STANDARD OPERATING PROCEDURE (SOP)

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.** 3 DC q505I(r)-7.7 W nBT/TT1 1 Tf0.48 -0 0 0.48 164.88 567.12 Tm( )TJETEMC 63.96	

		2019/06/11 (yyyy/mm/dd)
ACCORD/POLICY APPROVAL BODY:	1. T. BORGORD, 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 BORGFN6E BCourse and Status Change Polcy**
• 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 w ⬛ without the requirement of ⬛ it may **audit** classroom-based courses at the ⬛ of the **department** or **course i** ⬛ The **student** must be in good academic standing at th ⬛ gistration and must satisfy th ⬛ tes of the course. A change in credit or **audit** status ⬛ only during the official cour ⬛ eriod within the first two weeks of classes. For more i ⬛ efer to the DC Audit Poli ⬛

STEPS:

1. Prior to registration, a **stud** ⬛ the cour ⬛ iscuss auditing the course. Agreement in ad ⬛ ure no financial penalty ⬛ **tor** does not agr ⬛ the audit request. (The ⬛ nd is 50% per credit for any co ⬛ ped as of the ⬛ day of classes.)

2. If the **instructor** agre ⬛ the **student's** request to audit the co ⬛ o parties will arrange to meet to ⬛ DC Audit Agreement Form . (Audit Ag ⬛ ms are available on the College's inte ⬛ ernal site.)

3. The **instructor** and **stud** ⬛ t to discuss, complete and si ⬛

4. The **instructor** will: ⬛
   - make a copy ⬛