

## **Auditing Courses**

1. People may apply to take the following program components as auditors:
  - a. A Leadership Development Module
  - b. One Learning Circle
  - c. Learning Circles for one or more theme years
  
2. Eligibility
  - a. Students are expected to be able to function (read and write) at a university level.
  - b. Students will be required to submit an application with academic transcripts, a narrative of why they want to come to CCS as an audit student and one letter of reference.
  - c. Permission of the instructor is needed for acceptance (based on application information, space in class, suitability for the program goals.)
  - d. If the applicant is currently registered at another school, a letter of good standing from that school is expected.
  
3. Requirements for auditing program components:
  - a. Normally, students wishing to audit must meet program the prerequisites. The Leadership Development Module is the normal prerequisite for auditing other Learning Circles but equivalencies will be considered (e.g. Experience in ministry, documented leadership development learnings, graduation from CCS in the past).
  - b. Students auditing CCS programs are expected to
    - i. Do pre-course readings and non-research assignments (e.g. case studies that will be used in class work, etc.)
    - ii. Participate in discussions, class activities and worship during the LDM or Learning Circle.
    - iii. Give leadership as part of a team during class time.
    - iv. Participate in a review of learnings and conversation about learnings with the Program Staff person for the LDM or Learning Circle.
  - c. Students may request additional learning experiences (e.g. field placements, etc.) Staff workloads would be considered in responding to any such request. Fees would be adjusted accordingly.
  
4. Fees
  - a. Fee for auditing the Leadership Development Module or any other Learning Circle is equivalent to the for-credit course fee for the Leadership Development Module for the academic year in which the student will be attending the LDM or other Learning Circle.
  - b. Fees for auditing any components of CCS work other than a LDM or Learning Circle will be set on a case by case basis.
  
5. Audit status
  - a. Courses successfully taken on an audit basis have the symbol AU (audit) recorded in the grade column of the academic record.
  - b. No credits or certificate from CCS nor toward courses in CCS's joint degree programs is given for auditing program components. The diploma is only given for successful completion of all program components for credit.
  - c. Auditors may request CCS to write a letter verifying participation in CCS program components as

- auditors to church judicatory bodies when necessary.
- d. A grade of W (withdrawn) is recorded for any student who discontinues the audit after the drop deadline or who fails to meet the instructor's standards.
  - e. A student who has audited a Leadership Development Module and decides that they want to do the CCS program for credit can, within the next three years, petition Program Staff to do written assignments only for the LDM without repeating the Learning Circle component of the LDM. Program Staff will determine whether to accept the petition.
  - f. A student who has audited a Theme Year Learning Circle and decides that they want to do the CCS program for credit must do all the components of the Theme Year for credit but can, within three years of attending the Learning Circle, petition Program Staff to engage in alternate learning activities for a limited portion of the Learning Circle when they do it for credit. Program Staff will determine whether to accept the petition.