



**Registrar's Office**  
 3000 College Dr. South  
 Lethbridge, AB T1K 1L6  
 Phone: 403-320-3323  
 Fax: 1-888-819-9803  
 registration@lethbridgecollege.ca

# APPLICATION TO AUDIT A COURSE

Students may apply to audit Lethbridge College courses. To insure the safety of the student and those the student interacts with, certain types of courses may not be approved for audit, including but not restricted to practicum or clinical courses.

**Important Note:** Prior to approving the audit application, the Instructor and/or Program Chair reserve the right to outline specific criteria defining the audit requirements for the course.

The form must be completed, approved and submitted to the Registrar's Office at the time of registration - no later than the end of the Add/Drop period for the term in which the course is taken.

Students auditing courses pay all associated course fees by the applicable term fee payment deadline outlined in the Academic Schedule; receive a grade of AUD; and are unable to use credits from audited courses towards full-time or part-time status; or towards their term or program GPA.

Student ID:   Birthdate:   
YYYY-MM-DD

Last Name:

First Name:  Middle Name:

Term:	Course ID / Section #:	Printed Instructor's Name:	Instructor's Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar's Office Service Specialist Signature

**For Registrar's Office Use Only:**

RGN - Code AUD : \_\_\_\_\_

Billing Processing : \_\_\_\_\_

Copy to Records: \_\_\_\_\_

**Budget #:**

(Complete Budget Number Required – Provided by Program Chair)

**Invoice #:**

**Freedom of Information and Protection of Privacy Notification**

The personal information requested on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta), section 33(c) and is protected by Part 2 of that Act. Your information will be used for administrative purposes associated with processing and managing your course audit application and uses consistent with this purpose. Information provided may be disclosed within Lethbridge College or to external agencies as necessary to fulfill the purpose of collection, facilitate the delivery of college programs/ services and to meet legislative requirements. Please direct questions about the collection, use, disclosure or protection of the personal information being collected on this form to the college's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.