

ACADEMIC COUNCIL REPORT

SESSION:

Public

**ACTION REQUESTED:**

Decision



Discussion/Direction



Information

**DATE:** 28 June 2022**FROM:** Graduate Studies Committee (GSC) and Undergraduate Studies Committee (USC)**SUBJECT:** New Auditing Courses Procedures

MANDATES:

- Under the Policy Framework, Policy Owners must consult with deliberative bodies before presenting draft policy instruments to the approval authority for approval
- The Committees (GSC and USC) have a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments, and have delegated authority under the Terms of Reference to approve Procedures, Directives, and Guidelines
- The GSC and USC have reviewed and approved the new Procedure document in accordance with their respective mandates under their Terms of Reference and are presenting to Academic Council for information

BACKGROUND/CONTEXT & RATIONALE:

The Auditing Courses Procedures is a new instrument created to outline the process for requesting to audit a course at the institution. This document codifies existing practices into one set of Procedures.

CONSULTATION:

Online Consultation: May 2 2022 to May 13 2022

Administrative Leadership Team (written consultation): May 10 2022 to May 20

2022 Deliberative Bodies: USC and GSC May 2022 for approval

For Information: Academic Council June 2022

NEXT STEPS:

- After presentation to Academic Council, these new Procedures will become effective and will be added to the Policy Library.

SUPPORTING REFERENCE MATERIALS:

- Auditing Courses Procedures

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	
Review Date	
Supersedes	

PROCEDURES FOR AUDITING AN UNDERGRADUATE AND GRADUATE COURSE

PURPOSE

1. The purpose of these Procedures is to outline the process for requesting to audit an undergraduate or graduate Course at the University.

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Auditor” means the Student who attends a Course without receiving evaluation or a grade.

“Course” means a unit of work in a particular subject normally extending through one semester or session, the completion of which carries credit toward the requirements of a degree or diploma.

“Requestor” means a Student requesting to be an Auditor of a Course.

“Semester” means sixty days of lectures and a final examination period.

“Session” means a period of approximately six consecutive weeks in the summer semester consisting of 30 days of lectures and a final examination period. The first half of summer semester is designated as spring session; the second half is designated as summer session.

“Student” means a registered undergraduate student, registered graduate student, or non-registered student.

SCOPE AND AUTHORITY

3. These Procedures apply to the undergraduate and graduate Courses identified by the Faculties as having enrolment capacity and instructor permission.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.
5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of these Procedures as they pertain to graduate students.

PROCEDURES

6. **Process for submitting a request to audit an undergraduate Course:**

- 6.1. Requestors must submit a request in writing to the Office of the Registrar prior to the last day to add a course, as outlined in the academic schedule.

