seeking evaluation (as per the *Minister's Binding Policy Directive: Tuition and Ancillary Fees*).

3.2 Audit Status

The official status of an auditing student is Audit Status (AUD). This status applies when a student is registered in a credit course, but not receiving credit.

3.3 Dean

For the purpose of this procedure, reference to 'Dean' will infer Dean or an academic administrator with program responsibilities.

4. POLICY

4.1 The College recognizes that a student may want to register in a credit course for general knowledge or other personal reasons without the obligation of being evaluated or earning the credits.

4.2 Students requesting approval to audit a credit course must meet the applicable eligibility requirements, which may include:

- College eligibility requirements;
- Program eligibility requirements; and
- Course eligibility requirements.

Students should contact the Admissions Office to confirm that they meet eligibility requirements.

- 4.3 Students who wish to audit a credit course must have written approval of the Dean. This written approval must be submitted at the time of registration.
- 4.4 Permission to audit a credit course will not be granted until the number of students taking the course for credit is known. This must occur within the College's established add/drop timeline for the credit course. Priority will always be given to students taking the course for credit.
- 4.5 The College charges the same tuition fees for audited courses and credit courses in accordance with the *Minister's Binding Policy Directive: Tuition and Ancillary Fees*.
- 4.6 The auditing student is not entitled to examination or other evaluation privilege, nor is an audit student required to attend classes, submit assignments or write either term tests or the final examination. Notwithstanding the above, the course Professor has the discretion to determine the appropriate degree of participation afforded to the auditing student.
- 4.7 The student will not be granted any credits for the audited course; and a designation of AUD will be noted on the transcript.
- 4.8 With the approval of the Dean, a student may change from credit to audit status up to established "Last Day to Drop a Class without Academic Penalty".
- 4.9 A student who is registered under audit status for a particular credit course is committed to that status and may not convert to credit status for the same course.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President, Academic, is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.3 Vice President, Enrolment Management, Indigenous and Student Services

The Vice President, Academic, is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.4 Registrar

The Registrar is responsible for the enforcement of this policy.

6. EVALUATION

This policy shall be reviewed every three years.

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