

## ***Student Policy - Course Drop, Withdrawal to Zero Credits, Drop/Withdrawal Appeals***

### **Policy:**

Bismarck State College shall establish procedures for course drop, withdrawing to zero credits and drop/withdrawal appeals.

BSC policy is in compliance with SBHE 830.2 Refund Policy and 830.2 Refund Procedures.

It is the student's responsibility to make sure all transactions have been completed. Students have the ability to view their account and class schedule online 24/7 to verify transactions are complete and accurate.

**IMPORTANT:** Students who are registered for classes at BSC are responsible for the balance due in full on or before established deadlines. BSC Dates and Deadlines may be obtained [www.bismarckstate.edu/connection](http://www.bismarckstate.edu/connection).

### **Course Drop:**

This procedure allows a student the ability to drop some courses (not all courses) based on term date and deadline regulations; however, student will still maintain enrollment in some courses for the term.

### **Limits and Regulations:**

1. Students must drop a course in CampusConnection. Students must adhere to the Dates and Deadlines schedule for each applicable term.
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 refund outcome.
4. Courses where grades have already been earned or completed may not be dropped. (Non-attendance results in an earned grade.)
5. For the standard 16 week session in the common Fall and Spring terms, the last day to drop a course without transcript record is the 11<sup>th</sup> calendar day of the term.

6. For the standard 16 week session in the common Fall and Spring terms, the last day to drop a course with transcript record (“W” will be recorded) is the Friday of the 12<sup>th</sup> 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. (refer to the Dates and Deadline schedule at <http://www.bismarckstate.edu/current/records/calendarsdeadlines/>)
8. Refunds are based on the course start and end date listed in CampusConnection.
9. Students receive a 100% refund up through 8.999% of the class. (No refund is given for courses dropped after the 8.999% deadline)

### **Procedures:**

1. Students must drop a course in CampusConnection prior to the final deadline.
2. Help sheets are available online at [www.bismarckstate.edu/connection](http://www.bismarckstate.edu/connection).

### **Withdrawal to Zero Credits:**

This procedure allows students to withdraw to zero credits for the term.

### **Limits and Regulations:**

1. Students may only use the Withdraw to Zero Credits form if grades (A-F) have not been earned in any courses and if ALL courses fall within the Last Day to Drop/Withdraw deadline.
2. Withdrawals submitted after the deadline will be not processed and will result in earned grades.
3. Students who have received grades (A – F) in any courses for a term are considered to have earned college credit for those courses; therefore, are unable to withdraw to zero credits. The student must complete the course drop process in CampusConnection for all courses that are not yet graded and must follow all limits and regulations as established in the course drop policy.
4. Students who submit the Withdraw to Zero Credits form, and do not qualify for a withdrawal to zero credits, may automatically be processed as a drop with potentially no refund by the Academic Records Office.
5. The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.
6. The date the Withdraw to Zero Credits form is received in the Academic Records Office will determine the transcript and refund outcome.  
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

6. For the standard 16 week session in the common Fall and Spring terms, the last day to withdraw is the Friday of the 12<sup>th</sup> class week of the term. Withdraw date will be noted on the transcript.
7. For non-standard sessions, the last day to withdraw will be prorated based on the 16 week session.
8. Refunds are based on classes enrolled in at the time the withdrawal is received. Prior classes that have been dropped through the CampusConnection process are not a part of the withdrawal process.

### **Procedures:**

1. Students must withdraw to zero credits using the form located online before the final deadline - <https://info.bismarckstate.edu/secure/studentrecords/withdrawal/withdraw.asp>
2. Help sheets are available online at [www.bismarckstate.edu/connection](http://www.bismarckstate.edu/connection).

### **Appeals:**

#### **Academic Records Drop/Withdrawal Appeal**

The procedure allows students the opportunity to appeal a transcript record following a course drop, a withdrawal to zero credits, or past the last day to drop with record due to extenuating circumstances (medical, military, death in immediate family, natural disasters, etc).

#### **Limits and Regulations:**

1. The Academic Records Drop/Withdrawal Appeal Form must be submitted to the Academic Records Office by the end of the next semester. (Example: student is appealing Fall 2011, must complete the form before the end of Spring 2012 semester.)
2. The Academic Records Drop/Withdrawal Appeal Form will be considered, based on the documentation provided to the Academic Records Office and may be denied.
3. Students who attempt to drop all classes in CampusConnection and receive the following error "Unable to drop class, will drop below required minimum units for enrollment" must complete the Academic Records Drop/Withdrawal Appeal Form and provide an estimated attempted drop date for the semester. These dates will be verified in CampusConnection by the Academic Records Office prior to any consideration.
4. Submitting the Academic Records Drop/Withdrawal Appeal Form does not guarantee removal of grade.
5. Submitting the Academic Records Drop/Withdrawal Appeal Form does not guarantee transcript record removal.

**Procedures:**

1. Students must complete the Drop/Withdrawal Grade Appeal Form located online.
2. Documentation must be submitted to the Academic Records Office upon completion of the form.
  - 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](mailto:bsc.records@bismarckstate.edu) (must come from your @my.bismarckstate.edu account)

**Student Finance Drop/Withdrawal Appeal**

Tuition and fee refunds are calculated in compliance with policy set by the State Board of Higher Education. Students, who wish to appeal tuition and fee charges due to extenuating circumstances (medical, military, death in immediate family, natural disasters, etc), may do so by following an appeal process and submitting the Student Finance Drop/Withdraw Appeal Form to the Student Finance Office.

**Limits and Regulations:**

1. Students must show a drop or withdraw of the class/classes on their transcript prior to submitting a Student Finance Drop/Withdrawal Appeal Form.
2. Students should carefully review the appeal criteria before submitting the appeal and ensure they have sufficient detailed documentation supporting the claim.
3. Appeals must be submitted to the Student Finance Office no later than 180 days after the due date for the charge.
4. Balances due as a result of an unofficial withdraw (receiving all “F’s”) cannot be appealed.
5. Late fees cannot be appealed through this process.
6. Submittal of a completed appeal does not guarantee full or partial refund. Late fees associated with late or non-payment will not be refunded.

**Procedures:**

1. Students must complete the Student Finance Drop/Withdrawal Appeal Form located online.
2. Documentation must be submitted to the Student Finance Office upon completion to the form.
  - Student Finance Office – Schafer Hall Room 138
  - Fax Number – 701.224.5550
  - Mailing Address – BSC, Student Finance Office, PO Box 5587, Bismarck ND 58506

- Email – [bsc.studentfinance@bismarckstate.edu](mailto:bsc.studentfinance@bismarckstate.edu) (must come from your @my.bismarckstate.edu account)

### **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).