Classification Number	
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR REVIEW
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.

6.2. The request must include proof of granting permission to audit the Course from the following:

    6.2.1. Course faculty

    6.2.2. Course instructor

7. **Process for submitting a request to audit a graduate Course:**

    7.1. Requestors must submit a request in writing to the School of Graduate and Postdoctoral Studies prior to the last day to add a course, as outlined in the academic schedule.

    7.2. The request must include proof of granting permission to audit the Course from the following:

        7.2.1. Student's supervisor (if applicable)

        7.2.2. Course faculty

        7.2.3. Course instructor

        7.2.4. Graduate program director

8. **Registration deadlines**

The academic schedule will outline the registration deadlines for each Semester and Session.

MONITORING AND REVIEW

9. These Procedures will be reviewed as necessary and at least every three years. The Registrar or successor thereof, is responsible to monitor and review these Procedures

RELEVANT LEGISLATION

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

RELATED POLICIES, PROCEDURES & DOCUMENTS

Policy on Auditing an Undergraduate and Graduate Course
Academic Schedule