

Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT September 2019
Review Date	
Supersedes	

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

5.6. General

- 5.1.6.1. Audited Courses will not appear on a student's transcript.
- 5.2.6.2. Auditors may audit only one Course at a time per semester.
- 5.3.6.3. The University's Student Conduct Policy and Disciplinary Procedures in Non-Academic Matters will apply to Auditors.
- 5.4.6.4. The registration dates and fee payment dates that are outlined in the Academic Schedule will apply to Auditors.
- 5.5.6.5. Graduate Students participating in the Ontario Visiting Graduate Student program are not eligible to register as an Auditor for graduate Courses.

6.7. 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 ~~register for~~ audit graduate Courses.

6.1.7.1. 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.

6.2.7.2. Registered Graduate Students:

- a. ~~Are permitted to~~ 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.

6.3.7.3. 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. ~~They~~ Must register formally as Auditors with the Office of the Registrar and pay the fees as outlined by the University.

7.8. Course fees

There are four categories of Course fees for Auditors:

7.1.8.1. Registered Undergraduate Students will pay an auditing fee as per the ~~auditing fee schedule~~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.

7.2.8.2. Registered Graduate Students will pay an auditing fee as per the ~~tuition and fee schedule~~auditing 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.

7.3.8.3. Non-registered Students will pay an auditing fee as per the ~~tuition and fee schedule~~auditing fee schedule, and have access to the University Library.

7.4.8.4. 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.

8.9. Payment deadlines

The Academic Schedule will outline the ~~date that payment will be required~~ fee deadline for each Semester and Session.

MONITORING AND REVIEW

9. 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

10. University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0.

RELATED POLICIES, PROCEDURES & DOCUMENTS

Procedure for Auditing an Undergraduate and Graduate Course
~~Procedure for Auditing a Graduate Course (to be created).~~
~~Academic Schedule~~Auditing fee schedule