

2.1.4 Course Audit

POLICY

College of the Rockies (the College) values learning to enhance skills and knowledge and to enrich students and society as a whole. This policy establishes guidelines and criteria for students to enrol in a course without receiving credit.

PURPOSE

The purpose of this policy is to provide clear guidelines to audit a course.

SCOPE

This policy applies to all students intending to audit a course¹.

DEFINITIONS

Audit: Enrolment in a course that permits a student to attend without receiving credit.

Flexible Assessment: Receiving recognition for a course through assessment of prior learning.

Intersessional Semester: Spring or summer semester which is typically 7.5 weeks in length offered from May-June or July-August.

Official Transcript: A legal copy of a student's permanent academic record and includes courses taken and credential(s) awarded.

Requisites: Includes both *prerequisite* – requirement(s) that must be completed *before* students may commence a particular course; and, *corequisite* – a course may be taken *at the same time* (concurrently) as another course, or prior.

Semestered Course: Period of instruction typically 15 weeks in length offered from September-December or January-April.

GUIDELINES

- A. Students may audit a course using the following guidelines:
 - A. 1 Students must meet the program admission requirements, course requisites and receive permission from the instructor. If students do not meet program admission requirements and/or course requisites, they will also require instructor permission to waive program and course requisites.

¹ Certain courses are not eligible to audit.

- A. 2 There must be a seat available in the course.
 - A. 3 Student must complete and submit the *Permission to Audit* form to Enrolment Services for processing.
 - A. 4 Students are required to participate according to the agreed upon criteria in the *Permission to Audit* form and maintain satisfactory attendance. The degree of participation in a course is at the discretion of the instructor. Expectations for the student will be established in writing between the instructor and student at the beginning of the course.
 - A. 5 Students requesting a status change from “Credit to Audit” shall do so by the end of the fourth week for a 15-week semestered course, or the end of the second week of an intersessional semester, or 20% from the start of the course/program delivery hours.
 - A. 6 Regular course withdrawal deadlines and processes apply for students withdrawing from a course with an audit status.
- B. FEES**
- B. 1 Students must pay all tuition and fees associated with the course.
- C. AUDIT GRADES**
- C. 1 The audit grade (AUD) is recorded on the student’s permanent record.
 - C. 2 No course credits are granted for an audit course. The AUD grade appears on the student’s official transcript but it is not included in the Grade Point Average (GPA)² calculations.
 - C. 3 Audited courses are not considered part of the student’s official workload.
 - C. 4 Courses with AUD grade cannot be used to meet requisites to other courses or used to meet program credential requirements.
 - C. 5 Audit courses are not open to course challenge or Flexible Assessment.
- D. RESPONSIBILITY**
- D. 1 For inquiries related to this policy, please contact the Registrar.
- E. RELATED POLICIES**
- [2.5.1 Student Evaluation \(Grade\) System](#)
 - [2.4.4 Student Conduct - Policy](#)
 - [2.4.4 Student Conduct - Procedures - Academic Conduct Report Procedure](#)
 - [2.4.4 Student Conduct - Procedures - Appendix B Student Misconduct Report FILLABLE](#)
 - [2.6.1 Course Change & Withdrawal - Policy](#)
 - [2.6.1 Course Chg & WD - Procedures - Appendix A Request Withdrawal Medical or Compassionate Reasons](#)
 - [2.6.2 Vocational Student Withdrawals as a Result of Absence - Policy](#)

² Refer to [2.5.1. Student Evaluation \(Grade\) System](#)