Policy Name	**Audit Students**		
Policy #	**1203**	Category	**Student Services**
Policy Sponsor	**Associate Vice-President, Student Services**	Previous Revision Date	**December 14, 2011**
Policy Approved by	**President & CEO**	Revision Date	**June 4, 2020**
Procedures Approved by	**Provost and Vice-President, Academic**	Review Date	**See Policy Review Date or As Required**

See the related POLICY.

DEFINITIONS

Auditing is a form of registration where the student is given permission, as an observer, to attend lectures; however, no formal evaluation of student performance is provided.

PROCEDURES

1. Permission to audit must be obtained in writing from the academic chair, program head or continuing education consultant.

2. Participation in laboratories, workshops, clinical or practicum activities, projects and group work is not permitted for auditing students. The instructor may allow the auditing student to observe any of the above situations, but participation is not recommended.

3. Before attending the course, students must present the written permission to enrolment services, complete the registration process and pay the required non-refundable audit fee. The audit fee is defined in the Tuition and Fees policy 1214-G.

4. Changes from credit to audit status must be made before the withdraw failure deadline to avoid academic penalty. Tuition fee refunds will be calculated according to the tuition and fees policy guidelines.

5. Changes from audit to credit status will not normally be permitted.

6. Students will not be formally evaluated on their performance and they are not entitled to have assignments corrected or examinations graded.

7. A final grade of AU will appear on the official transcript unless the student withdraws from the course.

8. Students auditing online courses may view materials and online discussion forums but they cannot post discussion messages or engage in activities that require instructor resources, such as in-class questions that require explanations.