

Student Policy - Auditing

Policy:

Rules and regulations have been established for Bismarck State College courses that may be audited.

Regulations:

1. Most Bismarck State College courses may be audited. Students who audit a course attend classes but are not required to complete assignments or take tests.
2. Audited courses do not receive grades or college credit.
3. Audited courses will be recorded on a Bismarck State College official transcript with a notation of an "AU".
4. The student may not switch from the audit to regular registration or vice versa after the last day to add a class.
5. A student may not later establish credit in an audited course by taking a special examination; the course must be repeated in residence to earn credit.
6. Students pay tuition, class/course fees, and program fees for auditing a course.
7. Financial aid is not awarded for audited course work for either full or part-time status.
8. Student must follow all limits and regulations as established in the course drop, withdrawal to zero credits, drop/withdrawal appeal policy when dropping a course taken for audit.

Procedures:

1. The earliest date to add an audit is the first day of class.
2. Registration for an audited course cannot be completed within CampusConnection. Students obtain and complete the [Course Override Form](#) from the instructor of the course.
3. The student is not officially enrolled in the course until the form has been processed by the Academic Records Office.

Reference:

[Course Override Form/Information](#)

History of This Policy:

First policy draft June 8, 1991 as Withdrawal and Auditing.

Revisions: January 8, 2008 (divided into two separate policies: Course Drop, Withdrawal to Zero Credits and Hardship Drop/Withdrawal and Auditing); November 22, 2010; reviewed by the Operations Council on April 13, 2011 and approved by the Executive Council on May 17, 2011; April 24, 2012; reviewed by the Operations Council on October 28, 2015 and reviewed by the Executive Council on November 23, 2015; September 27, 2016.