



Approved
 Bahamas Technical and Vocational
 Board of Directors
 Effective Fall 2023

POLICY NUMBER	AA-22-01-040
TITLE OF POLICY	Auditing a Course
DATE OF ADOPTION	Spring 2023
SUPERSEDES	New
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To identify the guidelines and procedures by which individuals may audit a course
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Class Attendance Policy on Grading
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) provides opportunities for members of the wider community and currently enrolled students to participate in technical and vocational courses without the anxiety of completing assignments and earning a grade. Persons interested in learning more about a particular subject matter or a specific skill may audit a course, that is, may attend classes for which they do not receive a grade or earn course credits.

2.0 Scope

This policy identifies the guidelines and procedures for auditing BTVI courses.

3.0 Policy

- 3.1 BTVI courses available for audit are at the discretion of the Office of Academic Affairs.
- 3.2 Members of the wider community as well as currently enrolled BTVI students who are interested in auditing a course must submit a completed *Request to Audit a Course* to the Professional Development Coordinator.
 - 3.2.1 BTVI students who wish to audit a course must have a minimum cumulative grade point average of 2.00.



- 3.3 Subject to availability, the Professional Development Coordinator will register the individual for the course during the drop/add period.
- 3.4 Audit students are required to pay the regular course tuition and fees.
- 3.5 Once registered, audit students may not change their status from audit to credit; nor may students, once registered, change their status from credit to audit.
- 3.6 Audit students must attend all class sessions. Failure to do so could result in the student being administratively withdrawn from the course.
- 3.7 Audit students will not be required to complete course assignments or sit examinations.
- 3.8 Audited courses do not count towards a student's credit load and are not eligible for financial aid.
- 3.9 No credits or grade points are earned for audited courses which are not included in the calculation of the grade point average.
- 3.10 At the end of instruction, the administrative notation of AU will be placed on the transcript to indicate the course has been audited.
- 3.11 Audited courses do not fulfil programme requirements.
- 3.12 Audited courses may be repeated for a grade and for credit.