

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Auditing Courses**

EFFECTIVE DATE: **August 8, 2024**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students who wish to register and audit a course.

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 course but is not seeking evaluation.

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 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, including:

A-4 Auditing Courses

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

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

- 4.3 Students who wish to audit a course must have approval of the Dean. This approval must be submitted at the time of registration (Appendix 1). The Auditing Courses Application form is available on the Admissions page on the Canadore website.
- 4.4 Permission to audit a 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 course. Priority will always be given to students taking the course for credit.
- 4.5 The College charges all students enrolled in the same course at the same time the same tuition fees in accordance with the *Minister's Binding Policy Directive: Tuition and Ancillary Fees*.
- 4.6 Unless specified by a Dean, the auditing student is not entitled to examination or other evaluation privilege, nor is an auditing student required to attend classes, submit assignments, or write either term tests or the final examination. When specified by the Dean, the student will be required to complete requirements in order to demonstrate a skill or competency.
- 4.7 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 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, Strategic Infrastructure, Indigenous and Learner Services

The Vice President, Strategic Infrastructure, Indigenous and Learner Services, is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.4 Registrar and Senior Director, Enrolment and Student Services

The Registrar and Senior Director, Enrolment and Student Services is responsible for the enforcement of compliance of this policy.

6. EVALUATION

This policy shall be reviewed every five years or earlier if required.



Auditing Courses Application

If you require an accessible version of this form, please email us at admissions@canadorecollege.ca.

PERSONAL INFORMATION (Legal Name)			
First Name	Middle Name	Last Name	Gender F <input type="checkbox"/> M <input type="checkbox"/> O <input type="checkbox"/>
Address (including apartment number)		City	Province Postal Code
Email Address		Student ID	Birth Date (mm-dd-yyyy)

Current Home or Cell Number						
COURSE NAME	CODE	CAMPUS	START DATE	CRN		FEE

This registration does not entitle the student to have the subject course work evaluated or graded. The audited subject may not revert to a subject credit at any time. A designation of "AUD" will be entered on the transcript for all audited subjects. Audited subjects will not be considered in determining the full-time /part-time status of a student. At no time will an AUD on a grade report be deemed the successful completion of the course. The college will not verify participation or attendance for audited courses.

Students auditing a subject do so with the understanding that they will pay full fees but will not earn academic credit for the subject.

Students who have audited a course cannot challenge a credit through Prior Learning and Recognition (PLAR) until ten months after the completion of the audited course.

Please sign and date indicating that you have read and understand the conditions of an audit registration.

Student Signature (required): _____ Date: _____

A-4 Auditing Courses

Initial Date of Issue: 1995, Credit and Audit Status (F-5)
Reviewed / Approved: November 9, 2009; August 18, 2016; August 8, 2024

Procedure #PA-4 (pending)