

AUDIT POLICY

Policy Name: Audit	Responsible Owner: Vice-President, Academic and Provost	Created: April 2014
Policy Number: <i>To be Announced</i>	Approval Body: Education Council	Last Reviewed/Revised: November 2020
Category: Education	Replaces: E02.03.13 (1986)	Next Review: 2027

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A. PURPOSE

Douglas College believes that education enriches individuals, educational groups and society as a whole. The College is committed to enhancing the skills, knowledge and values of life-long learners in meeting their goals, whether or not these include college credits or measurable assessment.

B. SCOPE

- **ACADEMIC STUDENTS**
- **FACULTY**
- **DEANS/ASSOCIATE DEANS**
- **DIRECTORS**
- **REGISTRAR**

C. DEFINITIONS

- *To be Determined.*

D. POLICY STATEMENTS

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.

E. PROCEDURES

Prior to registration, the student and instructor will complete an [Audit Agreement](#) outlining expectations regarding the student's attendance, participation and assignment completion, and regarding the instructor's provision of feedback or evaluation. The terms of the Audit Agreement must be fulfilled for the student to earn the Audit designation (AUD) on their permanent record.

An audit student must apply and register according to current Registrar's Office procedures. Written permission of the course instructor is required. A change in credit or audit status is permitted only during the official course change period within the first two weeks of classes.

NOTATION ON PERMANENT RECORD

The notation **AUD** will appear on the permanent record beside each course successfully audited. If the student does not meet the terms of the Audit Agreement, the instructor will notify the Registrar's Office and the student will be assigned a **W**.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- Grading Policy
- Course and Status Changes Policy

G. RELATED ACTS AND REGULATIONS

- *To be Determined.*

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- *To be Announced.*