



DOHA INSTITUTE
FOR GRADUATE STUDIES

Academic Policies

Auditing

Version	Title	Date Produced	Produced by
1.0	Auditing	October, 2015	Dean of Student Affairs
Revision Date	Revised by	Date Adopted	Adopted by
October, 2015	Rev. 1: Dean of Student Affairs	October, 2015	Board of Trustees, Doha Institute for Graduate Studies (conditional on amendment)
October, 2015	Rev. 2: Office of the Dean for Student Affairs	October, 2015	Revisions and edits applied. Policy approved and adopted for implementation

Contents

Introduction: 3
Policy Statement: 3

Introduction:

In line with its mission statement, fostering an intellectual environment while encouraging an inter-disciplinary approach to teaching and learning, DI encourages the auditing of courses among its own students and employees, as well as the wider community. Auditing allows students and other eligible individuals to attend a course without receiving credit and under no obligation of preparation, recitation, or examination.

Policy Statement:

1. The process of considering applications to audit a course and approving or rejecting them is the responsibility of the Department of the Enrollment and Student Affairs, based on the decision of the course instructor in consultation with the head of program.
2. With approval the following may audit courses:
 - a. All enrolled degree students;
 - b. Faculty and full-time staff, who are also in need of additional approval from their direct supervisor to be able to audit a course;
 - c. Non-degree students who are registered in individual course or continuing and executive education programs;
 - d. Individuals from outside the DI who also need special approval from the respective Dean.

Auditing will have no financial implications for enrolled students, faculty and staff as in (a) and (b) above, whereas auditing course by non-degree students (c) and individuals from outside DI (d) will be subject to applicable tuition and registration fees.

3. Participation of auditors in classroom discussion and other in-class activities is at the discretion of the instructor.
4. Priority in class registration is always given to enrolled DI students registering the class.
5. The deadline to apply to audit a course is the last day to register or add a class for that term as indicated in the academic calendar.
6. The DI class “attendance policy” also applies for the audit of courses. The instructor may administratively drop the auditor for nonattendance or for other justified reasons with the approval of the head of program.
7. For students, audited courses are considered part of the student's course load which may not exceed the maximum limits. Audited courses will not count for any credit in the student’s study plan however they will be recorded in student transcript and the records

will show a grade of “AU” if the course instructor certifies that the prescribed conditions, including required attendance, have been met.

8. Non-student auditors will receive a certificate of attendance if the course instructor certifies that the prescribed conditions, including required attendance, have been met.