Course Audit - Policy 040

Policy Statement

In order to accomplish its mission to create and disseminate new knowledge, a student who wants to attend a class but not receive credit may, with instructor permission, register as an Audit student.

Related Policy
Definitions
Audit means to undertake a course for personal development or other reasons and no credit is awarded.

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Procedures

Individuals interested in auditing must be admitted to the University.
The student will pay the required deposit, tuition and other fees.
Permission to audit a course is dependent upon the class size and other factors that the instructor and the Chief Academic Officer or designate establish.

Once a course has been audited, the course is not open to PLR and will not be considered for meeting admission, prerequisite or course requirements.

Should the student decide they need credit for the course, they must re-register in the course at the next appropriate start date and successfully complete the assignments and exams.

An AUD grade is entered for courses in which a student is registered as Audit and no credit is awarded.

Audit students may not change their status from audit to credit. Credit students may not change their status from credit to audit except during the first week of the class.

Students interested in auditing a course should provide a letter of permission to the Registrar from the course Faculty Member.

The student and instructor should agree (preferably in writing) on the expectations for a successful auditing of the course. These expectations may specify attendance, levels of participation in class activities, homework and projects that may be completed, or any other activity deemed important to understanding the course material.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.
Approved by: Academic Council, April 12, 2012.
Revised: June 18, 2014
Responsibility: Registrar

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