

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Course Audits

NUMBER: Policy 2-5 (Formerly Policy III-19 and II-4-2)

REVISED: August 2024

A student at South Dakota School of Mines may choose to audit a course.

Definitions:

1. Course Audit: a course a student enrolls in but opts to receive an “AU” grade, and not a letter grade, for the course.
2. Auditor: Student enrolled in a course being taken as an audit.
3. Audit (AU) Grade: Grade assigned to a course a student has audited. It does not calculate into the student’s Grade Point Average (GPA), does not count as an attempt in the course, and does not count toward degree completion requirements.
4. Withdrawal (W) Grade: For audited courses, a W grade is assigned when the Auditor has not met the arrangements agreed upon by their instructor. W Grades are not calculated into an Auditor’s Grade Point Average (GPA).
5. Letter Grade: Grades assigned and that are included in the Auditor’s Grade Point Average (GPA) calculation, and that count toward degree completion requirements. Letter grades are typically A, B, C, D, or F.
6. [Census Date](#): The official date for standard courses that concludes the first 10 percent of the term. For any non-standard course, the census date shall be calculated for the course based on the number of calendar days for the course.
7. Course Student Load: The maximum number of allowable credit hours a student may be enrolled in each semester.
 - a. The request to audit a course is done via the [Request to Audit](#) form that must be completed and submitted by the student to the Office of the Registrar by the course Census Date
 - b. Auditors are assessed the tuition and fees for the course as established by [SDBOR policy 5.5.3](#).
 - c. Auditor’s participation in the course they are auditing is voluntary. Discussions, examinations, and minimum attendance expectations are arranged with the instructor. If an Auditor fails to meet the arrangements, they will receive a final grade of W (not AU).
 - d. An Auditor is not allowed to obtain credit or a letter grade for the audited course even if they satisfactorily pass the final examination of the course.

- e. An audited course cannot count toward the definition of a full-time load for purposes of securing financial aid, establishing eligibility to compete in intercollegiate contests, or for requirements of enrollment related to a reduced tuition rate such as a graduate assistantship.
- f. Audited courses count towards the Course Student Load that an Auditor has for each semester.
- g. An audit (AU) grade is the only grade that will not count as a take or retake of a course.

Revision History: Office of the Vice President, fall 1982; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009; University Cabinet, May 2021, August 2022.

BOR Policy/Committee References: Policy [2.1.1](#), [2.1.2](#), [2.8.1](#)