AUDITING COURSES (SEMINARY)

This policy is the responsibility of the Registrar and was approved by Faculty Senate.

POLICY OVERVIEW

This policy outlines procedures for Seminary students participating in courses for audit, rather than for credit.

PRINCIPLES

The principles of natural justice, clarity and transparency undergird this policy.

SCOPE

This policy applies to all seminary students.

POLICY STATEMENT

- Individuals who wish to audit courses may do so as students or prior to admission into the seminary. The student must register for the course through Academic Services and pay the current audit fee.
- Generally there are no assignments associated with auditing a course; however, in order for students to gain the most benefit from the course, it is highly recommended that they complete the pre-course reading as indicated in the syllabus. Auditing students, while welcome to participate in the class, are asked not to inhibit those taking the class for credit. Participation and expectations are at the discretion of the professor.
- The auditing student will not receive credit for the course; however, the audit will appear on the student's transcript.
- Students who register and complete three (3) or more courses in one semester may audit a course for $100 in the same semester or the semester immediately following.
- Students who have taken 12 credit hours in a given semester are eligible to audit a course for free during the same or the two following semesters.
- Students may audit a course they have already taken for credit for free at any time. Permission must be granted by both the professor and the registrar. A request should be submitted to Academic Services. The Seminary reserves the right to limit or not allow free audits in certain circumstances. An audit of this kind will not appear on a transcript.
- A spouse of a student registered in a course may attend the same course as the student free of charge. Contact Academic Services ahead of time so the spouse can be registered for the

course. Academic Services reserves the right to limit or not allow spouses to attend. Permission must also be obtained from the course professor. These courses do not show up on the spouse's transcript.

PROCEDURES

Upgrading a Course from Audit to Credit

Students can upgrade an audit of a class to a credit within the modular week providing that the pre-course work is complete by the end of the week (a 10 per cent grade penalty will apply). All due dates as outlined in the course syllabus apply. Courses cannot be upgraded from audit to credit after the completion of the modular week. Permission must also be obtained from the course professor.

Changing from Credit to Audit

A student may request to change a course from 'credit' to 'audit' with the following tuition refund conditions:
- Before the end of the first day of classes in a modular course or the first week of a semester course, with a 100 per cent refund of the tuition fee difference;
- After the first day of classes in a modular course, a student cannot change from credit to audit and must withdraw per the course withdrawal policy.

APPENDIX A

Related Forms/Policies	
Where is this policy published	Seminary Academic Calendar (https://www.briercrestseminary.ca/academics/calendar/)
Contact Information	Registrar