

## **Institutional Syllabus**

### **Policies and Procedures:**

**Mission Statement:** As North Dakota's Polytechnic Institution, Bismarck State College focuses on student success through the delivery of affordable, flexible, high-quality, experiential learning enhanced by public-private partnerships.

**Academic Honor Code:** Students at BSC are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. Cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking is unacceptable and subject to disciplinary action. More information can be found at

<https://bismarckstate.edu/uploads/92/StudentAcademicHonorCode.pdf>

**Accessibility:** If you have a disability that may limit your ability to fully participate in this class, please contact the Student Accessibility Office (SAO) at 701-224-5671. Personnel from the SAO will work with you and your instructor to arrange for reasonable accommodations after you have completed the registration process and it has been determined that you qualify.

**Camera/Video Recording:** Photographic, audio, and video recording of this class and/or the instructor are prohibited unless specifically requested by a student and approved/authorized in writing by the instructor or the Student Accessibility Office.

**Email:** Please note that I will only correspond with students through their **BSC email account**. Student Email Policy states: "In an effort to protect student privacy and better ensure student authenticity, official email exchanged between registered students and BSC personnel requesting a response shall require the response be exchanged from the student's official email address (i.e., [NDUS\\_ID@bismarckstate.edu](mailto:NDUS_ID@bismarckstate.edu)). This policy is for the protection of faculty, staff, and students." More information can be found at

<http://www.bismarckstate.edu/uploads/resources/379/StudentEmailPolicy.pdf>

**Military/Veteran Statement:** If you are currently or have served in the military, please contact the Veterans Services Office at 701-224-5779 regarding services/benefits to which you may be entitled.

**Drop/Withdrawal Deadlines:** Term dates can be found on Campus Connection in the class details. Drop and withdraw dates for each term can be found at

<https://bismarckstate.edu/academics/records/calendarsdeadlines/>.

**Student Rights and Responsibilities:** Student rights and responsibilities along with student policies can be found at

[https://issuu.com/bismarckstatecollege/docs/bsc\\_student\\_rights\\_and\\_responsibili?e=19734813/52188116](https://issuu.com/bismarckstatecollege/docs/bsc_student_rights_and_responsibili?e=19734813/52188116).

**Title IX:** For more information on sexual misconduct/Title IX please go to the BSC home page ([www.bismarckstate.edu](http://www.bismarckstate.edu)), scroll to the bottom and click on Title IX.

**Guest Speaker Statement:** Bismarck State College is committed to presenting timely, innovative educational opportunities for its students. As part of those efforts, BSC faculty may invite guest speakers to address the student members of this course. Under FERPA regulations, such guest speakers are considered volunteers who serve a legitimate educational interest to institutional services or functions. Guest speakers will be informed by the faculty member of their responsibilities under FERPA to ensure student privacy. For more information, please visit the Department of Education's FERPA Student Privacy webpage at <https://studentprivacy.ed.gov/>