

1.0 POLICY

Students who desire to attend courses regularly but do not wish to take examinations or receive credit may register as auditors under certain conditions. Instructor and chair permission and audit fees are required. Audited courses will not be credited towards the requirements for any Grant MacEwan University credential.

2.0 RATIONALE

- 2.1 This policy recognizes that some learners may wish to enroll in credit courses for personal interest. Under certain circumstances this privilege may be granted by the University.
- 2.2 The University expects auditors to attend classes regularly. The degree of student participation in a course will be determined by the instructor.
- 2.3 The auditing of courses serves as an important means to prepare students for further education, and promote continuing education.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

- 3.1.1 This policy applies to credit courses only.
- 3.1.2 Auditing is not be permitted in certain courses due to the nature of instructional or delivery method (e.g. workplace learning, labs).

3.2 Definition

- 3.2.1 Auditors are those students registered in credit courses on a not-for-credit basis.

4.0 REGULATIONS

- 4.1 The Provost and Vice President Academic is responsible for this policy.
- 4.2 The Office of the University Registrar is responsible for administration of this policy.

4.3 Registration to Audit

4.3.1 Registration to audit requires permission of the instructor and the Chair.

4.3.2 Auditing will not be permitted in certain courses. Credit registrations are given preference over applications to audit.

4.3.3 Students are not permitted to change status from credit to audit, or audit to credit, after the last day to add/drop courses in any term.

4.4 Payment of Fees

4.4.1 Students requesting to audit regular credit courses are required to pay the non-refundable audit and course material fees as set out by the Board of Governors.

4.4.2 Students seeking to audit courses must meet all registration and fee deadlines that apply to regular students.

4.4.3 All auditing fees are non-refundable.

4.5 Instructor Feedback and Transcripts

4.5.1 Although auditors are expected to attend class, they do not normally participate in assignments, exams or in laboratory parts of courses, nor receive feedback. However the amount of student participation and instructor feedback is ultimately determined by the instructor and Chair in consultation with the student.

4.5.2 The permanent record of any student who registers as an auditor in accordance with this policy contains the following notation which cannot be converted to a W (withdrawal).

AU – auditor – permission to attend classes, no assignments or examinations completed for credit.

4.6 Subsequent Registration

4.6.1 Students who have audited a course may register in that same course in a subsequent term, provided they meet prerequisite and registration requirements.

- 4.6.2 Students who have audited a course may not subsequently apply for Prior Learning Assessment and Recognition (PLAR) in that course.
- 4.6.3 Audited courses are not counted when determining students' eligibility to repeat courses as per policy C1035 (Repeating Credit Courses), because students do not receive grades in these circumstances.
- 4.7 Audit decisions cannot be appealed.

FACT SHEET

DATES:

Approval 2010.11.16
Review 2015.11

SOURCE:

82.06.23 Recommended by Academic Council 82.06.08 and approved 82.06.23 by Board motion 13-16-81/82. Replaces Board policy 9.13 approved 20-14-71/72.

83.01.20 Regulation 1.2 amended as recommended by Academic Council 82.12.07 and approved 83.01.20 by Board motion 7-7-82/83.

2001.10.25 Recommended by Academic Council motion 01.10.19.04 and approved by Board motion 01-10-25-2001/2002.

2003.02.01 Format updated.

2006.02.09 Recommended by Academic Council motion 05-12-13-03 and approved by Board motion 01-2-9-2005/06.

2009.10.08 Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.

2010.11.16 Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-08-11-16-2010.

2014.10.28 Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.

2014.12.22 Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.

RELATED POLICIES

C1035 Repeating Credit Courses
C2010 Prior Learning Assessment and Recognition
C2020 Grading
C5010 Admissions

IMPLEMENTATION DATE: September 1, 2011