

POLICY CONSULTATION REPORT

DATE: January 6, 2025

FROM: Adam Wingate, Associate Registrar and Director, Records and Scheduling

SUBJECT: Revised Policy on Auditing an Undergraduate and Graduate Course

BACKGROUND/CONTEXT & RATIONALE:

- In accordance with our policy instrument review timelines, it is necessary to review this policy as the last major revisions took place in June 2022.
- Upon consultation with the School of Graduate and Postdoctoral Studies, the following substantive revisions were made:
 - Section 7.2(d): expanding the scope of the instrument to allow for undergraduate-level courses to be audited by students in research-based graduate programs.

CONSULTATION AND APPROVAL PATH:

- Online Consultation: January 6, 2025 – January 17, 2025
- Administrative Leadership Team: February 11, 2025
- Undergraduate Studies Committee Deliberation: February 18, 2025
- Graduate Studies Committee Deliberation: February 25, 2025
- Academic Council Approval: March 25, 2025

HOW TO COMMENT:

- Community members can provide written comments using the [policy feedback form](#). Comments will be shared with the relevant Policy Owner for consideration.
- The comment period will be open until 3:00 pm on January 17, 2025.

NEXT STEPS:

- A summary of comments will be provided to the relevant deliberative body and approval authority.

SUPPORTING REFERENCE MATERIALS:

- ACD 1513 Policy on Auditing an Undergraduate and Graduate Course (Tracked Changes)
- ACD 1513 Policy on Auditing an Undergraduate and Graduate Course (Clean Copy)



Classification Number	ACD 1513
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	June 28, 2022
Review Date	March 2023
Supersedes	Policy on Auditing an Undergraduate and Graduate Course: February 25, 2020

Policy on Auditing an Undergraduate and Graduate Course

PURPOSE

1. The purpose of this Policy is to outline the categories, registration and fee-payment requirements for Auditors of a Course at the University.

DEFINITIONS

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

“Auditor” means the people who attend 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.

“Non-registered Students” means the non-registered people or employees at the University that are under the age of 65 years.

“Registered Undergraduate Students” means the students registered at the University in an undergraduate program.

“Registered Graduate Students” means the students registered at the University in a graduate program.

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

“Senior Citizens” means Non-registered Students at the University that are 65 years of age or older.

“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.

SCOPE AND AUTHORITY

3. This Policy applies 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 this Policy.

5. The Dean of Graduate and Postdoctoral Studies is responsible for overseeing the implementation, administration and interpretation of this Policy as they pertain to graduate students

POLICY

6. General

- 6.1. Audited Courses will not appear on a student's transcript.
- 6.2. Auditors may audit only one Course at a time per semester.
- 6.3. Audited Courses cannot be re-taken for credit afterwards.
- 6.4. The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.
- 6.5. The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.
- 6.6. Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as an Auditor for graduate Courses.

7. Categories of Auditors

There are three categories of Auditors: Registered Undergraduate Students, Registered Graduate Students and Non-registered Students.

Normally, Non-registered Students will not be permitted to audit graduate Courses.

7.1. Registered Undergraduate Students:

- a) May audit a Course provided they obtain the permission of the Course instructor(s);
- b) Are not permitted to write examinations or receive any form of evaluation; and,
- c) Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

7.2. Registered Graduate Students:

- a) May audit Courses provided they have the approval of their supervisor (if applicable), graduate program director and the Course instructor;
- b) Are not permitted to write examinations or receive any form of evaluation;
- c) Must register formally as Auditors with the School of Graduate and Postdoctoral Studies and pay the fees as outlined by the University.
- d) May be permitted to audit one graduate course or undergraduate course for free, pending submission of a rationale to the School of Graduate and Postdoctoral Studies by the supervisor and graduate program director that demonstrates how the requested course contributes to the student's research progress. This option is restricted to students in research-based graduate programs.

7.3. Non-registered Students (including Senior Citizens):

- a) May audit available courses that have been approved by the Faculty and course instructor;
- b) Are not permitted to write examinations or receive any form of evaluation; and,
- c) Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

8. Course fees

There are four categories of Course fees for Auditors:

- 8.1.** Registered Undergraduate Students will pay an auditing fee as per the tuition and fee schedule, as well as university ancillary fees. Students will have access to University Services in accordance with the ancillary services paid as an undergraduate student.
- 8.2.** Registered Graduate Students will pay an auditing fee as per the tuition and fee schedule as well as ancillary fees, and will have access to University Services in accordance with the ancillary fees paid as a graduate student.
- 8.3.** Non-registered Students will pay an auditing fee as per the tuition and fee schedule, and have access to the University Library.
- 8.4.** Senior Citizens will pay fifty percent of the auditing fee as per the tuition and fee schedule and will have access to the University Library.

9. Payment deadlines

The Academic Schedule will outline the fee deadline for each Semester and Session.

MONITORING AND REVIEW

- 10.** This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 11.** University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0.

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 12.** Procedure for Auditing an Undergraduate and Graduate Course.
Academic Schedule



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