

Auditing A Credit Course Policy

Policy Type: Academic

Policy Owner: Vice President, Academic

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Purpose

To outline the requirements for individuals who wish to audit a credit course at Cambrian College.

Scope

This policy applies to individuals who wish to register in a course without receiving a credit.

Definitions

Audit: Registration in a credit course without the benefit of evaluation, grade, or credit for the course.

Credit Course: Courses eligible for funding through the general purpose operating grant (GPOG), for which students, upon successful completion, receive a credit on their transcript.

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

Policy Statements

1. Courses taken as audit do not contribute to a student's full-time or part-time enrolment status and are not used in determining a course load for the purpose of financial aid.

2. The Chair must approve registration of audit status. Considerations may include class size restrictions, space constraints, other restrictions, and/or safety factors.
3. A student who wishes to audit a credit course must complete the Request to Audit a Credit Course Application form and pay the appropriate course fees.
4. Students auditing a credit course do not complete course examinations or assignments nor will they receive a credit.
 - The course will be recorded on the transcript with a grade of “AU” (audit) assigned.
 - The course will not apply toward any Cambrian College credential.
5. Faculty may permit students to write tests and assignments for general comments and feedback, but submitted work will not be marked or graded.
6. 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, subject to eligibility requirements.
7. A student may not challenge a course through the Prior Learning Assessment and Recognition process after they have audited it.
8. An audit student has the same rights and responsibilities of registered students, subject to the restrictions outlined in this policy.

Responsibilities and Accountabilities

Vice President, Academic is responsible for:

- Ensuring the development, review, and implementation of this policy.

Office of the Registrar is responsible for:

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

Chairs are responsible for:

- Determining and approving courses that are eligible to be audited.

Procedures/Forms

- [Request to Audit a Credit Course Application Form](#)

Related Policies

- [Prior Learning Assessment and Recognition Policy](#)
- [Student Fees and Refunds Policy](#)

References

- [Ministry of Colleges and Universities – Tuition and Ancillary Fees Policy](#)