

## **Institutional Syllabus**

### **Course 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 within the [Student Academic Honor Code](#).

**Accessibility:** Please contact the Student Accessibility Office (SAO) at 701-224-2496, [bsc.accessibility@bismarckstate.edu](mailto:bsc.accessibility@bismarckstate.edu), or Student Union – Mystic Advising & Counseling Center (MACC) Office 126 to discuss implementing reasonable accommodations to meet individual needs.

**Starfish:** Starfish is an early alert platform designed to monitor and assess a student's academic performance in their course(s).

Bismarck State College uses the Starfish communication tool to promote student success. If there are concerns about a student's academic performance, an academic alert may be issued through the BSC/NDUS email account, notifying the student, their academic advisors, coaches, or other appropriate BSC personnel. If you receive a Starfish alert for this course, please communicate with your instructor as soon as possible to discuss the issue, its potential impact on your success in the course, and resources to assist you.

**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:** To protect student privacy and ensure student authenticity, official email exchanged between registered students and BSC personnel is required from the student's official North Dakota University System email address (i.e., [@bismarckstate.edu](mailto:@bismarckstate.edu), [@ndus.edu](mailto:@ndus.edu)). Additional information can be found at within the [Student Email Policy](#).

**Military/Veteran Statement:** Please contact BSC's Veterans Services Office at 701-224-5779, [BSC.VeteransOffice@bismarckstate.edu](mailto:BSC.VeteransOffice@bismarckstate.edu), regarding services or 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 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 that is 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 that supports 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. A full list of unacceptable classroom behaviors and possible consequences can be found in the Academic/Classroom Conduct section of the [BSC's Student Code of Conduct](#).

**Title IX:** BSC is committed to a positive learning, working, and living environment. BSC will not tolerate acts of sexual harassment or related retaliation against or by any employee or student. This policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights. To learn more, visit the [Title IX: Sexual Harassment, Prevention and Reporting page](#).

**Testing Services:** Bismarck State College Testing Services provides high quality, accessible, and affordable testing in a secure, comfortable environment. Students who require accommodated testing, need to schedule make-up tests, proctored testing, etc. and are encouraged to schedule prior to a needed test and may do so at the [Academic Testing Services page](#). Contact BSC Testing at 701-224-5658, [BSC.Testing@bismarckstate.edu](mailto:BSC.Testing@bismarckstate.edu), or in Schafer Hall, Room 205.

**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](#).

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