



Canadian College of MASSAGE and Hydrotherapy

REQUEST TO AUDIT COURSE(S)

Please review the criteria to submit a Request to Audit Course(s) listed in the Course Audit policy quoted from the Student Handbook below.

5.8 Course Audit Policy

In order to be granted the ability to audit a course a Request to Audit form must be completed. Permission is not automatic and is also based on availability.

1. Only students who have successfully completed a course at CCMH may audit that course in subsequent terms with the approval from the Director of Education.
2. Auditing of classes may be permitted for courses for which a transfer credit/exemption has been granted. This will be approved on an as needed basis as determined by the Director of Education.
3. As part of Academic Probation, a student may be mandated to audit a course. A fee of \$100.00/course will be charged in these circumstances.
4. CCMH Alumni graduating within 5 years, may request permission to audit a course. This will only be granted once per course and any audited course must be completed within this timeframe. There will be a \$100.00/course charge for this Alumni Service.
5. NO official grade will be allocated for audited courses.
6. Upon approval, all audited courses are subject to the College's attendance policies.

YOUR FULL NAME: _____ DATE OF SUBMISSION: _____

COURSE(S) TO BE AUDITED: 1) _____ 2) _____ 3) _____

I have read, understand and agree to abide by the Course Audit Policy.

Student Signature Date

FOR OFFICE USE ONLY

Date Received: _____ Name & Initials of Staff Receiving: _____

Result

- Request Granted for the course(s): _____
- Request Denied - **Reasoning** the request was denied _____

Student Informed of Result of Request on _____ (date)

Method of Communication phone phone message in person email

Course Fee Received YES NO not applicable