

## ***Student Policy - Course Drop, Withdraw to Zero Credits***

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

BSC policy is in compliance with [SBHE Policy 406.1 Academic Calendars](#) and [SBHE Policy 830.2 Refund](#) and [NDUS Procedure 830.2 Refund](#).

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 24/7 to verify transactions are complete and accurate.

Students who are registered for courses at BSC are responsible for the balance due in full on or before established deadlines. BSC Dates and Deadlines may be obtained <https://bismarckstate.edu/academics/records/calendarsdeadlines/>.

### **Course Drop:**

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

### **Limits and Regulations:**

1. Students must drop a course in CampusConnection and adhere to the Dates and Deadlines schedule for each applicable term.
  - a. Students CANNOT drop their final class in CampusConnection. Dropping the last class is considered withdrawing from the term. The Withdraw to Zero Credits 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 10<sup>th</sup> calendar day for Fall and the 11<sup>th</sup> 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 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. 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:**

This policy allows students to withdraw to zero credits for the term. Students withdrawing completely from Bismarck State college must complete the Withdraw to Zero Credits form found on the BSC website.

### **Limits and Regulations:**

1. The Withdraw to Zero Credits 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.
2. 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 Credits, must complete the course drop process in CampusConnection for any course(s) that are not yet graded and must follow all limits and regulations as established in the course drop section.
3. Withdraws submitted after the deadline will not be processed and will result in earned grades.

4. The withdraw date will be posted on the student's transcript.
5. The date the Withdraw to Zero Credits form is submitted to the Academic Records Office will determine the transcript and financial outcome.
6. Prior classes that have been dropped are not a part of the withdraw process.
7. Refunds are based on courses enrolled at the time the withdraw is processed.
8. 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 Friday of the 12<sup>th</sup> class week of the term. For non-standard sessions, the last day to withdraw will be prorated based on the 16-week session. (refer to the Dates and Deadline schedule at <http://www.bismarckstate.edu/current/records/calendarsdeadlines/>)
11. Withdraw to Zero Credits may result in a return of Title IV funds calculation and subsequent financial aid adjustment.

## 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.

## Reference:

[SBHE Policy 406.1 Academic Calendars](#)  
[SBHE Policy 830.2 Refund Policy](#)  
[NDUS Procedure 830.2 Refunds](#)

## ***BSC Procedure - Course Drop, Withdraw to Zero Credits***

### **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.

### **Procedures:**

1. Review this policy and the Dates and Deadlines calendar online:  
<https://bismarckstate.edu/academics/records/calendarsdeadlines/>
2. Drop class using CampusConnection.
  - a. Help sheets are available online at:  
<https://bismarckstate.edu/academics/academicresources/campusconnectionhelp/>

### **Withdraw to Zero Credits:**

This procedure allows students to withdraw to zero credits for the term. Students withdrawing completely from Bismarck State college must complete the Withdraw to Zero Credits form found on the BSC website.

### **Procedures:**

1. Review this policy and the Dates and Deadlines calendar online:  
<https://bismarckstate.edu/academics/records/calendarsdeadlines/>
2. Submit the Withdraw to Zero Credits form by completing the following steps:
  - a. Sign into CampusConnection: [Homepage \(connectnd.us\)](http://connectnd.us)
  - b. Select eforms tile
  - c. Select "Cancellation/Withdrawal Form"

## Reference:

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[SBHE Policy 406.1 Academic Calendars](#)

[SBHE Policy 830.2 Refund Policy](#)

[NDUS Procedure 830.2 Refunds](#)