

Student Policy - Course Drop, Withdrawal to Zero Credits, Hardship Drop/Withdrawal

Policy:

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. BSC Dates and Deadlines may be obtained 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 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)

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.

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 withdraw 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 12th 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 Campus Connection 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.

Hardship Drop/Withdrawal:

This procedure allows students to apply for a hardship drop or withdraw due to extenuating circumstances. The Hardship Drop/Withdrawal application will be considered by the appropriate BSC administration and may be denied.

Allowable hardship reasons include:

Hardship Reason	Documentation
Medical	Letter from the Medical Physician on official letterhead listing specific dates, conditions and ability to complete and/or attend classes.
Military	Orders listing dates of activation
Death of Immediate Family	Funeral Service Bulletin showing relationship to deceased Immediate Family members include husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law and father-in-law.
Natural Disaster	Official newspaper article from area in residence
Natural Disaster (work related)	Letter on official letterhead from employers human resource department.
Other	Used only for 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."

Official documentation must be submitted before a hardship drop/withdrawal will be considered.

Limits and Regulations:

1. The hardship drop/withdrawal form will be considered, based on the reasons established above, by Academic Records, Financial Aid and Student Finance and may be denied.
2. Student's who miss the deadline to complete a course drop or withdraw to zero credits as posted on the dates and deadlines schedule, may NOT use the hardship form unless it falls into one of the reasons listed above. Missed deadlines will result in earned grades.
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 use the allowable hardship reason "Other" and provide an estimated attempted drop date for the term. These dates will be verified in CampusConnection by Academic Records prior to any consideration.
4. Hardships will not be processed without official documentation.
5. Hardships submitted do not guarantee removal of grade.
6. Hardships submitted do not guarantee transcript record removal.
7. Hardship refunds are based on the published refund schedule.
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
8. It is recommended that students do not submit concurrent hardships, as it may reflect negatively on grades, financial aid and refunds.

Procedures:

1. Students must complete the Hardship Drop/Withdrawal form located online.
2. Documentation must be submitted to the Academic Records Office within 30 days.
Academic Records Office – Schafer Hall Room 131
Fax Number – 701.224.5643
Mailing Address – BSC, Academic Records, PO BOX 5587, Bismarck ND 58506

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.