

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
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Audit Student Policy

Auditors are students who have been granted permission in writing by a Program Coordinator to attend and actively participate in courses in an Extension Certificate or other selected courses on the understanding that they may not submit assignments or complete examinations for grading.

Permission to audit must be approved **one week** prior to course commencement.

Such permission is at the discretion of the Program Coordinator, and pending space availability.

Once a student has registered to audit a course, the student may not change their status to graded, nor will the student who has registered in a graded course be permitted to change to auditing student status.

Audit courses will be reflected on the student's permanent record with the symbol "**AU**".

The student may, in succeeding semesters, take any graded course which has previously been audited.

Full course fees, payment deadlines and course withdrawal policies apply to audited courses.

A completed & signed *Permission to Audit* form is authorization a Program Coordinator has approved an auditing student.



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Student ID number

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Last Name (Legal)	First Name	Middle Name
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Legal Name
 This is the name which will be inscribed on your parchment. If this is not the name under which you registered at Mount Royal University, you must provide evidence of your legal name (e.g., a copy of your birth certificate, marriage certificate, or legal name change)

Course Title

CRN # (Course Reference Number)	Subject Code	Start Date
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Program Coordinator Signature	Date
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Course Information & Signatures

Audit Policy for Extension Certificate courses

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I have read the policy above and agree to abide by University procedures and deadlines.

Student Signature	Date
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Note: CE Registration

Grade modes: G, P & S Grade modes: D, N & R – Not applicable

Office Use Only

The personal information you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta [(sections 33(a) and (c)]. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements. Your personal information is protected and can be reviewed upon request. Further information is available at mtroyal.ca/FOIP. Questions can also be directed to the MRU FOIP Office at 4825 Mount Royal Gate SW, Calgary, AB, T3E 6K6, by phone at 403-440-7288, or through email at foip@mtroyal.ca.