



SUBJECT: Audit Students	CATEGORY: Student Services	NO. 1203
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PREAMBLE

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. The SIAS Audit Students policy provides uniform interpretation and procedures for this alternate method of registration.

POLICY

Students may obtain permission to audit a SIAS course. Certain courses may not be audited due to the nature of delivery.

PROCEDURE

1. Permission to audit must be obtained in writing from the program head or continuing education consultant. Participation in laboratories, workshops, clinical or practicum activities, projects and group work is not permitted. The instructor may allow the auditing student to observe any of the above situations, but participation is not recommended.
2. Before attending the course students must present the written permission to registration services, complete the registration process and pay the required audit fee. The audit fee is defined in the Tuition and Fees policy 1214-G.
3. 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.
4. Changes from audit to credit status will not normally be permitted.
5. Students who require a course for credit will be given registration preference over students auditing a course. Students who audit will be accommodated where capacity allows.
6. Students will not be formally evaluated on their performance and they are not entitled to have assignments corrected or examinations graded. A final grade of AU will appear on the official transcript unless the student withdraws from the course.

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7. 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.

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