



Algonquin College  
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 Fax: (613) 735-8800

Algonquin College Heritage Institute  
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 Fax: (613) 267-3950

## REQUEST TO AUDIT A CREDIT COURSE

Because of the nature of the course, class size restrictions, space constraints, possible legal restrictions, and/or safety factors, permission of the appropriate Academic Administrator is required for registration with audit status. Only courses with P/F or A-F grading systems are eligible for audit status. Students should be aware that audit status is a privilege, not a right, and that pre-requisites and/or co-requisites, if any, of the course apply.

Audit and credit status must be declared at the time of registration. Credit status cannot be changed to audit status after the tenth day of classes in the day timetable or after the second scheduled class in the continuing education timetable. There is no distinction in fees between credit and audit. An audited course cannot be used to establish a full-time course load.

**Course To Be Audited: #** \_\_\_\_\_ **Section #** \_\_\_\_\_ **Term** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Telephone: (home)** \_\_\_\_\_ **(other)** \_\_\_\_\_

\_\_\_\_\_

Student Signature

Your request will be forwarded to appropriate academic department for approval. The Registrar's Office will notify you following response from department.

To formalize compliance with the Freedom of Information and Protection of Privacy Act, Algonquin College requires that you read the statement below. The information gathered through this document is collected under the legal authorization of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The information is used for educational, administrative and statistical purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. Administrative purposes may include the disclosure to or on behalf of the Students' Association of Algonquin College for the purposes of the activities of the Association or to establish qualifications for benefits such as drug plan cards, OC Transpo passes, Alumni Association or for the Key Performance Indicators Survey. The College publishes the names of students who graduate and/or achieve academic excellence. For questions related to this policy, please contact the Registrar, 1385 Woodroffe Avenue, Ottawa, ON, K2G 1V8 or (613) 727-4723. Under the Privacy Act, individuals can request access to their own, individual information held on federal banks, including those held by Statistics Canada. Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database. Further information on the use of this information can be obtained from Statistics Canada's website: <http://www.statcan.ca> or by writing to the Postsecondary Section of Statistics Canada, Centre for Education Statistics, 17<sup>th</sup> Floor, R.H. Coates Building, Tunney's Pasture, Ottawa, K1A 0T6.

### DEPARTMENT AUTHORIZATION

**SENT TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED**  **DENIED**  \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE**

**RETURN TO (NAME OF OFFICER):** \_\_\_\_\_

**DATE RECEIVED:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

**ACTIONED BY:** \_\_\_\_\_ **CLIENT NOTIFIED BY: PHONE**  **EMAIL**  **LETTER**

**DATE CLIENT NOTIFIED:** \_\_\_\_\_