



406.2 - Faculty/Student — Class Attendance

Purpose:

The purpose of this operational procedure is to outline Bismarck State College's (BSC) expectations of student class attendance as well as operationalize the process to drop students administratively for non-attendance.

Procedure:

Expectations of Class Attendance

BSC encourages all students to regularly attend and participate in their classes. Per BSC procedure, students who fail to establish an early record of regular attendance and participation in a class will be administratively dropped by the instructor. The following are several ways in which students can establish a record of attendance:

- Attending and participating in lectures, labs, field trips, class discussions and other class activities;
- Submitting academic assignments on time;
- Taking quizzes, tests and participating in other means of assessment of academic accomplishment as scheduled;
- Attempting or completing tutorials or computer-assisted instruction;
- Participating in online discussions;
- Communicating with the instructor to reach an agreed upon arrangement to keep up or catch up with the class;
- Logging into an online class, or supplementary electronic platform for an on-campus class, and doing any of the above.

To avoid being administratively dropped from a class, it is important for a student to establish a record of regular attendance and participation. Students failing to establish such a record will be administratively dropped by the instructor according to the following schedule:

- 16+ -week courses—within the first 15 calendar days of the start of the semester
- 14-15 week courses—within 11 calendar days of the start of the class
- 13 week courses—within 10 calendar days of the start of the class
- 11-12 week courses—within 9 calendar days of the start of the class
- 8-10 week courses—within 8 calendar days of the start of the class
- 5-7 week courses—within 5 calendar days of the start of the class
- 4 week courses—within 4 calendar days of the start of the class
- 1-3 week courses—within 3 calendar days of the start of the class
- Limited Enrollment Programs—Students who are enrolled full-time in limited enrollment programs and fail to attend the first day of class of the first semester of the program and do not



give prior notice to the instructor or department chair will be administratively dropped for non-attendance.

For additional clarification, students should refer to the Dates and Deadlines Schedule “Last Day to Drop for Nonattendance” column. The schedule is published on the [BSC Academic Records](#) website.

Consequences of Early Non-attendance

Students who fail to establish a record of attendance and participation in a class, within the specified number of days of the start of the course, will be administratively dropped from the class by the instructor, Dean or Assistant Dean. This action can have significant financial implications for students, especially those on the GI Bill, those receiving Tuition Assistance, those being supported by a civilian employer, or those receiving loans, grants or scholarships.

All administrative drop forms for non-attendance will be processed by the Academic Records Office as follows:

- BSC will follow [North Dakota State Board of Higher Education Policy 830.2 Institutional Refunds](#);
- Administrative drops for non-attendance will result in 100% reduction of charges for the course(s).
- Students will be dropped for non-attendance using the no record drop date as per BSC Dates and Deadlines Schedule, meaning no grade record will be indicated on the transcript; and
- BSC’s Academic Records Office will notify the student regarding the change in their enrollment status.

Consequences for Students who Stop Attending Class

- Administrative drops will only be given for students who fail to attend and participate in class by the schedule listed under Section I of this policy. Students who begin class, but later stop attending, run the risk of receiving a failing grade at the end of the course. Students in this situation are encouraged to first speak with the instructor to determine if the missed material can be made up, or if other options might be employed. If too much material has been missed, or no viable alternate options are available, the student must initiate a withdrawal from the class. This can be done through Campus Connection, unless the student is dropping all classes from their schedule. In the case of a total withdrawal the student must complete the Cancel/Withdraw to Zero form located in CampusConnection, under BSC eForms.

Consequences for failing to correctly withdraw from college, or drop individual courses can include:

- Failing the course;
- Suffering adverse financial implications;
- Being billed for full payment of tuition and fees for each course involved;
- Poor academic standing

Students need to pay particular attention to the “Dates and Deadlines Schedule” to drop and/or withdraw from courses within the prescribed time in order to receive the proper refund and transcript record.



Reinstatement

Students who have been administratively dropped from a course may request to be re-enrolled in the class. To be re-enrolled, the student:

1. Must obtain approval to be reinstated from the faculty member assigned to teach the class (faculty have the right to refuse to reinstate a student);
2. Upon faculty member's approval, the student and instructor complete the [Late Add/Reinstatement process](#).
3. May be required to pay a \$100 reinstatement fee (charged one time per semester); and
4. Will have to pay, at the time of reinstatement, any outstanding balance owed the college as well as the tuition and fees for the course.

References:

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

History of This Procedure:

First policy draft approved by Faculty Senate on March 5, 2009. Approved by the Executive Council on March 6, 2009.

Revisions – November 22, 2010; Reviewed by the Operations Council on November 27, 2013 and approved by the Executive Council on December 12, 2013; this policy was Beta-Tested during fall semester of the 2015-2016 academic year, during which time it will supplant the current policy (Faculty/Student Policy—Attendance/Nonattendance). Final approval was reviewed by the Operations Council April 13, 2016 and approved by the Executive Council on April 21, 2016; September 9, 2016; January 24, 2018; reviewed by Campus Council August 31, 2022, BSC Presidential approval September 1st, 2022.