

Policy and Guidelines on Audit Learning Program (ALP)

Objective:

To allow students from a certain program to enroll a course or courses offered by another program on an Audit basis.

Brief Description:

The ALP is a convenient way for students to explore a new course or field. It also allows students with different learning styles to develop new skills and pursue interests that they are passionate about other than what they are learning from their current program.

Students under the ALP need to register and enroll in the course for no credit. While auditing a course, students will have access to all class materials, will also be able to learn and engage using the material but will not need to complete homework or take any exams. At the end of the term, they will not receive a grade but will receive a transcript marked "Audit."

Policy:

It is the policy of Miriam College to promote interdisciplinary and multidisciplinary approaches to education anchored on its commitment to wholistic formation of students. Thus, an Audit Learning Program has been established.

Under this program, students do not earn credits for courses enrolled under ALP and are exempted from class assignments and examinations. These students are to attend classes jointly with those students enrolled for the purpose of obtaining degrees or credits.

Guidelines:

1. Only those courses identified by the Program Department can be taken by the student under the ALP. The list of courses must be submitted by the Department Chairperson to the ASRC before the start of the Semester or Cycle.

2. Student must seek the guidance of her/his Program Chairperson before enrolling any course under the ALP.
3. A maximum of 3 units may be enrolled under the ALP per Cycle.
4. Only the Second Year, Third Year and Fourth Year students who are currently enrolled during the semester are qualified for the ALP.
5. Graduating students of the ADT program may also qualify for the ALP provided they have their own interpreter.
6. A CQPA of at least 2.5000 for all Second Year, Third Year and Fourth Year Students is a requirement to qualify for the ALP.
7. Any Course taken under the ALP will appear in the Transcript of Records of the student without the grade and will be marked as "Audit", only when completed (i.e. attended by the student from day 1 to the last day of classes). The policy on Class Attendance also applies.
8. Courses taken under the ALP cannot be credited as an elective.
9. The fee for the course enrolled under the ALP is the same as that of the fee paid for a regular credit course.

Other Details:

1. Courses offered under the ALP must be submitted by the program chairpersons to the ASRC not later than first week of July.
2. The registration and enrollment for courses under ALP will be scheduled during the adding and dropping of courses.
3. Posting of the announcement regarding this new program will be scheduled second week of July.