



Today's Date: \_\_\_\_\_

# Audit Agreement

The **Audit Agreement** is a contract between an instructor and a student who wishes to learn without the requirement of course credit, as per the [Douglas College Audit Policy](#).

1. The student must be in good academic standing at the time of registration.
2. The student must register and pay full tuition fees for the course as a credit student, following current Enrolment Services procedures and deadlines.
3. To change to "audit" status, the student must obtain instructor permission.
4. The student and instructor must complete an Audit Agreement form, and each retain a copy for their records.
5. The student must submit the original completed form to Enrolment Services by the end of the two-week late registration period.
6. Enrolment Services will change the student's status from "registered" to "audit".
7. If the student fails to meet the terms of the Audit Agreement, the instructor will complete a Change of Grade Form and submit a final grade of "W" for the course.

## STUDENT INFORMATION

<b>Student Number:</b>	<b>Student Name:</b>
<b>Telephone Number:</b>	<b>Email Address:</b>

## COURSE INFORMATION

Semester	Year	Subject Code (ex. ENGL)	Course Number (ex. 1130)	Section Number	CRN
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Instructor's Name (Please Print): \_\_\_\_\_

The student agrees to meet the following course requirements, as detailed in the instructor's course outline (mark all that apply):

**Preparation (specify which, if not all: course readings, homework, etc.)**

**Attendance and participation (specify which, if not all: group work, field trips, etc.)**

**Assignments (specify which, if not all: papers, research projects, etc.)**

**Exams (specify which, if not all: quizzes, tests, mid-term(s), final, group, oral, etc.)**

The instructor agrees to provide written / oral feedback on the student's work:      Yes      No

The instructor agrees to provide (advisory) grades on the student's work:      Yes      No

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

Change from Registered (RE) to Audit (AUD) and entered into Banner by: \_\_\_\_\_ Date Entered: \_\_\_\_\_

## Collection Notice

Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your request to an Audit Agreement Contract. Questions about the collection of this information may be directed to the Associate Registrar, Records, System and Scheduling at 604-527-5011 or [reg\\_admin@douglascollege.ca](mailto:reg_admin@douglascollege.ca)