



# STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP-125 VERSION #2	TITLE: AUDITING A CREDIT COURSE
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PURPOSE:

- To describe the process for a student's request to audit a credit course. 3 DC q505I(r)-7.7 W nBT/TT1 1 Tf0.48 -0 0 0.48 164.88 567.12 Tm())TETEMC 68.96

		2019/06/11 (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	<ol style="list-style-type: none"> <li>1. T. BORGORD, VICE-PRESIDENT, ACADEMIC &amp; PROVOST</li> <li>2. M. COPE, ADMINISTRATIVE OFFICER, REGISTRAR'S OFFICE</li> <li>3. A. MACMILLAN, INTERIM REGISTRAR, REGISTRAR'S OFFICE</li> <li>4. M. STAINSBY, DEAN, LANGUAGE, LITERATURE AND PERFORMING ARTS</li> <li>5. J. SHIM, ADMINISTRATIVE OFFICER, CHILD, FAMILY &amp; COMMUNITY STUDIES</li> <li>6. T. SMITH, OPERATIONS SUPERVISOR, RECORDS, REGISTRAR'S OFFICE</li> <li>7. P. TRACEY, SENIOR RECORDS ASSISTANT, REGISTRAR'S OFFICE</li> <li>8. M. YOUNG, FACULTY, ENGLISH UPGRADING, LANGUAGE, LITERATURE AND PERFORMING ARTS</li> </ol>	DATE APPROVED: 2017/05/03 (yyyy/mm/dd)

QUALITY ASSURANCE FORMAT APPROVAL:

- ADMINISTRATORS' COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE
- THOR BORGFN6E BCourse and Status Changes Polcy
- Grading Policy

RELEVANT ACRONYMS & DEFINITIONS:	<p><b>AUD:</b> Audit</p> <p><b>DC:</b> Douglas College</p> <p><b>EDCO:</b> Education Council</p> <p><b>RO:</b> Registrar's Office</p> <p><b>W:</b> Withdrawal before the official deadline</p>

## PREAMBLE:

Douglas College **students** who wish to learn without the requirement of course credit may **audit** classroom-based courses at the discretion of the **department** or **course instructor**. The **student** must be in good academic standing at the time of registration and must satisfy the prerequisites of the course. A change in credit or **audit** status is permitted only during the official course change period within the first two weeks of classes. For more information refer to the [DC Audit Policy](#).

## STEPS:

1. Prior to registration, a **student** should contact the course **instructor** to discuss auditing the course. Agreement in advance will ensure no financial penalty if the **instructor** does not agree to the audit request. (The tuition refund is 50% per credit for any courses(s) dropped as of the first day of classes.)
2. If the **instructor** agrees to grant the **student's** request to audit the course, the two parties will arrange to meet to complete a [DC Audit Agreement Form](#). (Audit Agreement forms are available on the College's internal and external site.)
3. The **instructor** and **student** will meet to discuss, complete and sign the form.
4. The **instructor** will:
  - make a copy and send to the student.