

Policy Title	Course Audit
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Admission and Registration Department Program Directors Academic Advisors
Pertinent Dates	Create Date: Expire Date: Revise Date Approval Date: Effective Date:

I. SCOPE OF POLICY

Degree students and non-degree students are allowed to audit courses with regulations of registration and fee-payments for each type of students.

II. DEFINITIONS

Course Audit: a course to be attended without taking exams or calculated in the CGPA.

Degree Students: students who are enrolled as a degree seeking students in an undergraduate or graduate degrees.

Non-degree Students: students who are enrolled in another academic institutions taking courses at AIU upon student exchange agreements between the two entities, employees at AIU and individuals from the community.

III. POLICY STATEMENT

Degree students and non-degree students may audit courses during the registration week with the following regulations:

Degree Students

- Students are allowed to register in a course as an audit in condition of not violating the registration limits of credit hours listed in the registration policy.
- Priority of registration is given to students who are taking the course as a core or elective courses within their study plan. If there are some seats available, auditors may take the course with the consultation of the academic advisor and permission from the course instructor.
- Auditors are not allowed to take exams in the course.
- Audit courses cannot be counted as a credited course at any time later.
- AU grade will be assigned in auditors' transcript. If the student got absent four lectures, the course will not be shown on the transcript.
- Auditors must pay the credits fees associated with the course.

Non-degree Students

- Students who are on an exchange program at AIU may audit two courses maximum per semester after paying the corresponding credit fees. They will receive a transcript of all courses taken at AIU.
- Employees and faculty may take one course at a semester with the approval of the direct manager, course instructor and program director. They are exempted from paying the credit hours fees.
- The maximum number of employees or faculty to enroll as an auditor is 25% of the total number of the department/program capacity.
- Individuals from the community may apply to take courses within the continuing education programs after paying the corresponding credit fees.
- Non-degree students cannot change an audit course to be a credit course during the same semester or in the future for any reason. If a non-degree student got enrolled in AIU, they must study the course again if it is in their study plan.
- Employees, faculty and individuals will receive a certificate of attendance attested by the Registrar office and the Dean of the school. If the student got absent in four lectures, no certificate will be issued.

IV. RESPONSIBILITIES

Students: apply to audit a course.

Department Manager: approve/decline employee's request to register for a course.

Course Instructor: to approve auditor attendance in the course.

Program Director: review audit requests in all courses in the program and approve or decline these requests after the consultation of the dean.

Dean: approve/decline audit courses in the faculty/school and sign the certificate of attendance.

Registrar office: record keeping of the audit courses and prepare the certificate of attendance for non-degree students.

V. POLICY STANDARDS AND PROCEDURES

- 1- Degree seeking student apply for an audit course with the advice of the academic advisor and the approval of the course instructor and program dean.
- 2- Employees and faculty auditors: apply for an audit course at the Registrar's office and provide the direct manager approval. Then the program director with consultation of the dean approves or decline these requests.
- 3- The office of the Registrar issues a receipt of payment according to the credit fees to exchange students and individuals in the community.
- 4- The student pays the credit fees, and submits the receipt of payment to the Registrar Office.
- 5- The Registrar office maintain the list of employees and faculty to prepare the certificate of attendance. And add the course to the exchange students' transcripts.

VI. FORMS/INSTRUCTIONS (if applicable)

- Enrolled students Audit Course Request.
- Employees/Faculty Audit Course Request.
- Individuals Audit Course Request.

VII. **APPENDICES (if applicable)**

- Academic Calendar.
- Tuition and Fees.
- Non-degree Students

VIII. **CONTACT INFORMATION**

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Revised by:	Name	Date	Sig.
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