

## ***Student Policy - Auditing***

### **Policy:**

The following are rules and regulations established for Bismarck State College (BSC) courses taken for audit. An audit student is one who attends class but is not obligated to complete assignments or take tests. Audit courses do not receive grades or college credit.

### **Regulations:**

1. Students must be currently accepted to BSC as Non-degree seeking or into a degree, diploma, or certificate program.
2. Most Bismarck State College courses may be taken for audit.
3. Audit courses will be recorded on a BSC official transcript with a notation of "AU".
4. The earliest date to add a course for audit is the first day of the course.
5. Students who wish to enroll as an audit or change their status from audit to credit or credit to audit must do so prior to the course add deadline.
6. Students must meet designated course prerequisite or co-requisites.
7. A student may not later establish credit in an audit course by taking a special examination. (Ex. CLEP, AP, Challenge)
8. College credit for a course previously taken for audit may only be established by enrolling in the course in residence or transfer. Transfer credit must be earned from a regionally accredited institution.
9. Students pay tuition, and class/course fees, for a course audit.
10. Students must follow all tuition waiver requirements established even though course is taken for audit.
11. Financial aid is not awarded for audit course work for either full or part-time status.
12. Students must follow all limits and regulations as established in the course drop, withdrawal to zero credits, and drop/withdrawal appeal policy when dropping a course taken for audit.

### **Procedure (Currently Enrolled Students):**

1. Review the policy above.
2. If receiving financial aid, check with the Financial Aid Office to make sure the audit will not affect financial aid eligibility.
3. Correspond with the instructor of the course to determine if an audit is available and appropriate for you.
4. Review [Dates and Deadlines](#)

- a. Student's who wish to enroll as an audit; change their status on a course from audit to credit or credit to audit must do so before the deadline to add a course.
5. Obtain a [Course Override](#) from the instructor of the course.
  - a. Audit course registration cannot be completed within CampusConnection. The override must be completed as an override form or email.
6. Submit completed Course Override to the Academic Records Office.
  - a. Student is not officially enrolled in the course until the override has been processed by the Academic Records Office.

**Procedure (New, Returning, or Transfer Students):**

*Students who have never attended BSC, returning/transfer student who took a semester or more break, or first time attending BSC, but also have transfer credits.*

1. Review the policy above.
2. Complete [admission](#) to Bismarck State College.
  - a. Once accepted to BSC, complete steps 3 – 6.
3. If receiving financial aid, check with the Financial Aid Office to make sure the audit will not affect financial aid eligibility.
4. Correspond with the instructor of the course to determine if an audit is available and appropriate for you.
5. Review [Dates and Deadlines](#)
  - b. Student's who wish to enroll as an audit; change their status on a course from audit to credit or credit to audit must do so prior to the course add deadline.
6. Obtain a [Course Override](#) from the instructor of the course.
  - c. Audit course registration cannot be completed within CampusConnection. The override must be completed as an override form or email.
7. Submit completed Course Override to the Academic Records Office.
  - d. Student is not officially enrolled in the course until the override has been processed by the Academic Records Office.

**Reference:**

[Course Override Information](#)  
[Dates and Deadlines](#)  
[Admission Application 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 approved by the

Executive Council on November 23, 2015; September 27, 2016; reviewed by the Operations Council on November 28, 2018 and approved by the Executive Council on December 7, 2018.