

Institutional Syllabus

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

Active Learning: In addition to learning through reading, listening, reflection, and other traditional instructional methods, BSC courses incorporate active learning strategies when appropriate. Students should expect to engage in a variety of activities designed to deepen learning and promote meaningful participation, including discussions, presentations, collaborative group work, writing exercises, problem-solving activities, case studies, simulations, role-playing, and other experiential learning opportunities. These active learning approaches encourage students to analyze, synthesize, apply, and evaluate course concepts, leading to greater engagement and improved learning outcomes.

Academic Honor Code: Students are expected to demonstrate integrity, honesty, and ethical conduct in all academic endeavors. Academic dishonesty, including cheating, plagiarism, fabrication, unauthorized collaboration, or other forms of misconduct in coursework, laboratory activities, shop work, assignments, or examinations, is inconsistent with the values of BSC and will result in disciplinary action. Additional information regarding academic integrity expectations and procedures can be found in the [Student Academic Honor Code](#).

Accessibility: Students seeking reasonable accommodations to support their academic success are encouraged to contact the Student Accessibility Office (SAO) to discuss their individual needs and available support services. The SAO can be reached at **701-224-2496**, bsc.accessibility@bismarckstate.edu, or in the **Mystic Advising & Counseling Center (MACC), Student Union Office 126**. Staff will work collaboratively with students to determine and implement appropriate accommodations in a timely and confidential manner.

Digital Accessibility: BSC is committed to providing accessible digital learning environments and course materials that support all students. Students may encounter course content delivered through learning management systems, websites, documents, videos, presentations, software, and other digital resources.

Students who experience barriers accessing course materials, instructional technologies, or digital content should promptly notify their instructor and contact the Student Accessibility Office for assistance. Early communication helps ensure timely access to course materials and support services.

Information Technology Resources and Acceptable Use: BSC provides students with access to technology resources including email, learning management systems, computer labs, wireless networks, software applications, and other information technology services to support academic and institutional activities.

Students are expected to use technology resources responsibly, ethically, securely, and in accordance with applicable federal and state laws, NDUS procedures, and BSC policies. Misuse of information technology resources, unauthorized access to systems or data, disruption of services, sharing of account credentials, or activities that compromise the security or integrity of College systems may result in loss of technology privileges and/or disciplinary action.

Artificial Intelligence (AI): BSC supports the responsible, ethical, and appropriate use of artificial intelligence (AI) technologies in teaching, learning, and college operations. Students are expected to comply with applicable college policies regarding AI and follow course-specific expectations established by their instructors. Because AI-generated content may contain errors, inaccuracies, or biases, students are responsible for reviewing and verifying information generated through AI tools and ensuring compliance with academic integrity requirements. Additional information is available in the [BSC 1208.1 Artificial Intelligence Policy](#).

Starfish: BSC utilizes Starfish to promote student success by facilitating communication among students, instructors, advisors, coaches, and other support personnel. When concerns arise regarding a student's academic performance, attendance, engagement, or overall progress in a course, an academic alert may be issued through the student's BSC/NDUS email account. These alerts are intended to identify challenges early and connect students with appropriate resources and support services. Students who receive a Starfish alert are encouraged to promptly contact their instructor to discuss the concern, understand its potential impact on course success, and develop a plan for improvement. Timely engagement with Starfish notifications can help students address obstacles, access available resources, and stay on track toward achieving their academic goals.

Email: To protect student privacy and ensure student authenticity, official email between registered students and BSC personnel must be exchanged through official North Dakota University System email addresses (i.e., @bismarckstate.edu, @ndus.edu). Additional information can be found within the [BSC 1207.01 – Official Communication Policy](#)

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

Military/Veteran Statement: Veterans, active-duty service members, members of the National Guard and Reserve, and eligible dependents are encouraged to contact BSC's Veterans Services Office for assistance with educational benefits, certification processes, and support services available to them. The Veterans Services Office can be reached at **701-224-5779** or bsc.veteransoffice@bismarckstate.edu. Staff are available to help students navigate military and veteran education benefits and connect them with campus and community resources that support their academic goals and overall success.

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 the [Calendar & Deadlines page](#).

Student Code of Conduct: The purpose of [BSC's Student Code of Conduct](#) is to support a safe, healthy and inclusive campus community conducive to learning where students act with honesty, integrity, civility, and respect for themselves and others.

Classroom Conduct: All academic conduct in BSC classes is subject to the BSC Student Code of Conduct. Students are expected to engage in behavior and safe work habits that support and promote a respectful and productive learning environment. Violations—including academic dishonesty, disruptive conduct, unauthorized use of technology, and failure to follow instructor direction—may result in disciplinary actions ranging from verbal warnings to loss of classroom privileges. Depending on the severity, students may be removed from the course or academic program. Examples of unacceptable classroom behaviors and possible consequences can be found in the Academic/Classroom Conduct section of the [BSC's Student Code of Conduct](#). Students enrolled in programs with additional conduct, safety, or professional standards

outlined in a program handbook or similar program-specific materials are also expected to comply with those requirements.

Safe and Respectful Learning Environment: BSC is committed to providing a safe, respectful, inclusive, and productive learning environment for all students, faculty, staff, and visitors. Students, faculty, staff, and visitors share responsibility for maintaining an environment that supports learning, personal growth, and mutual respect.

Students are expected to conduct themselves in a manner that promotes the safety and well-being of others and contributes positively to the learning environment. Behavior that is disruptive, threatening, intimidating, harassing, abusive, discriminatory, or otherwise interferes with the educational process may result in removal from a class or activity and referral through the College's student conduct processes.

Students are responsible for complying with the BSC Student Code of Conduct and all applicable college policies and procedures. Violations may result in disciplinary action as outlined in the Student Code of Conduct.

Faculty members have the authority to establish reasonable classroom expectations that support a safe and productive learning environment and may take appropriate action to address behaviors that interfere with instruction, learning, or the safety of others, consistent with college policies and procedures.

Emergency Preparedness and Response: BSC maintains emergency preparedness and response procedures to help protect members of the campus community during emergencies and critical incidents.

Students are encouraged to familiarize themselves with building evacuation routes, emergency exits, shelter locations, and emergency communication methods at the beginning of each semester. In the event of an emergency, students should follow the directions provided by faculty, Campus Police, emergency responders, and college officials.

Emergency notifications and important safety information may be communicated through approved college communication systems. Students are responsible for maintaining current contact information with BSC to ensure timely receipt of emergency notifications.

Reporting Safety Concerns: BSC encourages students to promptly report safety concerns, threatening or disruptive behavior, suspicious activity, hazardous conditions, or any situation that may pose a risk to themselves or others.

Students who observe concerning behavior or are worried about the safety, health, or well-being of another individual are encouraged to contact their instructor, Campus Police, or other appropriate college officials. Early reporting enables BSC to assess concerns, coordinate resources, provide support, and intervene when appropriate.

Timely reporting helps BSC respond effectively, connect individuals with available services, and promote a safe and supportive campus environment. Students are encouraged to share concerns as soon as possible rather than waiting for a situation to escalate.

In situations involving an immediate threat to health or safety, individuals should contact emergency services or Campus Police without delay.

Submitting a report does not automatically result in disciplinary action. Reports are reviewed to evaluate potential risks, determine appropriate responses, and connect individuals with resources, support services, and interventions that promote the safety and well-being of the campus community.

Laboratory, Clinical, Shop, Field, and Simulation Safety: Students participating in laboratory, clinical, shop, field, simulation, internship, practicum, or other hands-on learning activities must comply with all applicable safety requirements, operating procedures, and equipment instructions, and use required personal protective equipment (PPE) as established by the program, course, clinical site, internship site, or other learning environment.

Students are responsible for:

- Following instructor, supervisor, preceptor, and site directions.
- Adhering to all safety protocols, procedures, and operational requirements.
- Properly using equipment, tools, materials, and technology.
- Wearing required PPE and safety equipment.
- Reporting accidents, injuries, near misses, unsafe conditions, or equipment concerns immediately.
- Completing required safety training, certifications, and compliance requirements associated with their program or course.
- Immediately discontinuing activities that present an imminent safety risk and notifying the appropriate instructor, supervisor, or site representative.

Failure to comply with safety requirements, program handbook expectations, site requirements, or instructor directions may result in removal from the activity, laboratory, clinical experience, field experience, internship, practicum, or course and may be addressed through applicable academic, programmatic, and student conduct processes, including actions outlined in the [Student Code of Conduct](#).

Student Well-Being and Support Resources:

BSC recognizes that personal challenges, financial difficulties, and other life circumstances can affect a student's well-being and academic success.

Students experiencing circumstances that may impact their safety, health, or academic performance are encouraged to seek assistance through BSC's support services and available campus resources. Seeking support early can help students address challenges, access appropriate assistance, and develop strategies to remain engaged and successful in their educational goals.

BSC offers a variety of resources designed to support student well-being, including academic advising, counseling and mental health resources, accessibility services, financial support resources, and other student success services. Information about available resources can be found through the [Mystic Advising & Counseling Center](#).

Students who are concerned about their own well-being or the well-being of another member of the campus community are encouraged to contact an appropriate college office or submit a report through [BSC's General Concern Report](#). Early intervention allows BSC to assess concerns, provide support, connect individuals with resources, and promote the health, safety, and success of the campus community.

BSC is committed to fostering a caring and supportive environment where students can thrive both personally and academically.

Shared Responsibility for Campus Safety: Creating and maintaining a safe campus environment is a shared responsibility. Students, faculty, staff, and visitors are expected to exercise good judgment, follow established policies and procedures, demonstrate respect for others, and contribute to a culture of safety and accountability.

By working together and addressing concerns proactively, the BSC community fosters a safe and supportive environment that promotes learning, personal development, and student success.

Program-Specific Requirements: Certain academic programs may publish program handbooks, clinical manuals, safety manuals, or other program-specific requirements. These documents supplement the Institutional and Course Syllabus and may contain additional academic, professional, technical, safety, conduct, progression, accreditation, licensure, or clinical requirements. Students are responsible for complying with all applicable program requirements. In the event of a conflict, program-specific requirements will govern within the context of that program.

Title IX:

BSC prohibits sexual harassment, sexual misconduct, and retaliation in any College program or activity. In accordance with Title IX and federal law, BSC is committed to preventing, addressing, and responding promptly and equitably to reports of prohibited conduct. For information about reporting options, support resources, and College procedures, visit the **Title IX:** [Sexual Harassment Prevention and Reporting](#) webpage.

Testing Services:

Students who require accommodated testing, make-up exams, proctored testing, or other testing services are encouraged to schedule appointments in advance through the [Academic Testing Services](#) webpage. BSC Testing Services provides high-quality, affordable testing in a secure and supportive environment. For assistance, contact **BSC Testing Services** at **701-224-5658**, bsc.testing@bismarckstate.edu, or visit **Schafer Hall, Room 205**.

Guest Speaker Statement: BSC 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 in 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](#).

Injury, Insurance, and Reporting: Students are responsible for their own health and accident insurance coverage. In the event of an injury occurring in the classroom, lab, or other instructional setting, the student's personal insurance policy will be considered the primary coverage. BSC does not provide individual accident or health insurance for students.

All injuries must be reported immediately to the instructor. It is the instructor's responsibility to report the incident to the BSC Campus Police Office at 701-224-2700.