

AUDITING COURSES (COLLEGE)

This policy is the responsibility of the Registrar and was approved by Faculty Senate. This policy was revised by APC February 22, 2019 and is reviewed annually.

POLICY OVERVIEW

This policy outlines procedures for College students participating in courses for audit, rather than for credit.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all undergraduate students.

POLICY STATEMENT

Students may audit courses by contacting the Academic Services office to register for an audit. Not all courses are available for audit. Auditing students are required to attend lectures as per the attendance policy, but they are not required to complete the assignments. However, in order for students to gain the most benefit from the course, we highly recommend that they complete the pre-course reading as indicated in the syllabus. Auditing students are welcome to participate in the class, but we ask them not to inhibit the participation of those taking the class for credit.

Students will receive no credit or grade points for audited courses and will receive a letter grade of AU on their transcript. Audit courses are billed at 33 per cent (or one credit hour) of the regular tuition rate. If an audit student fails to attend per the attendance policy, there will be no tuition refund and no letter grade of AU will be recorded on his or her transcript.

A course that has been successfully completed for credit may be audited free of charge by current students. They must obtain permission from both the professor and Academic Services and submit a request to Academic Services. Academic Services reserves the right to limit or prohibit free audits in certain circumstances. A spouse of a student registered in a course may attend the same course as the student free of charge. Contact Academic Services ahead of time so the spouse can be registered for the course. Academic Services reserves the right to limit or not allow spouses to attend. Permission must also be obtained from the course professor.

Note: Free spousal audits do not show up on the spouse's transcript

PROCEDURES

Changing a Course from Credit to Audit

A student may request to change a course from "credit" to "audit" on or before the add/drop deadline with a 100 per cent refund of the tuition fee difference.

Upgrading a Course from Audit to Credit

Students can upgrade an audit of a class to a credit on or before the add/drop deadline providing that they complete pre-course work. All due dates as outlined in the course syllabus apply. Students cannot upgrade courses from audit to credit after the add/drop deadline.

APPENDIX A

Related Forms/Policies	
Where is this policy published	College Academic Calendar (https://www.briercrestcollege.ca/academics/calendar/)
Contact Information	Registrar