

Academic Council Policy

Auditing Courses

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Description: The Auditing Courses policy describes the terms under which students admitted to OCAD may register for courses without seeking academic credit.

Approvals:

Approved by Enrollment, Retention and Recruitment Committee, June 4, 2007

Approved by Academic Council: August 2, 2007

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Date Effective: September 2008

Approval Authority: Academic Council

Signature: Chair, Academic Council: Archie Graham

Policy:

To audit a course is to attend classes without working for or receiving academic credit. Audit students are not required to complete course assignments, take examinations or attend tutorials and do not receive an evaluation, critique or grade. Audit students may, with the approval of the instructor, participate in class discussions.

Not all courses may be audited. Audit courses do not count towards full-time status, graduation requirements or eligibility for any financial aid.

An audited course will be recorded on the student's academic transcript with a notation indicating whether or not the student attended classes.

An audited course may not subsequently be claimed for credit. Students registered in a course for credit may not subsequently request a change to audit status.

Undergraduate or Special Students:

Undergraduate and Special students may audit liberal studies or studio/seminar course(s) provided the required permissions have been granted and the appropriate course fees have been paid. Not all liberal studies or studio/seminar courses may be audited. Studio courses may not be audited.

Undergraduate or Special students must present a Request for Permission to Audit form to the course instructor at the first class for approval. If the instructor approves the request the student must then present the signed form to the instructor's Associate Dean (or designate) for Faculty approval. The completed form must be submitted to the Office of the Registrar within five business days of the end of the course change period. Course withdrawal procedures and deadlines are the same as for regular credit courses. Audit course fees will not be refunded.

Undergraduate or Special students auditing courses will be charged 50% of the regular course tuition fees. The fee does not include access to other university resources or services. Costs of field trips and incidental expenses must be paid by the students. Auditing students do not pay ancillary fees.

Graduate students:

Graduate students may audit any course provided the required permissions have been granted. By mutual agreement with the course instructor, graduate students may participate in class discussions and engage in class activities. Not all courses may be audited.

Graduate students must present a Request for Permission to Audit form to the course instructor at the first or second class for approval. If the instructor approves the request the student must present the signed form to the instructor's Associate Dean (or designate) for Faculty approval and then, if approved by the Associate Dean, to their program director for final approval. The form must be submitted to the Office of the Registrar before the end of the second week of classes. Course withdrawal procedures and deadlines are the same as for regular credit courses.

Course audit fees for graduate students are included in their program fees. Costs of field trips and incidental expenses must be paid by the students.