

Faculty/Student Policy—Class Attendance

Section I: Expectations of Class Attendance

Bismarck State College encourages all students to regularly attend and participate in their classes. Per BSC policy, 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:

- x Attending and participating in lectures, labs, field trips, class discussions and other class activities;
- x Submitting academic assignments on time;
- x Taking quizzes, tests and participating in other means of assessment of academic accomplishment as scheduled.

+ -week courses—within the first 15 calendar days of the start of the semester

- x 14-15 week courses—within 11 calendar days of the start of the class
- x 13 week courses—within 10 calendar days of the start of the class
- x 11-12 week courses—within 9 calendar days of the start of the class
- x 8-10 week courses—within 8 calendar days of the start of the class
- x 5-7 week courses
- x 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

Section II: Consequences of Early Nonattendance

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, or by the department chair. 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 nonattendance will be processed by the Academic Records Office with the date of submittal from the course instructor as follows:

- x BSC will follow: SBHE Policy 830.2 Refund Policy;
- x Refunds of tuition and fees may be prorated depending on the date of the administrative drop;
- x The academic record may be determined by the date of submittal, which may result with a withdrawal (W) recorded on the student's official transcript; and
- x Academic Records will notify the student regarding the change in their enrollment status.

Section III: 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 class, will be administratively dropped from the class by the instructor, or by the department chair. 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.

History of This Policy