

## 435- Auditing

### Purpose:

This procedure outlines the process and regulations for students who wish to enroll in Bismarck State College (BSC) courses on an audit basis. An audit student is one who attends class without being obligated to complete assignments or examinations. Courses taken for audit do not receive grades or college credit but are recorded on the official transcript with the notation "AU."

### Procedure:

#### General Regulations

- Students must be admitted to BSC as either degree-seeking (certificate, diploma, or degree program) or non-degree-seeking.
- Most BSC courses may be taken for audit. Students must correspond with the instructor to determine if an audit option is available and appropriate.
- Courses taken for audit will appear on the BSC official transcript with the notation "AU."
- The earliest date to add a course for audit is the first day of the course.
  - Exception: Independent Study (X94) allows students to enroll for audit prior to the first day of the course.
- Students may change their status (audit to credit, or credit to audit) only before the published course add deadline.
- Students must meet all designated prerequisites or co-requisites for the course.
- College credit for a course previously audited may only be established by enrolling in and completing the course for credit, either in residence at BSC or via transfer from a regionally or nationally accredited institution.
- Students are responsible for tuition and course fees for audited courses. Tuition waiver requirements apply.
- Financial aid is not awarded for audited coursework. Students should consult the Financial Aid Office to ensure that an audit will not affect aid eligibility.
- Students must follow all applicable dates, deadlines, and regulations regarding course drop, withdrawal, and the drop/withdrawal appeal process.

#### Procedures for Currently Enrolled Students

1. If receiving financial aid, consult with the Financial Aid Office to confirm the impact of audit.
2. Review the [Dates and Deadlines](#) to confirm the class selected for audit or for changing audit/credit status is prior to the published course last day to add deadline.
3. Initiate the request for an audit by completing a class override request audit grading in CampusConnection under the BSC eForms tile.
  - a. *Exception:* Students may enroll directly into an audit only Independent Study (X94) course with permission from the instructor.
4. The student is not officially enrolled in the course until the class override e- Form has



been processed by the Academic Records Office.

### Procedures for New, Returning, or Transfer Students

1. Complete [admission](#) to Bismarck State College.
2. If receiving financial aid, consult with the Financial Aid Office to confirm the impact of audit enrollment.
3. Review the [Dates and Deadlines](#) to confirm the class selected for audit or for changing audit/credit status is prior to the published course last day to add deadline.
4. Communicate with the instructor of the desired course to confirm audit availability and appropriateness.
5. Initiate the request for an audit by completing a class override request audit grading in CampusConnection under the BSC eForms tile.
  - a. *Exception:* Students may enroll directly into an audit only Independent Study (X94) course with permission from the instructor.
6. The student is not officially enrolled in the course is not official until the override has been processed by the Academic Records Office

### References:

[BSC Operational Procedure 441.3- Course Grades](#)  
[Course Override Information](#)  
[Dates and Deadlines](#)  
[Admission Application Information](#)

### History of This Procedure:

First procedure draft March 10, 2025 as Auditing  
Approved by Alicia Uhde, Interim VPAA on October 22, 2025.