

STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-125 VERSION #2	TITLE: AUDITING A CREDIT COURSE	SEARCH KEY:
PURPOSE:	<ul style="list-style-type: none"> To describe the process for a student's request to audit a credit course. 	POST TO: Public Website <input checked="" type="checkbox"/> DC Connect <input checked="" type="checkbox"/>
SCOPE (Applies To):	<ul style="list-style-type: none"> ACADEMIC STUDENTS FACULTY MEMBERS REGISTRAR'S OFFICE (RECORDS) 	
STATUS: FINAL	AUTHOR: THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST	CREATED: 2017/04/03 (yyyy/mm/dd)
	RESPONSIBLE OWNER: VICE-PRESIDENT, ACADEMIC & PROVOST	
PROCESS REVISIONS:	REVISION AUTHOR: STEFANIE CARTER, STUDENT SYSTEMS & RECORDS SUPERVISOR, REGISTRAR'S OFFICE, CONTACT INFORMATION: 604-527-5357	REVISED: 2018/07/31 (yyyy/mm/dd)
RELEVANT FORM:	DC Audit Agreement Form	REVISED: 2019/06/11 (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> T. BORGORD, VICE-PRESIDENT, ACADEMIC & PROVOST M. COPE, ADMINISTRATIVE OFFICER, REGISTRAR'S OFFICE A. MACMILLAN, INTERIM REGISTRAR, REGISTRAR'S OFFICE M. STAINSBY, DEAN, LANGUAGE, LITERATURE AND PERFORMING ARTS J. SHIM, ADMINISTRATIVE OFFICER, CHILD, FAMILY & COMMUNITY STUDIES T. SMITH, OPERATIONS SUPERVISOR, RECORDS, REGISTRAR'S OFFICE P. TRACEY, SENIOR RECORDS ASSISTANT, REGISTRAR'S OFFICE M. YOUNG, FACULTY, ENGLISH UPGRADING, LANGUAGE, LITERATURE AND PERFORMING ARTS 	DATE APPROVED: 2017/05/03 (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: <input checked="" type="checkbox"/> ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE <input checked="" type="checkbox"/> THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST		DATE APPROVED: 2017/05/12 (yyyy/mm/dd)
RELEVANT POLICY:	Douglas College Policies: <ul style="list-style-type: none"> Audit Policy Course and Status Changes Policy Grading Policy 	
RELEVANT ACRONYMS & DEFINITIONS:	AUD: Audit DC: Douglas College EDCO: Education Council RO: Registrar's Office W: Withdrawal before the official deadline	

PREAMBLE:

Douglas College **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 prerequisites of the course. A change in credit or **audit** status is permitted only during the official course change period within the first two weeks of classes. For more information refer to the [DC Audit Policy](#).

STEPS:

1. Prior to registration, a **student** should contact the course **instructor** to discuss auditing the course. Agreement in advance will ensure no financial penalty if the **instructor** does not agree to the audit request. (The tuition refund is 50% per credit for any courses(s) dropped as of the first day of classes.)
2. If the **instructor** agrees to grant the **student's** request to audit the course, the two parties will arrange to meet to complete a [DC Audit Agreement Form](#). (Audit Agreement forms are available on the College's internal and external site.)
3. The **instructor** and **student** will meet to discuss, complete and sign the form.
4. The **instructor** will:
 - make a copy of the signed Audit Agreement to give to the **student**, and
 - retain the original Audit Agreement for her/his own records.
5. The **student** will register into the course, and once registered, will pay for the course by the posted DC [Fee Payment Deadlines](#)
6. The **student** will take the completed Audit Agreement form to the **RO** before the end of the late registration period to update her/his registration status from Registered to Audit. The Audit Agreement form will be kept by the **RO** and scanned to the **student** file. A copy will be provided to the **student**.
7. At the conclusion of the course, if the **student** meets the Audit Agreement expectations, the notation AUD will remain on the **student's** permanent academic record. If the **student** fails to meet the terms of the Audit Agreement, the **instructor** will notify the **RO (Records)** by completing a *Change of Grade* form to change the **student's** final grade from AUD to W.
8. A copy of the form that the **RO (Records)** receives to change **student's** status will be scanned to the **student's** file.