

## COURSE AUDIT

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<b>Approval Authority</b>	Senate
<b>Responsible Executive</b>	Provost and Vice-President, Academic
<b>Related Policies / Legislation</b>	Course Withdrawal (81) Course Prerequisites and Co-requisites (84) Grading System (101)

### PURPOSE

This policy is to establish principles and criteria for auditing courses at the University of the Fraser Valley (UFV).

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### SCOPE

This policy applies to students who wish to attend a course but not receive credit for it.

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### DEFINITIONS

In this policy, the following definitions apply:

**Audit:** Enrolment in a course that permits a student to attend without being evaluated for credit.

**Auditor:** A student who is registered to audit a course.

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### POLICY

The University of the Fraser Valley (UFV) values learning to enhance skills and knowledge and to enrich students and society as a whole. Auditing provides an opportunity for a student to attend a course without being evaluated for credit. While UFV gives registration priority to students taking courses for credit towards credentials, students may register to audit courses subject to permission of the instructor and availability of seats.

A minimum amount of attendance and participation, as determined by the instructor, is expected for course audits. At the end of the course, a grade is assigned to indicate whether the audit was successfully completed.

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### REGULATIONS

Students taking a course for credit will be given first priority to register for seats in courses. The Office of the Registrar will establish guidelines for audit registration to ensure credit students have been accommodated before audit registrations are approved.

#### Audit registration

- Students wishing to audit a course must be admitted to UFV and eligible to register for the semester. Auditors are expected to meet any prerequisites and co-requisites for the course.
- If seats are available after credit students have been accommodated, the course instructor may, at their discretion, give the student permission to audit. For graduate level courses, approval by the graduate program committee chair and the senior supervisor is also required.
- Prior to giving a student permission to audit, the instructor must specify in writing the expectations for attendance and participation for a successful audit.
- If a student is registered to take a course for credit and wishes to change to audit status, he or she must withdraw from the course under the rules for course withdrawal and seek permission to re-register as an auditor under the conditions stated above.
- When a student is granted permission to audit, the student must register for course audit through the Office of the Registrar no later than 30% of the course duration. Regular course fees apply, including late registration fees if applicable.

Audited courses cannot be used as prerequisites or co-requisites for other courses.

If a student wishes to withdraw from an audited course, regular course withdrawal deadlines and processes apply.

### **Audit grades**

In accordance with the Grading System policy, the grade AU (Audit) is recorded on the student's permanent record when the student has met the attendance/participation requirements specified by the instructor. When an auditor has not met the expectations for a successful audit, the grade AN (Audit expectations not met) will be assigned.

Audited courses appear on the transcript but the student receives no credit, and the courses do not apply towards any credential. Audit grades are not included in the GPA calculation.

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## **APPENDICES**

Registration information at <https://www.ufv.ca/calendar/current/General/Registration.htm#Audit>