

## Auditing A Credit Course

Date Approved: March 9, 2020

Effective Date: April 1, 2020

Date Reviewed: Fall 2019

Replaces: Auditing A Credit Course 2013

### Purpose

To provide individuals – who may wish to register in a credit course for general knowledge and/or other personal reasons without the obligation of completing the evaluations or awarding of a final grade – with the opportunity to register in credit courses as Audit.

### Definitions

**Audit:** Registration in a course in a program of instruction on a non-participatory basis and without the benefit of evaluation of a grade or credit for the course.

**Credit Course:** Courses in programs of instruction eligible for funding through the general purpose operating grant for which students, upon successful completion, receive a credit on their transcript.<sup>1</sup>

**Credit:** A representation of the number of teaching contact hours and/or hours attributed towards the achievement of the learning outcomes of a course.

### Application/Scope

This policy applies to individuals who wish to attend a course at Cambrian College ('the College') but not receive a credit for it.

### Policy Statements

1. The College does not consider courses taken as Audit in determining a student's full-time or part-time enrolment status nor does it use these in determining a course load for the purpose of financial aid.
2. Audit fees are set through the College's tuition fee protocol consistent with the Tuition and Ancillary Fees Minister's Binding Policy Directive as established by the Ministry of Training, Colleges and Universities.
3. Because of the nature of certain courses, class size restrictions, space constraints, possible legal restrictions, and/or safety factors, permission of the appropriate program coordinator is required for registration with Audit status.
4. A student who wishes to register in a Credit Course as Audit shall present the approved Request to Audit a Credit Course Application to the Office of the Registrar at the time of registration and pay the appropriate course fees.
5. Students registering in credit courses as Audit are not required to undertake course examinations or assignments nor will they receive a credit.
  - a. The course will be recorded on the transcript with a grade of "AU" (audit) assigned.

---

<sup>1</sup> Ministry of Colleges and Universities

## Auditing A Credit Course

Date Approved: March 9, 2020

Effective Date: April 1, 2020

Date Reviewed: Fall 2019

Replaces: Auditing A Credit Course 2013

- b. The course will not apply toward any Cambrian College diploma or certificate.
6. Faculty may permit students to write tests and assignments for general comments and feedback, but under no circumstance will these be marked or graded.
  7. A student who is auditing a course may convert their Audit status to “registered” before the deadline for registration as per the College’s academic schedule, if they otherwise qualify.
  8. A student may not challenge a course through the Prior Learning Assessment and Recognition process after they have audited it.
  9. The College considers an Audit student in the same manner as all other students and as such, the Audit student has the rights and responsibilities of any student, subject to any restrictions outlined in this policy.

## Responsibilities and Accountability

**Registrar** is responsible for

- Administering the processes related to student registration
- Managing student records
- Monitoring and interpreting this policy

## Related Procedures

Request to Audit a Credit Course Application

## Related Policies / Directives / Regulations

Ministry of Colleges and Universities – Tuition and Ancillary Fees Minister’s Binding Policy Directive  
Prior Learning Assessment and Recognition Policy  
Academic Standing and Promotion Policy