

# APPLICATION TO AUDIT FORM

**NOTE: PLEASE READ UNIVERSITY REGULATIONS CONCERNING COURSE AUDITORS ON SECOND PAGE**

## PART 1 - TO BE COMPLETED BY THE STUDENT

<b>STUDENT ID NO.:</b> _____	<b>FAMILY (LAST) NAME:</b> _____	<b>FIRST NAME:</b> _____	<b>MIDDLE NAME:</b> _____
<b>PROGRAM:</b> _____		<b>TERM:</b> <input type="radio"/> FALL <input type="radio"/> WINTER <input type="radio"/> SPRING <input type="radio"/> SUMMER	
		<b>YEAR:</b> _____	

### Course Audit Fee is assessed at 50% of the course tuition

I WISH TO AUDIT THE FOLLOWING COURSE # \_\_\_\_\_ SECTION # \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

I HAVE READ THE UNIVERSITY REGULATIONS CONCERNING COURSE AUDITORS \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

## PART 2 - TO BE COMPLETED BY PROGRAM CHAIR/ INSTRUCTOR

THIS IS TO CERTIFY THAT \_\_\_\_\_ FROM \_\_\_\_\_ IS AUTHORIZED TO ATTEND

STUDENTS FULL NAME \_\_\_\_\_ PROGRAM \_\_\_\_\_

COURSE # \_\_\_\_\_ SECTION # \_\_\_\_\_ COURSE NAME: \_\_\_\_\_

AS AN AUDITOR DURING THE \_\_\_\_\_ TERM AT MACEWAN UNIVERSITY

LOCATION \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DATE: \_\_\_\_\_

DAY \_\_\_\_\_ TIME \_\_\_\_\_ ROOM \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PROGRAM CHAIR / DESIGNATE / INSTRUCTOR

## PART 3 - TO BE COMPLETED BY THE OFFICE OF THE UNIVERSITY REGISTRAR

AUDIT STATUS ENTERED ON THE SYSTEM BY: (EMPLOYEE'S NAME) \_\_\_\_\_ DATE: \_\_\_\_\_

INITIALS: \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE: \_\_\_\_\_

### FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

## AUDIT REQUEST

The policy: Auditors of Courses (C5020) refers only to credit courses. Auditing is not permitted in certain courses due to the nature of instruction or delivery method (ie: labs, practicums).

## PROCESS & REGULATIONS

1. Student completes Part 1 of the Application to Audit form & must initiate the completion of Part 2 with the appropriate Program Chair or Instructor. Following the completion of Part 2, and enrolment in the class, the form needs to be submitted to the Office of the University Registrar (OUR) by email from the appropriate Program Chair or Instructor. The OUR will adjust the course registration to an Audit status and adjust the fees to 50% of the regular tuition cost.
2. Students seeking to audit course(s) must meet all registration and fee deadlines that apply to regular students.
3. Students requesting to audit regular credit courses will be required to pay the audit fees and course materials fees as set out by the Board of Governors. All fees are non-refundable.
4. Auditing will not be permitted in certain courses. Credit registrations will be given preference over applications to audit.
5. Students are not permitted to change status from credit to audit, or audit to credit, after the published last day to add/drop courses in any term.
6. Students who have audited a course may not subsequently apply for PLAR (Prior Learning Assessment and Recognition) in that course.
7. Students who have audited a course may enrol in that same course in a subsequent term, provided they meet admission and registration requirements.
8. Auditing students shall not normally participate in assignments, exams, labs, nor receive feedback. Nonetheless, it is the responsibility of the Instructor and Program Chair to determine the amount of participation and feedback students can access in the audited course.
9. Audited courses are not counted when determining students' eligibility to repeat courses. The permanent record of the student enrolling as an Auditor will be assigned the grade of "AU". The AU grade does not impact GPA (Grade Point Average).
10. Audit decisions cannot be appealed.