

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Audited Courses</b>		<b>SOP #: RR.006.02</b>
Effective Date	5/20/19	
Last Revision/Review	5/20/19, 8/28/19, 11/10/2021, 5/3/23	

### **1. Purpose**

Students enrolled in the Doctor of Osteopathic Medicine program at the College, on an approved leave of absence, may audit classes they previously completed as active students

### **2. Related Policy/Authority**

Student Handbook – Audited Courses

### **3. Faculty/Staff Responsibilities**

Registrar, Office of Academic Affairs, Dean, IT

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. A student requesting to audit a course must submit a formal request via the Audit Request Form to the Registrar at least fourteen business days before the first requested class. Students requesting the audit are required to obtain permission from the course director(s) of the course(s) they wish to audit (signature lines are included on the Audit Request Form).
2. Upon receipt of the request, within three days, the Registrar will seek approval of the request from the Dean of the College and permission of the course faculty.
3. Within five days of the original request, the Registrar will notify the student by email of the approval or denial of the request.
4. If approved, the Registrar will notify the Office of Academic Affairs.
  - a. The Curriculum Coordinators will add the student to the approved course(s), as an observer, in the Learning Management System.
5. If approved, the Registrar will notify the Office of Information and Technology.
  - a. ID Card Access will be re-established
  - b. Building access will be re-established
  - c. Library access will be re-established
6. If approved, the student will be required to pick up their ID card prior to the start date of the audited course.
7. *Permission to audit a class does not imply any additional rights or privileges to the student. Access to classes and the resources of the college may be suspended at any time at the sole discretion of the college. Students participating in any activities of the college including the auditing of classes are subject to the rules, procedures, and policies of the college.*
8. In the event student access to classes and resources is suspended, the Registrar will notify the Office of Academic Affairs and Office of Information Technology to suspend resources provided for the audited course(s).

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### **6. Reports/Charts/Forms/Attachments/Cross References**

Audit Request Form - <https://burrell.edu/students/office-of-the-registrar/>

### **7. Maintenance**

Reviewed by the Registrar annually

### **8. Signature**

Approved by

5/9/2023

Registrar

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
5/3/23	6	Updated link to Office of the Registrar landing page		5/9/2023