



POLICY: Course Audit		POLICY NUMBER: AC-2-14
		PREVIOUS/REPLACES: New
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: September 3, 2024	PRIOR VERSIONS: New

See the related [PROCEDURES](#)

Policy Statement:

This policy establishes rules that govern course audits at the Manitoba Institute of Trades and Technology (MITT).

Scope:

This policy applies to post-secondary MITT students.

Policy:

1. Students may request to register to audit a course.
2. Students who audit a course:
 - a. Are not eligible for examination or other assessment.
 - b. Are not eligible for course credit.
3. The opportunity to audit a course is conditional on:
 - a. Availability of seats.
 - b. Permission from their program's Academic Manager or designate.
4. Students who audit a course are charged tuition and fees. MITT may reduce tuition and fees at the discretion of Academic Deans or Directors.
5. Auditing a course does not affect, or count towards, full-time student status.

Administration:

The Vice-President, Academic, and the Vice-President, Business & Organizational Development, are responsible for the administration of this policy.

Review:

This policy is reviewed by Academic Council every five years.



Reference:

Student Withdrawal Policy (AC-2-1)

Academic Standards (AC-2-10) policy

Final Grades Policy (AC-2-13)

Course Audit Permission Form

Definitions:

Audit: When a student “audits a course,” it refers to registering in a course with the intent to gain knowledge or experience, while not being eligible for academic credit. Students who register to audit a course are not eligible for examination, course credit, or other assessment.

Academic Manager: For the purpose of this policy, refers to a staff member whose main responsibilities relate to the administration and oversight of a program or portfolio of programs.



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Procedures:

1. A student needs to request permission from their Academic Manager, or designate, before a course's start date, to be considered for a course audit.
2. A student who is permitted to audit a course receives directions from the Academic Manager, or designate, on how to register for the course.
3. Not all courses are eligible for course audit.
4. Audited courses are recorded on a student's transcripts according to the Final Grade policy.
5. Once a course has started, a student who is auditing the course may only switch to taking the course for credit with permission from an Academic Manager, or designate.
6. Withdrawals and refunds for audit courses are administered according to the Withdrawal Policy and Refund Schedule.