# Standard Operating Procedure (SOP) Auditing a Credit Course

**DOCUMENT ID:** SOP-125  
**VERSION #2**

**TITLE:** AUDITING A CREDIT COURSE

**PURPOSE:**
- To describe the process for a student’s request to audit a credit course.

**SCOPE (Applies To):**
- ACADEMIC STUDENTS
- FACULTY MEMBERS
- REGISTRAR’S OFFICE (RECORDS)

**STATUS:** FINAL

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**CREATED:** 2017/04/03 (yyyy/mm/dd)

**RESPONSIBLE OWNER:** VICE-PRESIDENT, ACADEMIC & PROVOST

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**REVISED:** 2018/07/31 (yyyy/mm/dd)

**RELEVANT FORM:** DC Audit Agreement Form

**REVISED:** 2019/06/11 (yyyy/mm/dd)

**ACCORD/POLICY APPROVAL BODY:**
1. T. BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST
2. M. COPE, ADMINISTRATIVE OFFICER, REGISTRAR’S OFFICE
3. A. MACMILLAN, INTERIM REGISTRAR, REGISTRAR’S OFFICE
4. M. STAINSBY, DEAN, LANGUAGE, LITERATURE AND PERFORMING ARTS
5. J. SHIM, ADMINISTRATIVE OFFICER, CHILD, FAMILY & COMMUNITY STUDIES
6. T. SMITH, OPERATIONS SUPERVISOR, RECORDS, REGISTRAR’S OFFICE
7. P. TRACEY, SENIOR RECORDS ASSISTANT, REGISTRAR’s OFFICE
8. M. YOUNG, FACULTY, ENGLISH UPGRADING, LANGUAGE, LITERATURE AND PERFORMING ARTS

**DATE APPROVED:** 2017/05/03 (yyyy/mm/dd)

**QUALITY ASSURANCE FORMAT APPROVAL:**
- ADMINISTRATORS’ COMMUNITY OF PRACTICE (ACP) SOP SUBCOMMITTEE
- THOR BORGFORD, VICE-PRESIDENT, ACADEMIC & PROVOST

**DATE APPROVED:** 2017/05/12 (yyyy/mm/dd)

**RELEVANT POLICY:** Douglas College Policies:
- Audit Policy
- Course and Status Changes Policy
- Grading Policy

**RELEVANT ACROYNMS & DEFINITIONS:**
- **AUD:** Audit
- **DC:** Douglas College
- **EDCO:** Education Council
- **RO:** Registrar’s Office
- **W:** Withdrawal before the official deadline
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 of the signed Audit Agreement to give to the student, and
   - retain the original Audit Agreement for her/his own records.

5. The student will register into the course, and once registered, will pay for the course by the posted DC Fee Payment Deadlines.

6. The student will take the completed Audit Agreement form to the RO before the end of the late registration period to update her/his registration status from Registered to Audit. The Audit Agreement form will be kept by the RO and scanned to the student file. A copy will be provided to the student.

7. At the conclusion of the course, if the student meets the Audit Agreement expectations, the notation AUD will remain on the student’s permanent academic record. If the student fails to meet the terms of the Audit Agreement, the instructor will notify the RO (Records) by completing a Change of Grade form to change the student’s final grade from AUD to W.

8. A copy of the form that the RO (Records) receives to change student’s status will be scanned to the student’s file.