



# ACADEMIC AFFAIRS GUIDELINES

<b>Section 5:</b>		Course Instruction and Delivery	
<b>Title:</b>		Class Visitor and Course Audit Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>	
5.1	I.L.2	08/2016	
<b>Reference:</b>	BOR Policy 2:3 (System Undergraduate Admissions) BOR Policy 2:4 (Registration) BOR Policy 2:6 (Academic Calendars) BOR Policy 2:10 (Grades and Use of Grade Point Averages) BOR Policy 5:5:3 (Tuition and Fees: Special Course Types)		
<b>Related Form(s):</b>	Class Visitor Pass Form		

1. A person may participate in South Dakota Regental System classes without receiving credit in one of two ways, either through the Class Visitor Program or by auditing a course. The Class Visitor Program is designed for people not currently admitted to or enrolled in Regental institutions. Not all courses may be available for the Class Visitor Program and institutions may restrict use of the program at their own discretion. Course audits are available for students who are enrolled at Regental universities as either full-time or part-time students.

## 2. Class Visitor Program

### 2.1. Admission & Course Transcripts

2.1.1. An individual must be a high school graduate and must meet the requirements specified in Sections 2.A, 2.B, 2.C or 2.D of Board Policy 2:3 (System Undergraduate Admissions) to participate in the class visitor program.

2.1.2. Participants in the class visitor program will not be granted formal admission to the institution pursuant to Board of Regents Policy.

2.1.3. Institutions shall not create a student record for maintenance in the system's student information system for participants in the class visitor program.

2.1.4. No individual currently enrolled in any course offered by any of the Regental institutions may participate.

2.1.5. No individual currently under suspension, expulsion, or having had a visitor pass revoked for disruptive behavior from any Regental institution may participate.

2.1.6. A formal student record will not be generated for participants in the class visitor program resulting in the awarding of credit documented on a transcript. To

earn credit, a participant must subsequently register for the course, pay the required tuition and fees, and meet all established course requirements.

2.1.7. Participants in the class visitor program are not included in the calculation for institutional enrollments.

## 2.2. Institutional Program Management

2.2.1. Participants will be assessed a \$100 fee to participate in the course visitor program.

2.2.2. Each institution, University Center, or off-site location responsible for the delivery of the course shall designate the appropriate office or staff member to facilitate the distribution of visitor passes. This office or staff member is responsible for determining whether seats are available for the course and providing notification to the instructor of record of visitor enrollments.

2.2.3. Participants in the class visitor program are responsible for providing the instructor of record with a copy of the visitor pass at the beginning of the first scheduled class meeting.

2.2.4. The participant may request a refund within ten (10) days of the start of the semester by surrendering the pass to the issuing office.

## 2.3. Assessment and Class Participation

2.3.1. Participants in the class visitor program must meet the discussion and participation expectations established by the faculty member, including any limitations established by the faculty member on participation by class visitors.

2.3.2. Faculty are not responsible for grading and assessing assignments or class projects. Examinations or quizzes completed by enrolled students in the course will not be made available to class visitor program participants.

2.3.3. If a participant fails to follow this guideline, the action(s) will qualify as disruptive behavior and will result in forfeiture of the pass. The instructor may revoke the pass if the visitor engages in other disruptive behaviors.

## 2.4. Course Materials and Access to Resources/Services

2.4.1. Participants are responsible for purchasing all books and other course materials or supplies used in the course.

2.4.2. Class visitor program participants do not receive access to institutional email, learning management systems, library resources, and other services or

benefits supported through the Tuition or General Activity Fee assessed to enrolled students in the course.

### **3. Course Audits**

3.1. An audited course is one in which a student enrolls but opts to not receive a grade or credit hours for that course. Audit courses are typically taken by a student who has an interest in a course but the course has no impact on their degree plan, or if a student is unfamiliar with the subject area and wishes to gain a better understanding before taking a course for credit.

3.2. Only individuals who are enrolled in a Regental institution as a full-time or part-time student may audit a course.

3.3. Students who audit a course are assessed the tuition and fees for the course. The audit fee assessed for students and employees is the established tuition and fee rate as defined in BOR Policy 5:5:3.

3.4. Audit grades are assigned as “AU” and do not calculate into the GPA. An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term per BOR Policy 2:10.

3.5. Undergraduate and graduate students may choose to audit a class if the option to earn AU grade is determined within the Drop and Add Period per BOR Policy 2:6.

3.6. If a student audits a course and receives the “AU” audit grade, it does not count as a course enrollment used to restrict course repeats pursuant to BOR Policy 2:4. A student may take the course for a grade and credit after auditing a course.

3.7. Students earning an “AU” grade are not included in the calculation for institutional enrollments.