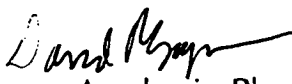


MEMORANDUM

To: Senate

From: D. Gagan, Chair 
Senate Committee on Academic Planning

Subject: Course Audit
(SCUS Reference: SCUS 97-37)
(SGSC Reference: Mtg June 30/97)
(SCAP Reference: SCAP 98-2)

Date: January 14, 1998

Action taken by the Senate Committee on Undergraduate Studies, the Senate Graduate Studies Committee, and the Senate Committee on Academic Planning gives rise to the following motions:

Motion #1: "that Senate approve the following Calendar entry for undergraduate course audit:

Audit will be recorded as "AU" on a student transcript if the student fulfills the requirements agreed to by the student and the department at the time of registration. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count towards degree requirements."

Note: With the approval of the recommended change, the following minor procedural change would occur:

For those students who have registered for "Course Audit", the grade list provided to the instructor will continue to carry an automatic entry of "AU" but the instructor may report that the student has not met the agreed conditions for audit. In such cases, the student's record for the semester will not carry any notation of registration for audit status for that course. An appeal of that decision would be handled under the grade appeal policy.

Motion #2: "that Senate approve the following Calendar entry for graduate course audit:

Graduate students should be allowed to audit graduate courses, with the permission of the instructor, the Senior Supervisor and the Graduate Program Chair of the student's department and such audits should be recorded as "AU" on the student's transcript, if the student has fulfilled the requirements agreed to by the student and instructor at the time of registration. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count toward degree requirements."

SIMON FRASER UNIVERSITY
Office of the Registrar
Memorandum

To: J. Ogloff
Chair, SCUS

From: Ron Heath
Dean of Student Services/Registrar

Subject: Course Audit

Date: October 23, 1997

SCAP recently considered a recommendation from the Senate Graduate Studies Committee to introduce procedures relating to Course Audit at the graduate level. (see Appendix 1) In the discussion that ensued, it was the suggestion from SCAP that while the procedures for registration and arrangements for fees might be different at each level, there should be consistency on the definition of Course Audit and what an "Audit" entry on a student transcript signifies. SCAP referred the question back to the SGSC and asked that I pursue the question of definition to SCUS and attempt to achieve consistency.

The entry for Course Audit in the undergraduate section of the current Calendar is:

Course Audit

A student who has satisfied the admission requirements of the University may attend a specific course(s) as an auditor upon completion of the necessary registration procedures, which include written approval of the department concerned. A student who has been given permission to audit a course will not write the final examination nor be given credit for the course. The course will be listed on the student's record with the notation 'AU.' During the normal course change period a student may change registration in course audit from one course to another, or to regular enrollment in the course, or from regular enrollment to course audit. Normally, no further registration in course audit will be permitted after the extended course change period has ended. For information on fees assessed for course audit refer to Undergraduate Fees.

Note: Course audit and special audit are for different categories of students. Those interested in gaining entry as special audit students should consult the Continuing Studies section.

In the entry above, the section that is underlined would be altered as set out below to reflect the direction of the discussion at SCAP relating to definition and the recording of "Audit" on a student transcript. A similar recommendation is being taken to the SGSC (attached - Appendix 2) for consideration.

Change to:

Audit will be recorded as "AU" on a student transcript if the student fulfills the requirements agreed to by the student and the instructor at the time of registration. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings

and participation in class activities. Audited courses will not count towards degree requirements.

I would not propose any change in the entry at the undergraduate level with regard to the requirements for registration or payment of fees. In the current process, the grade list that is provided to the instructor to report grades carries an automatic entry of "AU" in the 'grade' area for each student who has been approved for registration as an auditing student. With the approval of the recommended change, a minor procedural change would be necessary.

- For those students who have registered for "Course Audit", the grade list provided to the instructor will continue to carry an automatic entry of "AU" but the instructor may report that the student has not met the agreed conditions for audit. In such cases, the student's record for the semester will not carry any notation of registration for audit status for that course. An appeal of that decision would be handled under the grade appeal policy.

Motion:

"That SCUS approve and recommend to Senate the change to the entry for Course Audit at the undergraduate level as set out above, including the proposed procedural change."

OFFICE OF THE DEAN OF GRADUATE STUDIES

Memorandum

TO: Alison J. Watt, Director
Secretariat Services

FROM: Bruce P. Clayman
Dean of Graduate Studies

SUBJECT: Graduate Course Audit (AU)

DATE: October 8, 1997

In response to the questions raised by SCAP at its meeting on 10 September, I am pleased to provide the following clarifications of the intent of the SGSC in passing the motion contained in Phyllis Wrenn's memo to you dated August 14, 1997. These have been discussed with and agreed to by Ron Heath who, I understand, will recommend to SCUS symmetrical treatment at the undergraduate level.

- The definition of AU is implicit in the revised wording of the motion presented below.
- Approval of registration to audit a course by the senior supervisor and the departmental Graduate Program Chair would be required; these same parties are required to approve regular course registration.
- No additional fee would be paid by a student registered full-time.
- The fee to register part-time and audit a course would be one-half the part-time registration fee – or one quarter of a graduate fee unit; this new fee will require approval of the Board of Governors next spring.

Revised Motion:

“That graduate students be allowed to audit graduate courses, with the permission of the instructor, the Senior Supervisor and the Graduate Program Chair of the student's department and that such audits be recorded as AU on the student's transcript, if the student has fulfilled the requirements agreed to by the student and instructor at the time of registration. Minimally, these requirements should comprise regular attendance at class meetings, completion of readings and participation in class activities. Audited courses will not count toward degree requirements.”

✓ c. W.R. Heath

Bruce Clayman