



Alexander College

Office of the Registrar

Email: registrar@alexandercollege.ca

Tel.: (604) 435-5815

Fax: (604) 435-5895

COURSE AUDIT REQUEST FORM

Request Details

Student's First Name	Student's Last Name (family name)	Student ID Number

Term	Course Code (e.g. ECON 103AV)
Instructor's Name	Instructor's Signature

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Policy and Procedure



Course Audit

Audited courses are defined as those which are taken on a non-credit basis and for which no grade will be assigned. Students are generally expected to participate fully and to complete all coursework and exams. Fees for audit courses are the same as for credit courses.

Students who meet the course requirements may register to audit a course, or request to change their course status from credit to audit, after the first day of classes and until the course add/drop/change deadline. Students may request to audit a course by completing the Course Audit request form available online or from the Office of the Registrar, and must obtain the written approval of the Registrar. There is no limit to the number of courses which may be audited in one semester. Students may not change their course status from audit to credit at any time after registration and may not challenge a previously audited course.

As with credit courses, students who are auditing a course are required to maintain a rate of class attendance greater than 70%. An attendance rate less than 70% will result in withdrawal from the course, and a notation of 'W' on the student's permanent record. Successful completion of the course will result in the notation of 'AUD' on the student's permanent record.

Procedure

1. To request a course audit, the student will complete this form, and submit it by email to the Registrar (registrar@alexandercollege.ca)
2. The Registrar will review the request, in consultation with the course instructor(s)
3. If the course audit request is approved, the student's registration status will be changed to "audit" and written confirmation sent to the student and instructor(s)

Student's Signature	Date (DD - MMM - YYYY)

OFFICE USE ONLY

Registrar's Signature	Date (DD - MMM - YYYY)