

Student Policy – Course Drop, Withdraw to Zero Credit Appeals

Policy:

Bismarck State College has established policies for students seeking to appeal their academic record and/or tuition and fees based on evidence of extenuating circumstances within this policy. BSC policy is in compliance with SBHE 830.2 Refund Policy and NDUS 830.2 Refund Procedure and adheres to the BSC [Dates and Deadlines](#) schedule posted each term.

Academic Records Course Drop, Withdraw to Zero Credit Appeal

The academic records drop/withdraw appeal is used for students who are wanting to appeal their transcript record.

Limits and Regulations:

1. Students should carefully review the appeal criteria provided on the BSC website before submitting the appeal and ensure they have enough detailed documentation supporting the claim.
2. The Academic Records Drop/Withdrawal Appeal Form must be submitted by the end of the next semester, excluding Summer.
3. To be eligible for an academic record appeal one of the following must be met:
 - a. The course(s) must be shown as a drop/withdraw in CampusConnection
 - b. Past the last day to drop/withdraw
 - c. Received an error when attempted to drop all courses within CampusConnection. These dates will be verified in CampusConnection by the prior to any consideration.
4. Students appealing under 3a or 3b must have one of the extenuating circumstances and supporting documentation that corresponds within the term they are appealing. Documentation must show a specific date that the extenuating circumstance took place.

Extenuating circumstances include:

- a. medical
- b. military
- c. death in immediate family
- d. natural disaster or natural disaster (work related)

5. Action Requests for appealing transcript record include:
 - a. **Grade to W** – required documentation would need to support the drop/withdraw of the course(s) prior to “Last Day to Drop or Withdraw to Zero Credits” date on the Dates & Deadlines Schedule.
 - b. **Grade to No W** – required documentation would need to support the drop/withdraw of the course(s) prior to the “Last Day to Drop (No Record)” date on the Dates & Deadlines Schedule.
 - c. **W to No W** – required documentation would need to support the drop/withdraw of the course(s) prior to the “Last Day to Drop (No Record)” date on the Dates & Deadlines Schedule.
 - d. **Attempted to Drop** – no documentation is required. The attempted date will need to be prior to the “Last Day to Drop or Withdraw to Zero Credits” date on the Dates & Deadlines Schedule.
6. The appeal form will be considered, based on the documentation provided and may be denied. Submitting the appeal form does not guarantee removal of grade or removal of transcript record.
 - a. Lack of documentation to support the appeal request or documentation that does not reflect dates associated with the term(s) being appealed may result in it being denied.
7. If the Appeal impacts academic standing and/or academic honors, the update will be reflected on the student’s transcript.

Student Finance Course Drop, Withdraw to Zero Credit Appeal

Students who wish to appeal their tuition and fees, due to extenuating circumstances, may do so by submitting the Student Finance appeal form.

Limits and Regulations:

1. Students should carefully review the appeal criteria on the BSC website before submitting the appeal and ensure they have enough detailed documentation supporting the claim.
2. Appeals must be submitted to the Student Finance Office no later than 180 days after the due date of the charge.
3. The course(s) must be shown as a drop/withdraw on the student’s transcript.

4. An extenuating circumstance must have occurred, which caused the student to be unable to meet the dates and deadlines for dropping/withdrawing. Documentation must show a specific date that the extenuating circumstance took place.

Extenuating circumstances include:

- a. medical
 - b. military
 - c. death in immediate family
 - d. natural disaster or natural disaster (work related)
5. The appeal form will be considered, based on the documentation provided and may be denied.
 - a. Lack of documentation to support the appeal request or documentation that does not reflect dates associated with the term(s) being appealed may result in it being denied.
 6. Submittal of a completed appeal does not guarantee full or partial refund. All refunds are calculated based on the NDUS Drop/Withdraw Refund policy.

Reference:

[SBHE Policy 830.2 Refund Policy](#)
[NDUS Procedure 830.2 Refunds](#)

History of This Policy:

First policy draft June 8, 1991 as Withdrawal and Auditing.

Revisions – January 7, 2008 (divided into two separate policies: Course Drop, Withdrawal to Zero Credits and Hardship Drop/Withdrawal and Auditing); November 22, 2010; January 5, 2011; reviewed by the Operations Council on January 17, 2012 and approved by the Executive Council on January 23, 2012; reviewed by the Operations Council on October 10, 2012 and approved by the Executive Council on November 30, 2012 (effective Fall 2013); reviewed by the Operations Council on July 13, 2016 and approved by the Executive Council on August 17, 2016; reviewed by the Operations Council on January 11, 2017 and approved by the Executive Council on January 18, 2017; reviewed by the Operations Council January 22, 2020 and approved by the Executive Council on January 22, 2020. Last Updated on 10/7/21.

BSC Procedure – Course Drop, Withdraw to Zero Credit Appeals

Academic Records Course Drop, Withdraw to Zero Credit Appeal

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Procedures:

1. Students should carefully review the appeal criteria provided on the BSC website before submitting the appeal and ensure they have enough detailed documentation supporting the claim.
2. Students must complete the Academic Records Drop/Withdraw Appeal Form online:
[Drop/Withdraw/Appeal | Bismarck State College](#)

(Full URL: <https://bismarckstate.edu/academics/records/withdrawdrop/Academic-Records-DropWithdraw-Appeal/>)

3. Detailed documentation supporting the student's appeal reason should be attached to the appeal form and submitted electronically. If unable to attach supporting documentation to the electronic form, it will need to be submitted within 7-10 business days to the Academic Records Office.
 - Academic Records Office – Schafer Hall Room 131
 - Fax Number – 701.224.5643
 - Mailing Address – BSC, Academic Records, PO BOX 5587, Bismarck ND 58506
 - Email – bsc.records@bismarckstate.edu (must come from your @bismarckstate.edu account)
4. The student will receive notification upon completion of review of the appeal.

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Procedures:

1. Students should carefully review the appeal criteria on the BSC website before submitting the appeal and ensure they have enough detailed documentation supporting the claim.
2. Students must complete the Student Finance Drop/Withdraw Appeal Form online: [Drop/Withdraw/Appeal | Bismarck State College](#).

(Full URL: <https://bismarckstate.edu/academics/records/withdrawdrop/Academic-Records-DropWithdraw-Appeal/>)
3. Detailed documentation supporting the student's appeal reason must be attached to the student's Appeal form.
4. The student will receive notification upon completion of review of the appeal.

Reference:

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[SBHE Policy 830.2 Refund Policy](#)
[NDUS Procedure 830.2 Refunds](#)