General Information

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

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.

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 11th 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 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.
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.)