

PROCESS OF APPROVAL

PERMISSION TO AUDIT A COURSE AT CU

Auditing a course means that you are formally registered in a course and are permitted to attend lectures but you are not required to submit coursework or write final exams.

Permission to audit is based on demand for credit registration and some courses are not available for audit purposes. Students may audit courses which are not designated as having limited enrolment.

Students cannot audit courses from the University of Ottawa

The deadline to request to change a course registration from credit to audit or audit to credit is ***the last day for registration and course changes.***

Student must contact the course instructor to request and obtain approval to audit the course.

Once permission is obtained from the instructor, the student must complete the "Request for Permission to Audit a Course" form

The student must submit the completed form by email to the graduate administrator (Claire) for approval.

If approved, the graduate administrator will submit the form to FGPA for approval

If approved, FGPA will process and manually register the student into the course