



406.3 - Course Drop, Withdraw to Zero Credits

Purpose:

Bismarck State College has established operational procedures for course drop and withdraw to zero credits.

Definitions:

Course Drop - Allows students to discontinue enrollment in a particular course based on term dates and deadlines; however, will still maintain enrollment in some courses for the term.

Withdraw to Zero Credits – Allows students to withdraw completely from Bismarck State College for the term.

Procedure:

It is the student's responsibility to understand the implications of course drop or withdraw to zero, and make sure all transactions have been completed. Students can view their account and class schedule online anytime to verify transactions are complete and accurate.

Course Drop

1. Students must review the Dates and Deadlines schedule online and drop a course in CampusConnection using the manage classes tile no later than 11:59 pm CT.
 - a. Students CANNOT drop their final class in CampusConnection. Dropping the last class is considered withdrawing to zero credits for the term. The Cancel/Withdraw to Zero form must be completed.
2. Failure to drop a course in CampusConnection, on or before the last day to drop, will result in earned grades.
3. The date the student successfully completes the course drop in CampusConnection will determine the transcript and financial outcome.
4. Courses where grades have already been earned or completed may not be dropped.
5. For the standard 16-week session the last day to drop a course without transcript record is the 10th calendar day for Fall and the 11th calendar day for Spring.



6. For the standard 16-week session in Fall and Spring terms, the last day to drop a course with transcript record ("W" will be recorded) is the last business day of the 12th class week of the term.
7. For non-standard sessions, the last day to drop a course with or without transcript record will be prorated based on the 16-week session. (
8. Refunds are based on the course start and end date listed in CampusConnection. This includes ALL calendar days, not just class days.
 - a. Students receive a 100% refund up through 8.999% of the class. After 8.999% of the course length has elapsed, NO refund will be issued for a dropped course.
 - b. The Dates and Deadlines Schedule for each term is available on the BSC website and provides the 100% tuition refund date for each course session offered at BSC.
9. Course drops may affect your financial aid eligibility based on your enrollment status.

Withdraw to Zero Credits

1. Students must review the Dates and Deadlines schedule online and submit the Cancel/Withdraw to Zero form in CampusConnection under the BSC eForms tile no later than 11:59 pm CT.
2. The Cancel/Withdraw to Zero form can only be used if:
 - a. Grades (A-F or S/U) have not been earned in any courses.
 - b. All courses fall within the Withdraw to Zero Credits deadline.
3. Students who have received grades (A – F or S/U) in any course(s) for a term in which they are attempting to withdraw to zero, must complete the course drop process in CampusConnection for any course(s) that are not yet graded and must follow all procedures as established in the course drop section.
4. Withdraws submitted after the deadline will not be processed and will result in earned grades.
5. The withdraw date will be posted on the student's transcript.
6. The date the Cancel/Withdraw to Zero form is submitted to the Academic Records Office will determine the transcript and financial outcome.
7. Prior classes that have been dropped are not a part of the withdraw process.



8. Refunds are based on courses enrolled at the time the withdraw is processed.

9. Eligibility for a refund is calculated by the number of calendar days that have elapsed since the course has started and divides that by the total number of calendar days (not just course days) in the course.

- 100% refund up thru 8.999% of the class length
- 75% refund from 9.0% thru 34.999% of the class length
- 50% refund from 35.0% thru 59.999% of the class length
- 0% refund from 60.0% thru 100% of the class length

10. For the standard 16-week session in the Fall and Spring terms, the last day to withdraw is the last business day of the 12th class week of the term. For non-standard sessions, the last day to withdraw will be prorated based on the 16-week session. (

11. Withdraw to Zero may result in a return of Title IV funds calculation and subsequent financial aid adjustment.

References:

[BSC Drop or Withdraw to Zero Credits](#)

[BSC Dates and Deadlines Schedule](#)

[North Dakota State Board of Higher Education Policy 406 Academic Calendars](#)

[North Dakota State Board of Higher Education Policy 830.2 Refund Policy](#)

[North Dakota State Board of Higher Education Procedure 830.2 Refunds](#)

History of This Procedure:

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. Reviewed and approved by Kaylyn Bondy on February 22, 2024.