

# Policy and Procedures Manual

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Policy #:	3-02
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Student Audit Policy
Effective Date:	May 15, 2019
Revision Date:	
Approved by:	Policy Committee

## STUDENT AUDIT POLICY

### POLICY STATEMENT

Students who wish to audit courses attend and participate in classes and seminars, and complete course readings, but they are not required to complete course work, assignments or exams. Students who wish to audit courses may be admitted to credit courses which have been approved for auditing by the Instructor, provided that the needs of credit students have been met. Students may not audit programs. An Audit Grade (AUD) appears on student transcripts but it is not included in Grade Point Average (GPA) calculations and cannot be used as a prerequisite.

### PURPOSE STATEMENT

This purpose of this policy is to provide an opportunity for students to audit approved courses while maintaining priority for credit students.

### GUIDELINES

1. Students who wish to audit courses pay applicable fees.
2. Students who wish to audit courses are not required to meet the course prerequisites.
3. Students who wish to audit courses are eligible to register during the add/drop period (that is, during the first ten days of each term), provided that there is available space.
4. Students who wish to audit courses may not change their status from Audit to Credit. Credit students may not change their status from Credit to Audit except during the add/drop period.
5. Opportunities for student evaluation will be established between instructor and student at the beginning of the course.