



Course Audit Permission Form

This form pertains to **Policy 1203 Audit Students**. Auditing is a form of registration where the student is given permission to attend lectures and in some cases labs; however, no formal evaluation of student performance is provided, nor is course credit or a grade received. To audit a course, students must complete the **Course Audit Permission Form** and receive signed approval from the appropriate Academic Chair. Students who audit a course are subject to all Policies and Procedures of Sask Polytech.

Information

Student Name		Student Number	
Academic Chair	Program		
Course Name	Course Number	Term	Year

To be completed by Academic Chair:

Is permission to audit the course approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, w/ added restrictions	<input type="checkbox"/> No
Is this a change from credit to audit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have prerequisites been satisfied or waived?	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Waived	<input type="checkbox"/> N/A
<p>Changes from credit to audit status must be made before the withdraw failure deadline to avoid academic penalty. Tuition fee refunds are calculated according to Policy 1214: Tuition and Fees, and Saskatchewan Polytechnic Fee Schedule. Changes from audit to credit status will not normally be permitted,</p>			

If this course audit request was approved, please note the following restrictions:

<u>Restrictions that apply to ALL audit students</u> As per Policy 1203, students auditing a course are not permitted to: access or write exams; submit assignments; be formally evaluated on performance; receive grades; receive credit for the course; or use an audited course to satisfy prerequisite requirements for another Sask Polytech course.	<u>Additional restrictions as per Academic Chair (if applicable):</u>
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If this request was denied, please indicate the reason(s) (choose all that apply):

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| <input type="checkbox"/> Seats reserved for students in program | <input type="checkbox"/> Nature of course delivery | <input type="checkbox"/> Co-operative education |
| <input type="checkbox"/> Maximum enrolment capacity reached | <input type="checkbox"/> Work-integrated learning or internship | <input type="checkbox"/> Labs used as evaluative components |
| <input type="checkbox"/> Safety or legal restrictions | <input type="checkbox"/> Clinical placement or practicum | <input type="checkbox"/> Other _____ |

Authorization

By signing this form all parties agree to the terms as outlined above and as described in Policy 1203.

Academic Chair's Signature	Date (mm/dd/yyyy)
Student Signature	Date (mm/dd/yyyy)

<input type="checkbox"/> Copy to ESO	<input type="checkbox"/> Copy to PH	<input type="checkbox"/> Copy to Student
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