

 <b>University College of the North</b> <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>1 of 2</b>	<b>Policy Number:</b> <b>AC-01-17</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Section:</b> <b>ACADEMIC - Students</b>	<b>Effective Date:</b> <b>December 7, 2021</b>	
<b>Title:</b> <b>Course Audit</b>	<b>Replaces:</b> <b>December 11, 2018</b>	

## **POLICY STATEMENT**

Students who wish to learn without the requirement of course credit may audit classroom-based courses at the discretion of the department or course instructor. The student must be in good academic standing at the time of registration and must satisfy the pre and co-requisite(s) of the course.

## **PURPOSE OF POLICY**

To provide clear guidelines in order to audit a course.

## **PROCEDURES**

Students may 'Audit' courses under the following guidelines:

1. There must be a seat available in the course section.
2. Students must meet the program admission requirements and course pre and/or co-requisites in order to be eligible for audit status.
3. The student must obtain written approval from the faculty/instructor to register in an audit course, or to change from credit to audit status, by completing the Course Audit Request form.
4. Students with approval can register during the Late Registration Period, as identified within the UCN Academic Schedule. No late fees are charged.
5. The fee for auditing a course is calculated at a rate of 50% of the regular tuition fee of a credited course, as per the annual rate and fee guide. All other ancillary course fees will be charged at the regular rate.
6. Audit courses do not count toward the enrolled credit hours of the student's official workload.
7. Audited courses cannot be used to meet the pre or co-requisites of a subsequent course.
8. Audited courses cannot be used to meet program completion requirements for credential purposes.
9. Auditing students are not normally entitled to examination or evaluation privileges. The expectations and degree of participation is at the discretion of the approving faculty/instructor. Courses offered through Inter-University Studies (IUS) will follow the

policy as outlined within the IUS agreement.

10. Certain courses may not be audited due to the nature of delivery.
11. Students who require a course for credit will be given registration preference over students auditing a course. Students who audit will only be accommodated where course capacity has not been attained. Credit request for a course that has been audited will not be accepted by way of Recognition of Prior Learning or Challenge for Credit.
12. Student transcripts will reflect a grade of AU for audited courses. The grade of AU is not included in the calculation of a student's term, or Career Grade Point Average (CGPA).
13. Students with an outstanding financial commitment may be denied access to register in an audit course.
14. An audit course is not eligible for voluntary or retroactive withdrawal privileges.
15. Tuition refunds do not apply to an audit course.
16. Audit requests for courses offered through Inter-Universities Services must be approved through the host institution.