Welcome to Minot State University

The Student Handbook is provided to assist you in finding the information you need in order to pursue your academic career. The handbook contains three sections:

**Information**—
This section provides answers to many questions concerning services available to you on campus, as well as business, financial aid and registration information.

**Policies**—
The policy section contains a copy of official campus policies on a variety of topics which affect you as a student. These policies are subject to change.

**Student Government Association Constitution**—
The Student Government Association consists of the whole student body. The Student Senate is the governing body of the Student Government Association and is made up of representatives from each college/division and student organization of the university. (A copy of the Student Government Association Constitution is provided in the hope that it will further your understanding of the governmental process and strike an interest and encourage your participation in the university.)

Thank you for your participation as a student at MSU!

Minot State University is proud to be a tobacco free and alcohol free campus.
Contents

Section I: General Information
Academic Advising ........................................ 1
Barnes & Noble College Bookstore ................. 1
Business Office ............................................. 1
Campus Accessibility .................................... 3
Career Center .............................................. 3
Center for Engaged Teaching and Learning ...... 3
Center for Extended Learning ....................... 3
Dining Services .......................................... 7
Financial Aid ............................................. 8
Wellness Center ......................................... 10
Gordon B. Olson Library .............................. 10
Honors Program .......................................... 12
ID Cards .................................................. 12
Information Technology Central (ITC) ............ 13
Multicultural Centers .................................. 15
Office of International Programs .................... 15
Parking ..................................................... 16
POWER Center .......................................... 17
Registrar's Office ........................................ 17
Residence Life/Housing ............................... 19
Student Center .......................................... 20
Student Development Center ....................... 20
Student Government Association ................. 21
Student Health Center ................................ 22
Tutoring Program ....................................... 22
Veterans Center ........................................ 22
Student Organizations ................................ 23

Section II: Policies
Academic Honesty ....................................... 25
Activities Policy .......................................... 25
Class Attendance Policy ............................... 25
Communications Proficiency Policy .............. 26
Computing Policy and Procedures ................. 26
Drug Free Campus Policy ............................ 33
Emotional Support Animal Policy ............... 39
Financial Aid Office Policies ....................... 41
Freshman Housing Policy ............................ 43
Inclusive Housing Policy ............................. 43
Harassment Policy ...................................... 43
Missing Student Policy ............................... 44
Parental Notification Policy ......................... 44
Posting Policy ........................................... 44
Service Animals Policy ............................... 45
Sexual Harassment, Discrimination
and Sexual Misconduct Policy .................... 46
Significant Infectious Diseases Policy .......... 55
Student Complaint Policy ............................ 56
Student Conduct Policy .............................. 58
Student Rights to Privacy ........................... 61
Tobacco Free Campus Policy ....................... 62
University Admissions Background Checks ..... 63
Additional Policy Statements ...................... 63

Section III: Student Government Association Constitution ................................. 64
Campus Map ............................................. 70

Sources of Information

This handbook contains general information for student use. If you do not find the answers to your particular problems or questions, please contact one of the offices indicated below for further information.

Career Center ................................. 2nd Floor Student Center .......................... 858-3996

Student Activities ............................. 2nd Floor Student Center .......................... 858-3987

Enrollment Services ......................... 1st Floor Administration .................................. 858-3350
• Schedule Campus Tours
• Disseminate Information (applications for admission, housing, financial aid, scholarships and catalogs)
• Advise Students on Enrollment Procedures

Student Development ....................... Lower level Lura Manor .................................. 858-3371
and Health Center
(south entrance)
• Health Center
• Study Skills
• Counseling
• Disabled Student Services

Registrar’s Office ........................ 1st floor Administration .................................. 858-3345
• Grades
• Course Schedules/Registration
• International Student Information
• General Student Information
• General Education Requirements
• General College Advising

POWER Center ........................................ 2nd and 3rd floors ................................. 858-4047
Provides services to help students achieve academic, personal, and professional success

Veterans Center ................................ Dakota Hall, lower level ............................. 858-4003
• Veteran Related Information

Financial Aid ........................................ 2nd floor Administration .......................... 858-3375
• Scholarships
• Grants
• Loans

Residence Life Office ...................... Dakota Hall South .................................... 858-3363
• Apartments
• Residence Halls
• Residence Hall Association

Native American ......................... 305 Student Center .................................. 858-3365

Cultural Center

Business Office ............................. 2nd floor Administration .......................... 858-3333
• Fees/Tuition Payment
• Check Cashing
• Student Bank
• Gifts and Bequests

Center for Extended Learning .... 3rd floor Administration .......................... 858-3822
• Evening and Weekend Classes
• Home Video
• Seminars
• Online Courses
• Correspondence
• College for Kids

Center for Engaged Teaching ... Main 101 .................................. 858-4040
and Learning
• Peer Tutoring
• Advising
• Internship Program
• Supplemental Instruction
• Peer Mentoring
• First-Year Experience
• Campus Compact

Graduate School .......................... Memorial Hall 308 ..................................... 858-3250

The individual Academic Departments should be contacted for: course advisement, major/minor requirements and substitution of courses.
Campus Buildings – See Campus Map on page 61

ADMINISTRATION—Houses offices for the President, Vice President for Academic Affairs, Vice President for Administration and Finance, and Vice President for Student Affairs, the Center for Extended Learning, Business Office, Registrar’s Office, Financial Aid, Dakota College at Bottineau, Red and Green (student newspaper), Enrollment Services, Public Information, Human Resources, the Office of Academic and Institutional Projects, and Interactive Video Network Classrooms. Computer kiosks are located on the 2nd and 3rd floors.

AMPHITHEATER—Built by students, alumni, and other university supporters. Located on the hillside in the northern part of the campus, it provides a beautiful setting for Summer Theatre musicals, and other productions.

C.P. LURA MANOR—Five-story building completed in 1986. It houses 152 male and female students in four-person suites, as well as the Student Development and Health Center on the lower level.


COOK HALL—A five-story co-ed residence for 188 students. There is a study lounge, recreation room, a kitchen facility, and a laundry area.

CRANE HALL—Completed in 1960 and most recently renovated into a co-ed suite style residence hall with a lounge, recreation room, and laundry facility for 81 students.

CYRIL MOORE SCIENCE CENTER—Houses the Science Division and the Department of Biology. Also included are a lecture-demonstration auditorium seating 233, as well as classrooms and labs for science courses. A printer kiosk is located on the 2nd floor.

DAKOTA HALL—A conveniently located co-ed residence hall for about 96 students. A lounge, kitchen facilities, and laundry area are available for the use of the residents. Also housed on the lower level of Dakota Hall are Residence Life & Housing and the Veterans Center.

DOME—Provides facilities for a wide variety of activities such as handball, racquetball, basketball, and indoor track with seating for over 10,000 people. The building also has lockers, showers, classrooms, and offices for Athletics.

FACILITIES MANAGEMENT—Houses the central heating plant, carpenter and welding shop, and the offices for campus security.

GORDON B. OLSON LIBRARY—The MSU Library contains over 398,760 volumes in its book, bound periodical, and document collections. The library currently subscribes to over 1,810 periodicals, and is a select regional depository for U.S. Government and State of North Dakota publications. In addition, the library houses special collections of North Dakota materials, children’s books, and microforms. Open-access labs are located in the Library Reference Area/Learning Commons and a printer kiosk is located on the 2nd floor.

HARTNETT HALL—Houses the administrative offices for the College of Arts and Sciences, and the Division of Humanities. Office and classroom space is also provided for programs in art, broadcasting, and recording arts. There are classrooms and a 200-seat theater for lectures, recitals, and theater programs as well as academic computer labs.

HERBERT M. PARKER STADIUM—Has football and soccer stadium with a seating capacity of 2800.

MCCULLOCH HALL—A co-ed residence for 145 students completed in 1960. There is a study room for residents and a lounge, recreation room, cooking facility, and laundry area.

MEMORIAL HALL—Memorial Hall houses the Institute of Rural Human Services, the Department of Nursing, five academic departments, and the North Dakota Center for Persons with Disabilities, a University Affiliated Program. The Institute serves as an outreach center from which a comprehensive, interdisciplinary program of research, training, and clinical services are provided to rural communities in the Minot service region. The departments housed in Memorial Hall are Communication Disorders, Nursing, Psychology, Social Work, Special Education and Criminal Justice. Academic computer labs and an open-access lab are located here as well.

MODEL HALL—Houses the Math and Computer Science Departments as well as the Honors Program. Also located here are computer laboratories.

OLD MAIN—Provides classroom and office space for the College of Business and the Divisions of Music and Social Science. It also houses the office of Information Technology, the Center for Engaged Teaching and Learning (CETL), and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts. Also located in Old Main are an academic computer lab, an open-access lab, and computer and printer kiosks.

PIONEER HALL—Family housing facility. Houses 40 one-bedroom apartments. Also provides office space for Publications and Design Services. The ceramics lab is located on the ground floor.

STUDENT CENTER—A comprehensive student services and activities building which includes the Campus Bookstore, an indoor swimming pool, the Beaver Dam, Beaver Creek Café, Buckshot’s Snack Bar, two convenience stores, Native American Center, Multicultural Center, conference rooms, and numerous study lounges. It also provides office space for Sodexo Dining Services, the Career Center, parking office, POWER Center, student government, ID Card Office, Alumni Office, Vice President for Advancement, the Office of International Programs, and the Post Office/Information Center/Central Receiving/Parking Office. Computer and printer kiosks are located in the 1st floor atrium and the Beaver Dam.

SWAIN HALL—Houses the Department of Teacher Education and Human Performance and low-tech science labs. A Mac lab is located on the 1st floor.

WELLNESS CENTER—The Wellness Center houses activity courts for basketball, volleyball, floor hockey and other activities. It also contains space for fitness classes, weight lifting, cardio equipment, spinning classes, intramurals, personal training, student dances, and other student activities.
Academic Advising
www.minotstateu.edu/advising

Academic advising is a personalized, interactive, and intentional process in which the advisor helps students set and achieve academic, career, and personal goals. The advising process will incorporate respect for and engagement with all cultures, people, and points of view. Students will acquire relevant information and services to make responsible decisions consistent with interests, goals, abilities, and degree requirements. The desired result is that students will feel a connection with advisors and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

Students are assigned an academic advisor based upon their declared major(s) and minor(s). Advisor assignments are adjusted when students officially change their major or minor by submitting the online Major/Minor Change Form. It is possible to request a change of advisor within students’ academic programs by contacting the department/division. Students are encouraged and in some departments are required to meet with their assigned advisor each term prior to completing registration.

Student Responsibilities
• Review and understand university policies and procedures, General Education Requirements, graduation requirements, and the MSU Undergraduate Catalog.
• Read MSU email account on a regular basis.
• Learn to access and navigate Campus Connection.
• Be aware of academic dates and deadlines.
• Explore resources to assist in making career and academic decisions.
• Schedule and attend advising appointments.
• Arrive on time for appointments.
• Prepare for advising sessions and bring relevant materials to appointment.
• Bring a list of questions to appointments and ask questions if a topic is not understood.
• Communicate openly with advisor by clarifying personal values, abilities, goals, and needs.
• Be familiar with requirements of selected major(s)/minor(s) and schedule courses in accordance with those requirements.
• Recognize that advising is a shared responsibility; however, students must accept final responsibility for all decisions.

Barnes & Noble College Bookstore
1st Floor Student Center
701-858-3390 • www.minotstateu.bncollege.com

The Minot State University Bookstore is operated by Barnes & Noble College Booksellers. The bookstore is a one-stop shop for all the students campus needs, including all textbooks on the student’s syllabus, general merchandise, school supplies, dorm accessories, school mascot apparel, snacks, cards, gifts and much more. We stock 100% of the textbooks students will need—and offer three easy ways to order them. Textbooks can be purchased online at minotstateu.bncollege.com; they can be ordered while registering for classes or purchased at the official campus bookstore. Textbook reservation allows the student to purchase online and then pick them up at the bookstore with little or no waiting. We have the largest selection of used books and also offer new rentals and e-textbooks. We buy used textbooks all year—no matter where the student bought them. We will also price match Amazon.com and bn.com

The Bookstore accepts cash, checks, major credit cards, Barnes & Noble gift cards, and allows the students to charge to their financial aid.

The Bookstore employs students at competitive wages in a professional working environment. Students working at the bookstore will receive discounts on textbooks and other merchandise. We create a flexible schedule so that classes are the student’s top priority. The Bestseller Program gives students an opportunity to pursue a career with Barnes & Noble.

Business Office
2nd Floor Administration Building
701-858-3333 • www.minotstateu.edu/busoffic

We are here to help you with your financial matters and to make your experience at Minot State University enjoyable. The following provides an overview of information that you may find useful.

TUITION AND FEES
MSU charges all students the resident rate. The academic year is divided into two semesters (fall and spring) of sixteen weeks each. In addition, there is an annual summer semester of eight weeks.

The tuition and fees listed above are for MSU on-campus courses only. The tuition and fees charged for most on-campus courses are capped at 12 credits up to 18 credits per academic career. Any credits above 18 will have an additional per credit charge. The tuition and fees for the graduate and undergraduate careers are calculated separately. Distance Education courses do not cap at 12 credits, charges are calculated on all credits. In addition to tuition and fees, all distance education courses will be charged an access fee. An access fee is a per credit tuition charge to a student to cover the added costs associated with the delivery of a course.

Tuition and fees are due in full at the beginning of each semester by the payment deadlines. Deadlines are available on the University calendar.
All students are encouraged to complete an institutional scholarship and awards program application.

**ANNUAL TUITION AND FEES** (summer charges additional). Amount listed are actual for 2017-18; amounts subject to change without notice.

**Undergraduate (12-18 credits per semester)**
Resident .................................................. $6,809.28

**Graduate (12-18 credits per semester)**
Resident .................................................. $8,549.28

**CANCELLATION POLICY**
Registrations will be cancelled for those students who have not paid tuition and fees or requested a deferment by the payment deadline. A fee of $150 will be assessed to be reinstated in classes. If you need to request a payment deferment, please contact the Business Office.

**STUDENT ACTIVITY, TECHNOLOGY AND ConnectND FEES**
Every semester each student who registers at Minot State is required to pay an Activity Fee, a Technology Fee, a ConnectND fee, and NDSA fee. The Activity Fee is $578.21 per semester for full-time students and is separated into two portions: the University Fee and the Student Government Activity Fee. The Technology Fee is $60.00 per semester for full-time students, the ConnectND fee is $66.00 per semester, and the ND Student Association fee is $48 per semester.

The University Fee generally supports activities for the benefit of the student body as a whole and is determined by the University President. The fee is allocated as follows:
- Health and Wellness Center Bond: $135.97
- Student Health: $48.90
- Wellness Center Operations: $101.00
- Student Placement: $26.00
- Athletics: $105.00
- *Total University Fee: $416.87

The Student Government Activity Fee supports specific student activities. Any changes in the Student Government Activity Fee must be approved by the results of a vote taken of either the student body as a whole or its elected representative body. Changes may then also be approved by the University President. The allocation of the fee may be revised through the university’s student government and finance committee and is currently allocated as follows:
- Theater Arts: $2.61
- Student Tours: $5.00
- Student Government Association: $35.00
- Student Activities Committee: $35.00
- Student Publications: $12.08
- KMSU Radio: $3.25
- Native American Cultural Center: $2.00
- Homecoming: $9.00
- Student Government Association Club Funding: $7.00
- MSU Men’s Club Hockey: $22.50
- Mentoring: $3.00
- Tutoring: $9.00
- Beaver Athletic Band: $2.50
- Marching Band: $5.00
- Northwest Art Center: $2.90
- Music: $3.50
- Writing Center: $2.00
- *Total Student Govt. Activity Fee: $161.34

**BOOKSTORE CHARGES**
Any student whose financial aid application has been completed AND processed by MSU Financial Aid and who will receive aid in excess of tuition and housing costs is eligible to charge their books at the Bookstore.

**PAYMENT DUE DATE**
Tuition and fees are due at the beginning of the semester. Paper invoices will not be generated. You can access your account on the web through Campus Connection. Your account and financial aid information is available at the following site www.minotstateu.edu, through the Campus Connection hyperlink. After you login to Campus Connection click on Student Center and then on Account Inquiry or Student Account Detail. Also, be sure and check your MSU email for important information including payment due dates. If your account is not paid by the due date, your registration will be cancelled. If you have other arrangements such as a payment plan with MSU, your registration will not be cancelled. If your registration is cancelled you will be charged a $150 reinstatement fee to be re-enrolled in classes.

**PAYMENT PLAN**
Minot State University offers a Payment Plan for your tuition, fees, and room and board charges. This program offers you the opportunity to spread your tuition payments, over three monthly installments. For more information call 701-858-3233 or email corrina.lemer@minotstateu.edu. Not available for summer session.

**REFUND OF TUITION AND FEES WHEN DROPPING A CLASS AND CLASS CHANGES**
Any student who drops a class during the first 8.999% of the class days of a term will receive a 100% refund of tuition and fees for the credit hours of the class or classes dropped. After the first 8.999% of the class days of a term, there will be no refund for a class which is dropped. However, classes of the same or fewer credits may be substituted when added prior to the 8.999% deadline for the dropped class at no additional tuition and fee charge.

**REFUNDS FOR WITHDRAWING STUDENTS**
Any student who withdraws (i.e., drops all classes for the current term) from MSU will receive a refund of tuition and fees according to the refund schedule in effect for the term. The amount of refund will be determined based on the date of the withdrawal. Refunds for withdrawals are processed at the following percentages based on the number of class days completed compared to the total number of class days in the term.

<table>
<thead>
<tr>
<th>% Completed Class Days</th>
<th>Refund %</th>
</tr>
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<tbody>
<tr>
<td>0% to 8.999%</td>
<td>100%</td>
</tr>
<tr>
<td>9.0% to 34.999%</td>
<td>75%</td>
</tr>
<tr>
<td>35.0% to 59.999%</td>
<td>50%</td>
</tr>
<tr>
<td>60.0% to 100%</td>
<td>0%</td>
</tr>
</tbody>
</table>
Please note that you will only be refunded for the classes that you were enrolled in at the time of withdrawal. No refund consideration will be given for previously dropped classes. Also, if you add classes after the 100% refund dates, and subsequently drop that class, no matter the date, you will not be refunded for that class.

**Campus Accessibility**

**BUILDING ACCESSIBILITY**

- **F1 =** Fully Accessible: At least one accessible entrance with an automatic door opener; accessible restrooms; elevator(s) if applicable.
- **F2 =** Accessible: At least one accessible entrance; no automatic door openers; accessible restrooms; elevator(s) if applicable.
- **L =** Limited Access: At least one accessible entrance; only some classrooms and facilities accessible.
- **N =** Not Accessible: Building is not accessible.

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Amphitheater</td>
<td>F2</td>
<td></td>
</tr>
<tr>
<td>Campus Heights Apts.</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Cook Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Crane Hall</td>
<td>F1</td>
<td>Elevator at north entrance; automatic doors at north and south entrances</td>
</tr>
<tr>
<td>Cyril Moore Science Center</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Dakota Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Dome</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Facilities Management</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Gordon B. Olson Library</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Hartnett Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Herb Parker Stadium</td>
<td>F2</td>
<td></td>
</tr>
<tr>
<td>Lura Manor</td>
<td>F1</td>
<td></td>
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<tr>
<td>McCulloch Hall</td>
<td>L</td>
<td></td>
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<tr>
<td>Memorial Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Model Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Motor Pool</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Observatory</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Old Main</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Pioneer Hall</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Swain Hall</td>
<td>F1</td>
<td></td>
</tr>
<tr>
<td>Wellness Center</td>
<td>F1</td>
<td></td>
</tr>
</tbody>
</table>

MSU has made the first floor of all buildings accessible to all students with disabilities in accordance with the Rehabilitation Act of 1973. Some handicapped access may require assistance, depending on the building. Handicapped parking is located near most buildings on campus and within a reasonable distance to all buildings. A parking study is currently underway to evaluate parking in general and handicap parking needs to better provide for an accessible campus.

**SPECIAL NEEDS**

If you have a documented disability and desire on-campus housing, suitable accommodations are available. Rooms can also be modified. Students requiring room modification must register with the Disability Service Office at 701-858-3371 or 1-800-777-0750, ext. 3371.

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**Career Center**

Student Center, 2nd floor  
701-858-3996 • www.minotstateu.edu/careers

The Career Center provides programs and services to students to aid in the development and implementation of their educational plans and goals. Through the center’s programs and services, our goal is to assist students from the beginning to the end – beginning with new student orientation and ending with the final stages of the job search process. We provide new and current students, as well as alumni, with the support they need to be successful.

**CAREER SERVICES**

Services and programs are provided to help students explore career options, clarify their career goals and link those goals to appropriate academic paths. A variety of career assessment and decision-making resources are available to assist in the major and career exploration process. Browse through the variety of resources that provide detailed descriptions of different occupations, labor market information and the certification and educational requirements necessary to enter the world-of-work for specific careers.

The Career Center staff provide assistance to students and alumni in defining career and employment goals and assist in their search for employment opportunities. In addition, the staff offer guidance on job search strategies including resume preparation, cover letter writing, and interviewing techniques. The office also coordinates activities such as on campus interviews, specialized class presentations and career workshops, an annual job fair and etiquette luncheons.

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**Center for Engaged Teaching and Learning (CETL)**

Old Main 101  
701-858-4040 • www.minotstateu.edu/cetl

The Center for Engaged Teaching and Learning (CETL) is committed to student success at Minot State University. CETL provides a number of programs to assist with the success of MSU students, including a first-year experience learning communities, engaged teaching support for faculty and staff, campus and community engagement opportunities for students, academic advising, cooperation and resources, and peer mentoring and peer tutoring services. CETL is committed to providing MSU students with an engaging and successful student experience.

**ORIENTATION and REGISTRATION**

New Minot State University freshmen and transfer students are required to complete Orientation and Registration prior to starting classes. To facilitate completion of this requirement, the campus holds Orientation events during the summer, prior to fall semester, and again before the start of spring semester. These events will introduce students to the University through information sessions, campus tours, academic advising and will conclude with the student registering for classes. A virtual Orientation option is available for distance education students. Information about Orientation events are sent electronically to all students who have been admitted to the University.
FIRST-YEAR EXPERIENCE
The First Year Experience at Minot State University is an opportunity for first-year students to participate in a powerful learning experience that will inspire a transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger communities.

Students are given the opportunity to work with talented, engaging faculty and staff members who care about students, are focused on student success, and provide learning experiences that are unique, challenging, and relevant. They also get to work with peer mentors who are familiar with the campus and can connect students to resources, clubs, organizations, and other academic and co-curricular activities.

Students participating in the First-Year Experience register for two or three courses that are connected by a theme. The same students register for all connected courses to form a learning community. Class sizes are restricted to approximately 20 students with some exceptions. Instructors work together to create meaningful assignments around the theme and across the courses.

What are the benefits of participating in a learning community? Knowing your fellow students and professors – You will take three of your classes with the same students. Getting to know your classmates is one of the best ways to get adjusted to college. These three classes are also smaller in size. This gives you an opportunity to get to know your instructors, as well as more time to discuss course topics and ask questions.

Engaged Learning — Within these learning communities, you will have different types of learning experiences than those courses that are not part of a learning community. Discussions, debates, group projects, and community involvement are all types of learning in which you will participate. Say goodbye to lecture only classes and hello to interactive learning!

Peer Mentoring — Each learning community will have a peer mentor that can help you transition into student life. This peer mentor will be trained in assisting first-year students with key components that help first-year students succeed. You will be able to ask your peer mentor questions ranging from “How do I best study for this type of class?” to “How do I get tickets for the football game?” Both academic and social community activities will be part of your transition into college, and the peer mentors are there to help ease this transition.

How can I sign up for a learning community? You can register for a learning community for Fall semester at New Student Orientation. To sign up for a Spring Learning Community, please contact your academic advisor. For more information contact the CETL office at 701-858-4040 or visit www.minotstatu.edu/cetl.

TUTORING
About the Drop-in Tutoring Program:
The Center for Engaged Teaching and Learning drop-in tutoring program is aimed at providing students with the essential learning tools and resources integral to their academic success. Through the use of highly qualified and trained tutors, the CETL tutoring program seeks to empower the students being served in their pursuit of becoming independent learners. All tutors hired by CETL have been highly successful in the courses they tutor.

The tutoring program is certified by the College Reading and Learning Association’s International Tutor Training Program. This allows MSU to train and certify tutors at Level I of the ITTPC program. Level I requires 25 hours of actual compensated tutoring and participation in 10 hours of training experiences.

What is Drop-in Tutoring? Tutors for select courses are available during scheduled drop-in hours. No appointment is necessary; it is first-come, first-serve. Hours will vary each semester. There is no limit to how many times a student may meet with a drop-in tutor during the subject’s availability. There is no additional fee for tutoring services.

When is Drop-in Tutoring offered? Peer tutors are available Monday through Friday during designated hours, beginning the second week of classes. Students are encouraged to check the website or come by the Tutoring Center to pick up a Drop-in Tutoring Schedule which lists specific times and subjects (check the Drop-in Tutoring Schedule regularly because times and subjects offered may change during the course of a semester.)

Where is the Tutoring Center? The Tutoring Center is located in Old Main 103.

Who will be my tutor? Your tutor will be a MSU student who has a cumulative GPA of 3.0 or better and has received a grade of “B” or better in the course for which they tutor. Tutors also receive recommendations from MSU faculty members, and go through a hiring and training process.

What if I need assistance with a course that is not currently offered through drop-in tutoring? Students desiring tutoring for a course not listed in the tutoring or Supplemental Instruction schedules for fall or spring semesters may make a request to the Center for Engaged Teaching and Learning. When at least three (3) students in a particular course request a tutor, CETL will make every effort to find a tutor for drop-in tutoring for the requested course. Students requesting a tutor commit to attending tutoring at least once each week. When the tutor is selected, hired, and trained, students enrolled in the course will be notified of the tutoring schedule.

Want to be a Peer Tutor? You can earn extra income with flexible hours by becoming a peer tutor. The application is available at www.minotstateu.edu/cetl or contact the Tutoring Coordinator at 701-858-3360 or Old Main 103.

Other Tutoring Clinics/Centers:
Writing Center: 701-858-3060

STARFISH EARLY ALERT
The STARFISH Early Alert program is designed to aid in the early detection of students who are doing poorly in class, chronically absent from class, or having other kinds of problems that affect academic performance.
ENGLAND HONOR ROLL
The Engagement Honor Roll is an opportunity for Minot State University students to receive recognition for the engagement activities they participate in while a student at MSU, through inclusion of this distinction on their transcripts.

Students can participate in one or more of the engagement activities. The list of qualifying activities includes community service (volunteerism), civic engagement, service learning, community-based problem-solving, and leadership development; other activities that do not fit in the above categories will also be considered. Check the CETL webpage for a complete list of defined activities.

Students must complete the minimum hours listed for each activity in order for that activity to qualify for the Engagement Honor Roll. Students must complete a minimum of 50 hours, verified by supervisors, in any combination of engagement activities in order to be recognized during any given semester.

Students must complete the Engagement Honor Roll form, available at www.minotstateu.edu/cetl/engagement_honor_roll.shtml, prior to the dates listed below in order for the student to be recognized as an Engagement Honor Roll awardee for that semester.

Fall Semester deadline: November 15
Spring Semester Deadline: April 10
Summer Semester Deadline: September 1

Hours may be accumulated over several semesters; however, recognition for engagement activities will only be awarded for the semester in which the reported activities total 50 hours. Students may earn a place on the Engagement Honor Roll every term they reach a total of 50 reported and verified hours.

ACADEMIC ADVISING
Academic advising is a unit within the Center for Engaged Teaching and Learning which provides support, guidance, and direction to both MSU students and academic advisors. A main focus of this area is to provide quality academic advising to undeclared students and to students pursuing the Bachelor of General Studies (BGS) degree. CETL also provides advising resources to campus departments and coordinates academic advising for New Student Orientation.

Center for Extended Learning
3rd Floor Administration Building
701-858-3822 • www.minotstateu.edu/cel/

The mission of the Center for Extended Learning (CEL) is to provide flexible, accessible, and quality lifelong learning opportunities. To serve this mission, CEL offers courses in a variety of locations and in a range of formats that meet the needs of today’s learner. Courses for university credit can be taken online through interactive video or face to face at off campus locations like Minot Air Force Base, Bismarck or Fargo.

Registration for CEL credit activities must be completed via Campus Connection. The credits for these courses count toward totals for financial aid, but are not covered under the tuition cap and are not eligible for MSU tuition waivers. Distance education tuition rates apply.

ONLINE
Online classes provide you with a flexible means to complete your college coursework. Courses are offered in 8-week and 16-week formats. Most courses will not require you to be online at a specific time. There will be deadlines that you need to meet, but you can complete your homework at a time that is convenient for you. Online courses require dedication and good time management skills.

Registration in an online class requires an MSU email account. On the first day of classes, the MSU online coordinator will send login instructions to your MSU email account. If you would like more information about what is involved in online courses, visit our Web site www.minotstateu.edu/online and click on Tutorial.

SMARTTHINKING
SmarThinking is the leading provider of online tutoring. Students connect to live tutors from any computer that has Internet access. SmarThinking is a virtual learning assistance center that provides online tutoring 24 hours a day, 7 days a week.

How do students and e-structors interact?
Students work in real-time with an e-structor, submit questions or essays for a next day response, or pre-schedule online appointments. Students communicate with e-structors using a virtual whiteboard technology. Scientific and mathematical notation, symbols, geometric figures, graphing and freehand drawing can be rendered quickly and easily. Minot State University offers free online tutoring to all registered students.

- Math (basic math through Calculus II)
- Writing
- Statistics
- Chemistry
- Grammar
- Accounting
- Biology
- Spanish
- Economics
- Physics

Free online tutorial services will be provided to you as an MSU student free of charge. You may continue to use the SmarThinking service as long as you remain a registered student at Minot State University. To access SmarThinking, log in to Blackboard and click on the SmarThinking Online Tutoring link under the Tools module on the left.

INTERACTIVE VIDEO NETWORK (IVN)
The North Dakota Interactive Video Network (IVN) is a statewide videoconferencing communication tool providing distance education opportunities throughout the state. There are three university-owned IVN Classrooms on campus located on the 3rd floor of the Administration Building. Information about IVN classes offered at MSU can be found at www.minotstateu.edu/cel/ivn.shtml.

MINOT AFB
MSU offers classes at the Minot Air Force Base that are open to all MSU students. Minot Air Force Base courses offer a traditional classroom setting with convenient scheduling options in 8-week and 16-week sessions. Courses are also offered in a flex format to accommodate military work schedules. Civilian students registering for classes at Minot Air Force Base are subject to a background check before enrollment is official. Upon successful completion of the background check, students will need to go to the Minot Air Force Base Visitor’s Center to obtain a pass for the semester. Information about classes on the Minot AFB can be found at www.minotstateu.edu/cel/mafb.shtml.
PLACEMENT EXAMS

1. Placement tests serve as an indicator of student preparedness to enroll in college coursework. Placement scores are used for the purpose of advising high school students to enroll in additional or advanced coursework in preparation for college. Colleges and universities are required to use placement scores as a prerequisite for enrollment in credit bearing, degree level coursework as stipulated below.

2. Consistent with SBHE Policy 402.1.1 § 1 the following students are exempt from this procedure:
   a. Students 25 years old or older on the first day of class;
   b. Students from countries other than the U.S. and Canada; and,
   c. Students transferring 24 or more semester credits.
   d. Campuses may require additional placement qualifications of these subgroups.

3. Required placement scores apply at all North Dakota University System (NDUS) institutions.

4. A following placement score is required for enrollment in entry level, degree credit courses in English (e.g. College Composition I). Students without a qualifying assessment score must successfully complete a developmental English course before enrolling in a degree credit bearing English course.

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Component</th>
<th>Min. Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer</td>
<td>WritePlacer</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>English subtest</td>
<td>18</td>
<td>Students with subtest scores of 14-17 may take ENGL 110 (College Composition I) if co-enrolled in a developmental English course when a co-enrollment option is made available by the student’s home campus, or after they have passed a developmental writing course with a passing grade equivalent of “C” or higher. Students with a subtest score of less than 14 must complete a developmental course prior to taking ENGL 110 or equivalent course.</td>
</tr>
<tr>
<td>ACT Aspire</td>
<td>Math subtest</td>
<td>426</td>
<td>Intended for placement of early entry students while in high school.</td>
</tr>
<tr>
<td>ACT Compass</td>
<td>Writing Skills</td>
<td>77</td>
<td>This assessment will no longer be available after November 30, 2016.</td>
</tr>
<tr>
<td>ACT Plan</td>
<td>English subtest</td>
<td>15</td>
<td>The ACT Plan has been replaced with the ACT Aspire assessment</td>
</tr>
<tr>
<td>EdReady (NROC)</td>
<td>English Placement</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Pearson (CLEM, CREAM, &amp; others)</td>
<td>Writing subtest</td>
<td>70% CLEM: Includes English Units 1-6</td>
<td></td>
</tr>
<tr>
<td>SAT (old)</td>
<td>Writing subtest</td>
<td>430 SAT tests taken prior to March 5, 2016</td>
<td></td>
</tr>
<tr>
<td>SAT (new)</td>
<td>Evidence-Based Reading and Writing</td>
<td>480 SAT tests taken on March 5, 2016 and later</td>
<td></td>
</tr>
</tbody>
</table>

5. A following placement score is required for a student to enroll in an entry level, degree credit math course (e.g. College Algebra, Finite Math). Students without qualifying placement scores must successfully complete a developmental mathematics course before enrolling in a degree credit bearing mathematics course.

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Component</th>
<th>Min. Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer</td>
<td>Elementary Algebra</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Accuplacer</td>
<td>College Level Math</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>Math subtest</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>ACT Aspire</td>
<td>Math subtest</td>
<td>431</td>
<td></td>
</tr>
<tr>
<td>ACT Compass</td>
<td>Algebra</td>
<td>77</td>
<td>This assessment will no longer be available after November 30, 2016.</td>
</tr>
<tr>
<td>ACT Plan</td>
<td>Math subtest</td>
<td>19</td>
<td>The ACT Plan has been replaced with the ACT Aspire assessment</td>
</tr>
<tr>
<td>ALEKS</td>
<td>Mathematics PPL</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>EdReady (NROC)</td>
<td>Math Placement</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>MAA Maplesoft</td>
<td>Algebra</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Pearson (CLEM, CREAM, &amp; others)</td>
<td>Math</td>
<td>70% CLEM: Includes Math Units 1-6</td>
<td></td>
</tr>
<tr>
<td>SAT (old)</td>
<td>Reading+Math</td>
<td>990 SAT tests taken prior to March 5, 2016</td>
<td></td>
</tr>
<tr>
<td>SAT (new)</td>
<td>Math</td>
<td>530 SAT tests taken on March 5, 2016 and later</td>
<td></td>
</tr>
<tr>
<td>Smarter Balanced</td>
<td>Grade 11/12 Mathematics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

6. Enrollment in advanced college level, degree credit courses may require additional placement at some institutions.

7. Aspire and Plan test scores may be used only by high school students for placement into NDUS courses and are superseded by ACT, SAT, ALEKS, Accuplacer, MAA Maplesoft, or Smarter Balanced assessment scores.

8. Students who successfully complete a required developmental course or final course in a developmental sequence with a grade of “C” or higher that fulfills a prerequisite for ENGL 110 or MATH 103 will be deemed to have met the prerequisite to enroll in ENGL 110 or MATH 103. Students may request to retake a placement test to meet prerequisite requirements for ENGL 110 or MATH 103.
9. Campuses may elect to apply the following placement scores in reading and science based courses:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>ACT subtest</th>
<th>Aspire subtest</th>
<th>SAT</th>
<th>Compass</th>
<th>Accuplacer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>21</td>
<td>424</td>
<td>N/A</td>
<td>88**</td>
<td>85</td>
</tr>
<tr>
<td>Science</td>
<td>24</td>
<td>432</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**The Compass assessment will no longer be available after December 31, 2016.

10. This procedure applies to any student admitted to an NDUS institution after summer 2013.

MSU students who did not achieve the required ACT score may take the Accuplacer placement exam free-of-charge for the first two attempts (subsequent attempts incur a fee of $20). This computer based exam is untimed and designed to gauge your proficiency. Course placement information is provided immediately upon completion of the test. For more information or to schedule a testing appointment, contact the Center for Extended Learning, 3rd floor, Administration Building or call 701-858-3830.

**DSST and CLEP**

DSST and CLEP exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students and military personnel.

**Minot State University CLEP and DSST Policy**

- Minot State University will not replace previously taken coursework on a student’s transcript, but credit will be applied when the minimum required score is obtained on a CLEP or DSST exam.
- Official score reports must be sent to the Registrar’s Office before any credits are posted to the student’s permanent academic record.
- Credits earned through CLEP and DSST exams do not carry a letter grade or honor point values, nor are they considered credits earned in residence. Such credits posted to the Minot State University transcript may not transfer to other institutions.
- The S/U grading option is used to transcript nationally recognized academic tests such as the CLEP and DSST. While individual test scores may be transcribed by MSU, it is the responsibility of the student to ensure fulfillment of a program requirement through the department/division chair.
- MSU will apply as many S/U credits from an outside source such as CLEP or DSST toward a baccalaureate degree as long as the student meets the following requirements:
  * 60 credits must be earned from a four year institution, and
  * 30 credits must be earned from Minot State University.

**Scheduling DSST and CLEP Exams**

DSST and CLEP exams can be taken by appointment only at the MSU Academic Testing Center located on the 3rd floor of the Administration building, room #361. Contact the Academic Testing Center at (701) 858-3830 or msu.testing@minotstateu.edu to schedule an exam. There is a $20 administration fee payable to MSU via cash, check, or charge on the day of the exam (waived for military personnel, see Military Personnel section below).

**CLEP and DSST for Military Personnel**

CLEP and DSST exams are available to military personnel at no cost. To assist military personnel in meeting their educational goals, the Defense Activity for Non-Traditional Education Support (DANTES) funds CLEP and DSST exams for eligible military service members and eligible civilian employees. To find out more visit DANTES on the web or contact your Education Services Officer.

Military personnel can take exams at the MSU Academic Testing Center, follow instructions in the scheduling section above. Taking CLEP and DSST exams at the testing center on MAFB is also an option. Testing on base is scheduled using an online scheduler at www.askmsu.com/clepmafb. Contact the Testing Center at 701-858-3830 with questions.

**Dining Services**

**Student Center Director’s Office**

2nd Floor Student Center—across from the Beaver Dam

701-858-3364 • www.minotstateu.edu/sc/dining.shtml or www.misudining.com

Your dining experience is more than great food. It is community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food and inviting atmosphere designed especially for you.

**MEAL PLANS**

Students have a variety of options to accommodate their schedules; meals served in the Beaver Creek Café are all-you-care-to-eat. We offer three (3) entrees at lunch and dinner, including vegetarian options, and two (2) soups daily. A changing choice of side items is offered along with the main entrees daily. A rotating grill option and deli bar provide additional choices at lunch and dinner. Our daily entrees for lunch and dinner have included: pastas, tacos, wrapped sandwiches, baked potatoes, pancakes, omelets and pizza. A full salad bar is offered at lunch and dinner. Students will also find fresh fruits and vegetables, whole grain breads and cereals, dairy products, fish, poultry, lean meats, soft-serve ice cream with assorted toppings. Our own bakery on campus provides daily deliveries of scrumptious pastries and desserts. An endless variety of beverages from Coke, Pepsi and Sunkist are also available. The food service area is an integral part of the residence hall community. We offer a variety of options at affordable prices. By letting us do the menu planning, shopping, preparation and clean-up, students have more time for studying, campus activities, work or relaxation! All residence hall students are required to participate in a meal plan. The food service is managed by Sodexo. Additional information on various plans can be obtained from the Student Center Director’s Office in the Student Center, 2nd floor between the hours of 8:00 a.m. and 4:30 p.m.

**Dining Service Meal Plans 2017–2018**

Dining plans are flexible, convenient, and loaded with options. Students who like to dine frequently may have unlimited visits in the Beaver Creek Café. Upperclassmen (non-first year) may choose from a “bank” of 150 meals to be used during the semester. This unique option and deli bar provide additional choices at lunch and dinner. Our daily entrees for lunch and dinner have included: pastas, tacos, wrapped sandwiches, baked potatoes, pancakes, omelets and pizza. A full salad bar is offered at lunch and dinner. Students will also find fresh fruits and vegetables, whole grain breads and cereals, dairy products, fish, poultry, lean meats, soft-serve ice cream with assorted toppings. Our own bakery on campus provides daily deliveries of scrumptious pastries and desserts. An endless variety of beverages from Coke, Pepsi and Sunkist are also available. The food service area is an integral part of the residence hall community. We offer a variety of options at affordable prices. By letting us do the menu planning, shopping, preparation and clean-up, students have more time for studying, campus activities, work or relaxation! All residence hall students are required to participate in a meal plan. The food service is managed by Sodexo. Additional information on various plans can be obtained from the Student Center Director’s Office in the Student Center, 2nd floor between the hours of 8:00 a.m. and 4:30 p.m.

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format offers unlimited continuous service to students for convenience and value. We think students will appreciate the nutritional and dietary benefits of lighter and more frequent meals during the day. It’s great if a student likes to snack or keep irregular hours.

Inquire at the ID Card Office for current pricing on dining plans.

• Upper Class 150 Block Meals (non-first year) — Includes $50 Dining Dollars and five guest passes
• Unlimited Gold — Includes $100 Dining Dollars and ten guest passes
• Unlimited Platinum — Includes $200 Dining Dollars and fifteen guest passes

All residence hall students MUST be on one of the meal plans described above.

Dining plan meals are served in the Beaver Creek Café, located on the 2nd floor of the Student Center, during the following hours:

Monday – Friday, 7:00 a.m. to 7:30 p.m.
Weekends: Brunch, 11:30 a.m. to 1:00 p.m.
Dinner, 5:00 p.m. – 7:00 p.m.

Dining dollars and guest passes are included in all meal plans. Flex Dollars is a declining balance program that allows students to make purchases at ALL food service locations across campus. Guest passes may be used for a friend or a visiting family member. Flex dollars and guest passes are not re-loadable.

Dining plans are purchased and activated at the Student Center Director’s office located on the 2nd floor of the Student Center. All dining plans, as well as included Flex Dollars and guest passes expire at the end of the semester.

Deadlines for dining plan changes

• Fall Semester — August 30, 2017
• Spring Semester — January 18, 2018

We also have numerous meal plan options for commuter students, as well as staff and faculty. Beaver Bucks can be purchased through the Student Center Director’s office or through the self-serve Card Value Center located outside the Beaver Creek Café, both located on the second floor of the Student Center. Buying Beaver Bucks allows you to use your MSU ID to purchase meals and food items in any of the Dining Services locations.

Meal Cards

As a member of the MSU Community you are provided with a MSU identification card. When you purchase a student meal plan or Beaver Bucks you will be able to access those meals and/or Beaver Bucks by using your MSU ID card. Lost, stolen, or broken MSU ID cards can be replaced at the Student Center Director’s office. A replacement fee may be charged.

Off-Campus Resident Meal Plans

Block plans allow off-campus students to purchase a block of meals ranging from 36 to 100 meals per semester. Meals do not carry forward to the next semester and once issued are non-refundable. These meals are available at the Beaver Creek Café.

DINING LOCATIONS AND TIMES

For hours of operation at the other dining locations check online at www.misu.dining.com.

• Beaver Creek Café is located on the second floor of the Student Center. Our dining program has been designed with you in mind. It features a wide variety of fresh food designed to satisfy everyone’s appetite with food choices to rival your favorite restaurants. These choices include fresh salads, authentic pizza, a traditional grill platform, a wrap and roll station, and a variety of home-style comfort foods. The icing on the cake is our indulgence station featuring a variety of fresh baked desserts and ice cream.

• Not your typical food court! Buckshot’s features the popular Grill 155, Pasta and Salads and delicious home cooked meals. We offer all the great tasting and popular grill menu items! Cheeseburgers, chicken tenders, and grilled chicken breast sandwiches are the base for our popular combo meals that will keep you coming back for more!

• Two Convenience Store locations located on the first and second floors of the Student Center allow staff, students and faculty to grab their favorite beverages, snacks or light lunch items.

DIETARY REQUIREMENTS & SICK TRAYS

Do you have particular dietary needs? No problem! Our Dining Services team can accommodate most special dietary requirements. If you are vegetarian, vegan or require gluten free products, simply visit the Dining Services office and let us know. Sick trays are also available for students with a meal plan. If you are feeling under the weather and would like to order a sick tray please call Dining Services at 701-858-4465.

BEAVER BUCKS

Beaver Bucks is a debit service, which is linked to the MSU ID card, available to students, faculty and staff. Beaver Bucks can be used at Buckshot’s, The Beaver Creek Café, C-Store, Copies for U, Beaver Dam and Barnes & Noble Bookstore at MSU. A statement of all transactions can be provided for all cardholders upon request. Beaver Bucks are activated in the Student Center Director’s office. Your account will remain active until you graduate or terminate employment with the University. Beaver Bucks deposits to all accounts can be made through the Student Center Directors Office, Monday through Friday during regular business hours. Beaver Bucks transfer from semester to semester.

Financial Aid

2nd Floor Administration Building
701-858-3375 • www.minotstateu.edu/finaid/

Minot State University makes every effort to provide financial assistance to eligible applicants through grants, scholarships, loans, workstudy, or a combination of these and other student aid programs. It is expected students will meet part of their need from earnings, and parents will contribute in proportion to their financial ability. A student applying for financial aid at Minot State University is considered for a variety of federal, state, or institutional programs. Applications are evaluated to determine the individual need of the students and awards are made with careful adherence to federal, state, and institutional guidelines. The primary responsibility for financing a college education rests with the student and his or her
family. Financial aid should be used as a supplement to family support. The Financial Aid Office reserves the right to the final determination regarding the type(s) and amount of aid awarded to students. Awards are based upon an evaluation of the student's eligibility as determined by the Free Application for Federal Student Aid form and the availability of funds. Financial assistance from Minot State University is re-determined annually.

TYPES OF FINANCIAL AID
Minot State University provides four types of financial aid:
1. Grants
2. Loans
3. Work Study
4. Scholarships

Grants are gifts of money that do not have to be repaid. Loans must be repaid. Work Study allows a student to work and earn money to offset educational expenses. Scholarships are gifts awarded to students on the basis of academic achievement, need, or other criteria. The financial aid programs listed below represent the major programs offered at Minot State University. Many students qualify each year for scholarships offered by private and public agencies, groups, and organizations. Students are also encouraged to research other possible outside scholarships.

WHO MAY APPLY
Students applying for financial aid must:
1. Be a U.S. citizen or an eligible noncitizen.
2. Be enrolled and fully accepted for enrollment in a degree granting program.
3. Maintain satisfactory academic progress toward completion of a course of study.
4. Not be in default on any federal student loan program.
5. Not owe a repayment of any grant funds previously received.

HOW TO APPLY
Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, applicants must list Minot State University as a university they plan to attend. The Minot State University school code is 002994.

All students (including first-year students, returning and transfer students) are encouraged to complete the FAFSA online at www.fafsa.gov. Students applying for financial aid for the summer term will also be required to complete an institutional financial aid application. The summer financial aid application is available online at www.minotstateu.edu/finaid.

WHEN TO APPLY
To receive priority consideration for financial aid for the upcoming academic year, MSU must receive the results of the student’s FAFSA and the student’s application for admission by April 15. Students should file the FAFSA online by April 1 to meet the priority deadline. Students who meet the priority deadline will receive consideration for the campus based aid programs (Federal Supplement Educational Opportunity Grants, Federal Perkins Loans, and Federal Work Study) as well as the Federal Pell Grant and Federal Direct Loan Programs. Applications for financial aid will be accepted after April 15, but funding may be limited to the Federal Pell Grant and Federal loan programs.

Students completing the FAFSA incorrectly or omitting necessary information may be required to correct their FAFSA before financial aid will be awarded. Corrections may cause a delay in determining a student’s eligibility and may cause students to miss the priority funding date.

VERIFICATION
If selected for verification by the Department of Education or Minot State University, students must provide documentation to prove the accuracy of the information provided on the FAFSA. As a part of this process, students and/or parents may need to provide a Tax Return Transcript and other requested documentation. Financial aid may be canceled for failure to provide requested documentation within a reasonable length of time (30-45 days). If you purposely give false or misleading information, you may be fined up to $20,000, sent to prison, or both.

HOW FINANCIAL AID IS AWARDED
Financial aid awards are based on need and the availability of funds. Need is defined as the difference between the estimated cost of education as determined by the University, and the expected family contribution as determined by the FAFSA. A need exists if the expected family contribution is less than the estimated cost of education.

The estimated cost of education includes costs recognized by the federal government as necessary for a student to pursue an education. The estimated cost of education includes: tuition, fees, books, board, room, transportation, and other miscellaneous personal expenses. The expected family contribution formula considers:
1. Income of the student, spouse, and/or parent.
2. Assets of the student, spouse, and/or parent.
3. Family size.
4. Number of family members enrolled in college.
5. Age of the student, spouse or parents.

Every effort is made to provide adequate funding to meet the student’s educational costs. To view our actual cost of attendance, visit our web site at www.minotstateu.edu/finaid.

HOW FINANCIAL AID IS DISBURSED
Students must meet admissions, attendance and satisfactory academic progress requirements prior to receiving financial aid. All loans, grants, scholarships and work study awards are subject to change, depending on enrollment status, other resources, participation criteria and availability of funds. If attending the academic year, grants, scholarships and loans will be disbursed in two allotments during the period of time for which the student is enrolled. Aid is disbursed each semester during the fee payment due date and thereafter. Fee payment due date information can be obtained at the Financial Aid Office or Business Office. The students' accounts will be credited and any excess aid will be disbursed by the Business Office during fee payment.

Students whose charges are less than the financial aid received are encouraged to have the excess financial aid direct deposited into his or her bank account. If a student does not complete a direct deposit request, an excess aid check will be issued by the Business Office where the student may pick it up or request to have it mailed.
Wellness Center
Adjacent to the Dome – West side
701-858-4084
www.minotstateu.edu/wellness

HOURS
Monday – Friday: 6:00 a.m. – 10:00 p.m.
Saturday: 10:00 a.m. – 6:00 p.m.
Sunday: 12:00 p.m. – 8:00 p.m.
Hours are subject to change.

The 60,000 square foot facility supports all dimensions of wellness and provides exclusive areas for locker rooms, exercise equipment, weight rooms, intramural gym space, group exercise classes, and rock climbing. The Wellness Center contributes to the university’s commitment to mind, body, and spiritual wellness. It is available to all MSU students, faculty, and staff.

FITNESS
The Wellness Center is dedicated to providing our students with a variety of fitness services geared towards any skill levels. Students are encouraged to take advantage of the services and all the different types of cardiovascular and strength training equipment.

Cardio equipment includes:
• Treadmills
• Ellipticals
• Stepmill
• Rower
• Recumbent & Upright bikes
• Upper body ergometer

Weight equipment includes:
• Multipurpose cables
• Free weights
• Plate loaded strength equipment
• Single station strength equipment

Group Exercise Fitness Studio
The mirror-lined fitness studio provides 1,500 square feet of space for all group exercise classes. A variety of group exercise classes are offered at no extra charge to all MSU students. Class offerings are designed so you can work at your own intensity level.

Climbing Tower
The 35-foot climbing tower extends to all three floors of the Wellness Center. Attached by an archway to a nearby bouldering wall, the climbing structures offer 2,000 square feet of climbing surface, 700 hand holds and a multitude of climbing routes for all levels.

Activity Courts
The Activity Courts are lined for basketball, volleyball, and badminton. The Multi-Activity Court has a special floor to accommodate indoor soccer, floor or roller hockey, or just about any other activity you can imagine.

INTRAMURALS
Intramural sports are organized recreational leagues that allow students to participate in team and individual events and activities. Intramurals promotes wellness, fellowship, sportsmanship, and provides the opportunity for recreational activities. Participating in the intramural program is a great opportunity to develop the essential qualities of leadership, cooperation, communication, planning, self-reliance, and a sense of fair play, while having a good time. Currently enrolled students may participate in as many activities as they wish, on teams or as individuals.

Gordon B. Olson Library
Information: 701-858-3296 | Circulation: 701-858-3201
www.minotstateu.edu/library

LIBRARY HOURS Can also be accessed by dialing 701-858-3200.
Fall and Spring Semesters
Monday – Thursday  7:30 a.m. – 11:00 p.m.
Friday  7:30 a.m. – 4:30 p.m.
Saturday  9:00 a.m. – 5:00 p.m.
Sunday  1:00 p.m. – 11:00 p.m.

Summer Semester
Monday – Thursday  7:30 a.m. – 6:30 p.m.
Friday  7:30 a.m. – 4:30 p.m.
Saturday & Sunday CLOSED

Information Desk
Librarians are available here to help you search for and access books, articles, and other materials.

Circulation Desk
• Check out and renew materials
• Pick up books you have ordered through interlibrary loan
• Pay fees
• Get change

OFF-CAMPUS ACCESS TO ODIN AND ARTICLE DATABASES
Accessing ODIN: Anyone can access ODIN (the library’s catalog) from anywhere without having to provide a username or password.

Accessing the Article Databases: Access to these databases is restricted to students who are currently registered.
1. Go to the library’s home page at www.minotstateu.edu/library.
2. Click “Find Articles.” Select the alphabetical list of our databases. After you have chosen a database, you will be asked to provide a number and a password.
3. Your number is your student ID number.
4. Your password is your last name in lowercase letters.

CIRCULATION POLICY
Library Privileges
Library materials may be used inside the building by anyone. All patrons must present a valid library card to check out library materials.
• MSU Students/Staff/Faculty: present valid University ID card
• ODIN university students: present active library card from home university
• Other: present Local Patron Card (available for purchase to those 18 years of age and older for one year) Note: area librarians and faculty emeritus are eligible for a free Local Patron Card.

Loan Period
• 4 WEEKS: books, curriculum materials, government documents, and media materials (slides, cassettes, film strips, compact discs, videos, DVDs, and record albums)
• 5 DAYS: periodicals
• RESERVE MATERIALS: 2 hours, 5 hours, overnight or 7 days
• NON-CIRCULATING: maps, microfilm, newspapers, reference books, and periodicals in browsing folders

Renewals
Renewals can be made up to three times per item, as long as nobody else has requested the material. Special collections, periodicals, and reserves may not be renewed. Patrons may renew eligible materials in ODIN using the “Renew” option under “My Account,” they may bring the materials into the library, or they may call Circulation at 701-858-3201.

Recalls
After four weeks, materials are subject to recall. There are no recalls on reserve materials.

Reserve
Please check ODIN for the reserve information of the item(s) by clicking on the “Course Reserves” button on the search page. Then, bring that information to the Circulation Desk. Only two reserve items or packets may be checked out at a time.

Holds
If an item you want is checked out and you would like to be notified when it is returned, you may place a hold on it through the ODIN catalog, or at the Circulation Desk. Holds cannot be placed on reserve materials or periodicals.

Patron Information and Requests
Use the ODIN catalog to:
1. View items you have checked out
2. Renew materials
3. Place holds on materials
4. Request materials from other libraries (Interlibrary Loan)

Material that is not returned at the end of five weeks will be considered lost, and a bill for the replacement cost of the material will be sent. If the material is returned, the replacement cost may be waived if the item has not been replaced. Any student with fines of $50 or more will have their library privileges suspended and will not be able to register for classes or receive their grades. Local patrons will have their library accounts blocked as fines accrue.

Missing Material
If you cannot locate an item on the shelf, please ask for assistance at the circulation desk. You will be given a search form to complete and you will be notified when we locate the material or determine that it is missing from the collection.

INTERLIBRARY LOAN POLICY
Mission
The purpose of interlibrary loan services is to obtain, for research or serious study, materials that are not available at the Gordon B. Olson Library. As a result, requests for items such as fiction and popular reading materials will be filled as time and workload allows.

Eligibility
Faculty members, staff, graduate students and undergraduate students with library accounts in good standing may request materials through interlibrary loan. Requests will only be made for items that we do not own, and items that are not on reserve for a course. Priority will be given to research-oriented requests.

Limitations On Loans
The following types of materials cannot usually be obtained through interlibrary loan:
1. Rare or valuable materials
2. Bulky/fragile items that are difficult or expensive to ship
3. New popular fiction, new popular non-fiction or any other materials in high demand
4. Entire issues or volumes of journals
5. AV materials

Waiting Period
Due to the nature of interlibrary loan, it may take up to two weeks from the time an item is requested until the time the item arrives in the library. The ILL Department will attempt to send out all requests within 3 working days of receipt. However, timing depends on the workload and turn-around time of the lending institution. Loan items will be held until the due date.

Duration of Loans
The lending library sets the due date for the materials it loans. This date is anywhere from two to four weeks. Please remember that materials are subject to recalls at any time.

Renewals
If the lending institution allows a renewal, it must be requested 3 days prior to the due date. This is so we have time to contact the lending library and ask for a renewal.

Overdue Fines and Fees
Failure to return items on time jeopardizes the library’s chances of borrowing from another library in the future. The fine for a late ILL is $1.00 per day up to $10 total per item. There is no grace period for interlibrary loans. Fines accrue from the first day that it is overdue.

Restrictions On Use
Lending libraries may place restrictions on use of materials. These include using the materials only in the library or not allowing the materials to be photocopied. Please be aware that the Gordon B. Olson Library is bound by these restrictions.

Cost
Interlibrary loan staff makes every attempt to obtain materials free of charge; however there are some instances where the lending library charges a fee. The Gordon B. Olson Library will pay up to $5. The patron is responsible for any costs above that amount. We will not order anything associated with a fee without prior approval from the patron. All fees will be added to the patron’s account and may be paid at the Circulation Desk.

Patrons are responsible for the safety of interlibrary loan materials.

Patrons will be charged for lost or damaged items in accordance with the lending institution.

Requesting Materials
1. Check ODIN to make sure that we do not have the item.
2. Submit request in WorldCat, or at www.minotstateu.edu/library/interlibrary_loan.shtml. Note: there is one item request per form. Minot State University email is requested for all Access Services transactions, including interlibrary loan.
Honors Program

Model Hall 208
701-858-3574 • www.minotstateu.edu/honors

The MSU Honors Program challenges and rewards students who care about learning. Through Honors, you will take seminar-style courses with other motivated and high-achieving students. These small, challenging courses are led by terrific faculty and allow you to earn an academic concentration or minor that will inspire critical thinking, an interdisciplinary attitude, a broad worldview, and a commitment to serving others. The Honors Program serves all university departments and majors. See the Undergraduate Catalog for further details.

Honors Program Mission
The Honors Program in Engagement & Scholarship (HOPES) will enhance the scholarly empowerment of students and encourage active citizenship, leadership, and devotion to the common good.

Honors Program Goals
1. To promote critical, reflective, and independent thinking
2. To ensure a commitment to community awareness, involvement, and service
3. To foster excellence in verbal and written communication skills
4. To cultivate awareness of global issues and cultural diversity

Honors Program Outcomes
- Study current and historical international issues and aspects of global culture.
- Develop the ability to read and interpret primary texts across disciplines.
- Cultivate intellectual curiosity.
- Learn to participate actively in substantive discussion.
- Acquire skills, knowledge, and perspectives necessary to collaborate and participate actively with diverse local and global partners.
- Learn to articulate point of view and research findings clearly and effectively.

Additional Outcomes for the Honors Minor:
- Acquire foreign language proficiency at an intermediate level.
- Conduct independent & ethical research for the Honors Thesis/Project course.
- Demonstrate firmly established written and verbal skills in the Honors Thesis/Project course.

Eligibility
- First year students need a high school GPA of 3.5 or higher (on a 4.00 scale), or a minimum composite ACT score of 25, or a total SAT score of 1200 or above to apply.
- Current Minot State students and Transfer students need a university GPA of 3.30 or higher.
- Students not meeting the admission criteria can still apply using the alternate admission process. See our website for details.

ID Cards

ID Office, 2nd Floor Student Center—across from Beaver Dam
701-858-3364 • www.minotstateu.edu/sc/id.shtml

Your MSU ID card is your key to the campus. It provides you with opportunities to attend student government sponsored activities, home athletic events, concert productions, theatrical events, and can even unlock some residence hall rooms.

If you are a new student your first identification card is FREE and can be obtained in the MSU ID Card Office. If you lose your ID card, a replacement can be purchased for $20.

As the holder of a MSU ID card you will want to become familiar with the services this card offers. Not only is this the required form of identification for all students, it is your access to most sporting events, the opportunity to check out books in the library, use of the fitness center, many computer labs, and the University Bookstore. If you are working on campus you will use your card to punch in and out at the time clock. The MSU ID Card Office can also help you deposit money on your card or change your meal plan.

TERMS AND CONDITIONS:
Your MSU ID card is the official identification card of Minot State University and, as such, may be required for admission to university functions and certain contracted services. Your card is valuable and should be treated like cash or a credit card. Violations of the following terms and conditions may result in confiscation of the card and must be returned upon request. ID card information and photos may be used for various official campus uses. A government issued photo ID must be presented at the time of card issuance.
Minot State University issues an ID card to all registered students, and employed faculty and staff subject to the following:

A. The ID card is the property of the Minot State University. The University reserves the right to revoke use of the card or any of its accounts at any time. The card is non-transferable and may be used only by the individual to whom it is registered.

B. The ID card, transactions related to the use of the card, and any account balances are the sole responsibility of the individual Cardholder until the University is notified in writing that the card is lost or stolen. For all on-line accounts, the Cardholder will not be held liable for any unauthorized transaction which occurs after the University has been notified of a loss, theft, or possible unauthorized use of the card.

C. Money deposited into the debit account (Beaver Bucks Account) is subject to the terms and conditions of the debit account. Any money left in your individual Beaver Bucks Account will revert to the ID Card Office two (2) years after becoming inactive. An application for deposit and a complete copy of these terms and conditions can be obtained at the ID Card Office.

D. The Cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card.

E. The Cardholder is solely responsible for all fees associated with the card including the cost of replacing a physically damaged, lost or stolen card. A non-refundable fee of $20 is charged to replace a lost or stolen card.

**Information Technology Central (ITC) Old Main 108**

701-858-4444 • www.minotstateu.edu/itcentral

Whether living on campus, commuting, or taking classes from a distance, technology will be a big part of your University experience. As a distance student, access to online services and resources is extremely important.

Information Technology Central (ITC) is dedicated to furthering the mission and technology leadership of the University by providing a high level of support, incorporating new and alternative technologies, and ensuring stability of administrative, academic, and social communications for faculty, staff, and students. ITC is staffed by dedicated and skilled technology specialists. The Help Desk is located within the offices of ITC.

**SECURE RESOURCES**

- Color Printing
- Equipment check out (computers, projectors, cameras)
- Software installations and upgrades
- General hardware and software troubleshooting (includes your personal computer)
- Document and photo scanning
- Help Desk Services at a Glance

**Help Desk Services at a Glance**

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- Software installations and upgrades
- Equipment check out (computers, projectors, cameras)
- Document and photo scanning
- Color Printing

**Campus Connection**

Campus Connection is a personal Web-based resource to enroll in a class, drop/add a class, and view schedule of classes, grades, etc. A unique dotted identifier (firstname.lastname) has been created for you. This UserID must be claimed. To claim your account, go to www.minotstateu.edu, click on Campus Connection, then Claim Your Account. You will begin the ‘claim’ process by answering a few security questions. Follow the on-screen instructions. This step will take 3 – 5 minutes to complete. Upon completion, you will have the option to create a password for your account. Follow the instructions provided.

To begin using Campus Connection, click on the Campus Connection Login box. Enter your claimed UserID and password created during the Claim Your Account process. In the future you will be able to change or retrieve your password by following the same navigation as outlined above. For questions or assistance, contact the Help Desk at 701-858-4444.

**Campus Login**

Your Campus Connection login and password is required to access the following services: online courses (Blackboard), wireless internet access, software downloads, web space for publishing a web site, etc. The preferred wireless is ‘NDUS-Systemwide’.

**Emergency Notification**

NotiFind is the emergency notification system employed by the North Dakota University System (NDUS) to provide timely information and instructions directly to students, faculty, and staff in the event of an emergency. Participation in Notified is mandatory for all faculty, staff, and students. Log into Campus Connection and click on the ‘Emergency Notification Update’ link to add/update your emergency notification information. Students determine contact method (i.e., landline, cell, email, SMS/text). Campus Connection will remind students to verify their information every 90 days. All contact information is considered confidential and can only be used for emergency notification purposes.

**Campus Email Address**

A North Dakota University System e-mail account has been created for you. This is the official method of communication to you as a student. You can expect to receive information regarding registration, add/drop deadlines, advising, financial aid, athletic and other campus events.

Your e-mail is a Microsoft Office365 account. Added benefits with this e-mail account include OneDrive for Business online file storage, Skype for Business instant messaging, and other information sharing tools.

To access your account, go to the Minot State homepage and click on Current Students, then E-mail. You can also log in directly from
www.mail.office365.com. To sign into your Office365 Webmail, enter your email address as your login, i.e., UserID@ndus.edu. For example, if your name is Sally Smith and the UserID you claimed from Campus Connection is sally.j.smith, your Office 365 login is sally.j.smith@ndus.edu. The password is the same as Campus Connection. In addition to your main UserID@ndus.edu address you will also receive mail sent to the alias of UserID@minotstateu.edu.

Now that you have access to Office365, you also have access to Microsoft Office 365 ProPlus at no charge to you for Mac, PC and mobile devices. ProPlus includes Microsoft Word, Excel, PowerPoint, OneNote, Outlook, etc. Go to http://portal.office.com and click on the “Install Office” link. Your license is valid for as long as you are a student.

Online Courses (Blackboard)
Minot State University Online offers fully online undergraduate and graduate degrees, certificate programs, and 200+ courses. Access to Blackboard is available from the University homepage. Click Current Students, Blackboard Login.

Wired and Wireless Internet Access
Two data jacks are available in all residence hall and apartment rooms. A Category 5 Ethernet cable is required to connect to the wired network. Wireless hot spots are located across campus. Keep in mind that connecting to the wired network is more reliable and robust. You must authenticate to the wireless network to access the Internet. Select the WLAN ‘edu roam’. Log in using your Campus Connection UserID and password.

Cable TV
Cable television is available in all residence halls except Campus Heights. Residents of Campus Heights are required to contract with a local carrier for telephone landline and/or Cable TV. A voice landline is available to all other residents for a monthly fee. You provide the telephone and answering machine for voice mail. There is no long distance. You will need to use a calling card to make long distance calls. Courtesy phones are available for local calls or for use in the event of an emergency.

Web Space
Each student is allotted 1000MB of web space to post personal and/or course-related pages to a Website. Users are responsible for backing up any data stored on the web server. Directories may be deleted after a period of inactivity. To gain access to your personal web space, visit http://yourspace.minotstateu.edu. Login with your UserID and password. To upload files, use any file transfer (FTP) program such as Windows Explorer (PC), CoreFTP (PC), and Cyberduck (MAC).

POLICIES
All employees, students, and other users of North Dakota University System computing and network resources shall comply with applicable laws, policies, and procedures. (See Policies section, 1901.2)
International and Canadian Federal regulations specify that all students to gather. The center also exists to provide a campus location for the appreciation of diverse populations and cultures.

Throughout the year, the center hosts a number of events that celebrate ethnic and cultural diversity. Events include ethnic food sampling, speakers, films, and other cultural presentations.

NATIVE AMERICAN CULTURAL CENTER
3rd Floor Student Center
701-858-3365 • www.minotstateu.edu/mss/nacc

The Native American Cultural Center provides counseling, advising, and academic student transitional assistance to Native American/ American Indian students at Minot State University. Student personal, social, financial, and career concerns are also addressed at this “home away from home” rest and relaxation student center.

Coordination and correspondence with area tribal councils, offices and colleges is also maintained to benefit and support our students.

Campus and community events are developed to promote public awareness, understanding and appreciation of Native American people and their culture. A portion of the MSU Native American Collection of cultural artifacts is also on display for public viewing.

Office of International Programs
1st Floor Student Center (near Multicultural Center)
701-858-3978 • www.minotstateu.edu/international

INTERNATIONAL STUDENTS
If you are a Canadian or International student, you need to be aware of some important information about the United States (U.S.) federal regulations regarding international F-1 students.

Please keep in mind: All Canadians and International students follow the same regulations. If a notice is posted for international students, it will mean Canadians as well.

To enter the U.S. you were issued a SEVIS I-20 and at the border an I-94 was attached by immigration officials. They may have placed the I-94 in your passport if you have one. If you arrived by plane, your I-94 will be electronic. These two forms, the I-20 and the I-94, are extremely important documents you will need every time you leave and re-enter the U.S. Your I-20 should be endorsed by the International Student Coordinator every semester; once before the winter break, and then again before the summer break. If you lose your I-94 you could be charged at the border to replace it. If you lose your I-20, you will need to pay for a new one to be shipped to you. It cannot be faxed or emailed.

Anytime you travel inside or outside of the U.S., always have in your possession your SEVIS I-20 and I-94. You can be stopped at any time and asked to verify that you are in the country legally, or entering legally. If you do not have the proper documents, the process can be very time consuming, possibly expensive, and very frustrating.

The U.S. Customs and Border Patrol and the Department of Homeland Security can, and often do, change policies regarding international students, without notice. Keep abreast of any policy changes, as it is vital that you have the proper forms while attending school in the U.S. It is your responsibility to stay informed, not the school’s responsibility to inform you.

IMPORTANT REQUIREMENTS IN MAINTAINING IMMIGRATION STATUS

Credit Load:

- U.S. Customs and Immigration Services (U.S.C.I.S.) require that undergraduates COMPLETE no less than 12 credits per semester. Any student who finds it necessary to take less than a full load should contact the International Student Coordinator in the Office of International Programs before dropping their full time course load. Only three on-line credits can count toward a full-time load.

- F-1 forms, not the school’s responsibility to inform.

- Maintaining Student Status: International and Canadian students are subject to federal, state, and local laws, both on and off campus. Students convicted of any violations will be subject to review by Immigration and Customs Enforcement agents to determine eligibility to stay in the United States. Students may lose their status for a variety of reasons including:
  - Remaining in the U.S. beyond the time authorized
  - Failing to apply for an extension of stay or transfer as required
  - Failing to attend school or failing to complete a full course of study
  - Working illegally
  - Being convicted of an offense involving moral turpitude
  - Failing to depart within 60 days of completion of studies
  - Obtaining any form of U.S. Government assistance that would render the student a “public charge.”

REQUIREMENTS FOR EMPLOYMENT

U.S.C.I.S. regulations provide some opportunities for Canadian and international students to work. Working improperly or without authorization is a serious violation of your status. It is your responsibility to comply with all immigration regulations that apply to F-1 students.
On-Campus Employment:
Canadian and International students at Minot State are eligible to work on-campus, up to 18 hours during any given week, while classes are in session. Minot State University defines a work week as Sunday through Saturday. The 18 hour-per-week limit on employment applies to all types of on-campus employment (including Residence Hall Assistants), and 18 hours is not an average but a strict limit. When school is not in session (i.e. spring break, summer break, etc.) students are allowed to work 38 hours each week.

Curricular Practical Training (CPT):
CPT takes place off-campus and is an integral component to an educational program (internship-practicum-clinical-student teaching or training related to the program of study). In order for CPT to be authorized, the student must receive an offer letter from the organization where the training is to take place, and approval from the academic department certifying that the training is deemed an integral part of the students curriculum.

CPT can be part of a course taken for academic credit, or it can be employment/training required of all degree candidates for a particular major. Students should work closely with the International Student Coordinator on the authorization process BEFORE starting any off-campus employment opportunity.

Optional Practical Training (OPT):
OPT allows students to engage in off-campus employment for 12 months. OPT is defined as “temporary employment for practical training directly related to a student’s major area of study.” The idea is that you can gain practical experience in your field of study to round out your academic experience before returning to your home country. Therefore, the work must be in your field of study and it must be at the level of your education. Many students do this after they graduate. Speak to the International Student Coordinator early in your final semester if you want to apply.

Volunteering:
International students may not volunteer to work a job that is normally a paid position, nor are they allowed by immigration regulations to trade a service (i.e. babysitting, yard work, housesitting, etc.) in exchange for any type of compensation (i.e. food, housing, small gifts, etc.). Doing so is illegal and grounds for termination of student status. For the purposes of your student status requirements, you should consider any activity to be “employment” if any type of compensation is exchanged for performing a task or providing a service.

Please note: The information provided in this section is only an introduction to your responsibilities as an international student. For more detailed information, refer to the International Student Orientation Manual provided by the Office of International Programs.

STUDY ABROAD
Stop by the Office of International Programs to learn more about the exciting opportunities to Explore the World with Minot State University!
1. Study Abroad gives you an opportunity to travel.
2. Expand your world view by experiencing new customs, holidays, foods, art, music and politics firsthand.
3. Learn a different language (and become fluent).
4. Increase the value of your degree.
5. Enhance your employment opportunities.
6. It’s fun!

If you are interested in Studying Abroad, here are the steps you should take:
1. Visit the Office of International Programs. During an advising session you will get an overview of the programs available and the process of applying to them.
2. Meet with your academic advisor. Let them know that you would like to study abroad during your time at Minot State so they can help you determine the best time to fit it into your academic plan. Your advisor might also suggest courses that you could take while abroad to continue gaining credit towards graduation.
3. Select a Study Abroad Program. You can choose from semester, academic year and summer programs, as well as exchange programs with MSU’s international partner institutions.
4. Apply! Pick up a Study Abroad Application from the Office of International Programs, or download it from the International Programs Web site.

Application Deadlines
February 15 ........ Fall Semester & Academic Year
September 15 ...... Spring Semester
February 15 .......... Summer

Program Requirements
GPA of 2.5 or higher, and sophomore status (24 credits), with the exception of some summer study tours.

Myths about Studying Abroad
• Myth #1: Studying Abroad is too expensive. It’s actually very affordable! As a MSU student, financial aid goes with you! Also, many of our programs are “exchanges” meaning MSU tuition is paid here, and you study there.
• Myth #2: I won’t graduate on time if I study abroad. Working with your advisor and planning ahead ensures smooth transfer and application of credit. Courses taken abroad can be applied to your major, minor, generals or electives. In addition, you can choose a duration that fits your academic schedule: year-long, semester or summer!
• Myth #3: You have to know another language. There are many study abroad programs that require no prior foreign language instruction. Other programs require just one semester of a language before you depart. Our programs are open to students of all majors, and social sciences, business, humanities, and art students go abroad now more than ever. Though we strongly encourage language study as part of your overall education, there are plenty of options for those with no foreign language skills.

Parking
1st Floor Student Center
701-858-3318 • www.minotstateu.edu/parking

The Parking Office is located in the atrium of the Student Center. Contact us at by phone at 701-858-3318 or via email at msu.parking@minotstateu.edu.
ENFORCEMENT HOURS
Monday – Friday 8 a.m. – 4:30 p.m.; 12 months per year

Go to www.minotstateu.edu/parking to read the most current regulations and view a parking map of the University.

Information is presented as a guideline for the operation of vehicles by students and employees on the campus of Minot State University (MSU). The term “vehicle” includes automobiles, trucks, motorcycles, motor scooters, motor bikes, and any other powered vehicle which operates on land.

APPEALS
Please visit our website to access the appeal form, or a form may be picked up from the Parking Office.

POWER Center
2nd and 3rd Floor Student Center
701-858-4047 • www.minotstateu.edu/power

The POWER Center helps students achieve academic, personal, and professional success. Services provided include: academic coaching, tutoring, academic advising, career exploration, financial aid and budgeting education, and workshops to help promote better study skills, ward off test anxiety, and keep you motivated, involved and engaged. Funded by two TRiO Student Support Services grants from the U.S. Department of Education, the program is open to 310 United States citizens who are working toward their first bachelor’s degree and meet at least one of the following criteria:

• You are a first-generation college student (neither parent or guardian has completed a four-year college degree) OR
• You are income eligible (your family taxable income is within 150% of federally determined guidelines) OR
• You have a documented disability

To see if you qualify for the POWER program, please fill out an application and return it to the POWER Center’s 2nd floor office.

Registrar’s Office
1st Floor Administration Building
701-858-3345 • www.minotstateu.edu/records

What does the Registrar’s Office do?
• Maintain all academic records

What can the Registrar’s Office do for you?
• Process add/drop slips
• Assist with Campus Connection
• Approve and process course overload requests (19 or more credits)
• Verify enrollment, grades and degrees
• Post grades and degrees
• Issue official transcripts (service charge required)
• Process transfer credits
• Process forms including student directory and application for graduation
• Answer questions related to academic policies and procedures

What can the Registrar’s Office do for you?

CAMPUS CONNECTION
What is Campus Connection?
It is a service portal for all North Dakota University System students. Campus Connection makes it possible for you to access your records 7 days per week, 24 hours per day. It is designed for student self-service. Campus Connection is used to review personal academic records, register and drop courses, view financial information, view grades, view unofficial transcript, etc.

How do I use Campus Connection?
Various training materials have been and will continue to be developed and are located online at www.minotstateu.edu/cc/cc_V9.shtml.

COURSE REGISTRATION
Registration for the next semester takes place over the course of a week during the current semester. Registration priority is determined by the number of credits completed. Students may not register earlier than their assigned time, but they may register through the last day to add. Refer to the schedule of classes published at least two weeks before registration begins on Campus Connection or through the Registrar’s Office for specific information on course offerings and registration procedures. Instructions for using online registration are available at www.minotstateu.edu/cc/cc_V9.shtml.

ADDING COURSES
How do I add a course?
Courses can be added using Campus Connection through the seventh day of a regular 16-week course in fall/spring and through the fourth day of the summer session or 8-week course. For detailed instructions on how to add a course through Campus Connection go to the training materials web site at www.minotstateu.edu/cc/cc_V9.shtml.

How do I add a course that is full or restricted?
If the instructor approves the request, a Petition to Add form must be completed, signed by the course instructor, stamped by the course’s department to authenticate the signature, and brought to the Registrar’s Office for processing.

Whose signatures are required and when?
Instructor signatures and department stamps are always required on a Petition to Add form no matter what time in the semester. However, the department chair’s signature is also required after the last day to add a course has passed and unusual circumstances exist. All Petition to Add forms must be processed by the Friday prior to the first day of final exams.

How do I register for more than 18 credits?
A Course Overload form must be completed and submitted to the Registrar’s Office. Advisor and department chair consent is required to register for 19–22 credits. A minimum cumulative GPA of 3.0 is required. No exceptions will be granted.

DROPPING COURSES
How do I drop a course?
Courses can be dropped using Campus Connection through the last business day of the 12th week for a regular 16-week session in fall/spring and the last business day of the sixth week for a
summer or 8-week session. For detailed instructions on how to drop a course through Campus Connection go to the training materials web site at www.minotstateu.edu/cc/cc_V9.shtml.

When will a grade of “W” show on my transcript?
A grade of “W” will be recorded on the official Minot State University transcript if the class is dropped after the seventh class day of a 16-week fall/spring session or the fourth class day of the summer and 8-week session (i.e. the last day to drop and receive a 100% refund). The grade of “W” will not affect your grade point average.

What if I need to drop a course after the last day to drop?
Students who fail to drop a course by the official drop date (last business day of the 12th week for a regular 16-week session in fall/spring and the last business day of the sixth week for summer or 8-week session) may apply for a late course drop due to extenuating circumstances. If the instructor will approve the late drop a Late Course Drop Request form must be completed, signed by the instructor and the department/division chair, stamped by department and brought to the Registrar’s Office for processing. A late course drop must be processed by the Friday prior to final exams.

What if I want to drop all my courses?
Students who find it necessary to completely terminate enrollment at the University must complete a Withdrawal Form. Contact the Financial Aid office regarding withdrawal procedures or view them online at www.minotstateu.edu/finaid/withdraw.shtml.

Will I receive a refund if I drop a course after the 100% drop date or withdrawal from all my courses?
Contact the Business Office for the Minot State University refund policy or view the schedule online at www.minotstateu.edu/busoffic/student_info.shtml.

Can I be removed from my course(s) without my approval?
Lack of attendance does NOT guarantee an automatic removal. Each student is held accountable for those courses selected at the time of registration. However, a student may be administratively removed from a course(s) in two ways:
1. Failure to attend any of the first three hours of class meeting time of a registered course (see Part Two: Policies, Attendance Policy)
2. Failure to pay or make arrangements to pay tuition

Who do I contact if I am dropped from my course(s)?
1. Contact the instructor of the course if dropped for non-attendance. If the instructor will allow you back into the course, a Petition to Add form must be completed (see adding courses).
2. Contact the Business Office if dropped for non-payment of tuition.

COURSE WAITLISTS
What does it mean to be on a waitlist for a course?
A waitlist allows a student to indicate an interest in a course that is presently full.

How do I get on the waitlist?
Students can add themselves to a waitlist using Campus Connection through the 3rd day of a regular 16 week course in fall/spring by registering for a course and selecting the “Waitlist if class is full” box. Not all courses have a waitlist option.

When do I find out if I am registered for the course?
If a seat becomes available, the first eligible student on the waitlist will be automatically enrolled in the course and will receive an email detailing the change. Students are responsible for checking their schedules to determine whether they have been moved from the waitlist to enrolled.

How do I remove myself from the waitlist?
If a student no longer wants to wait for a seat to become available, he/she must drop the course using Campus Connection (see dropping courses).

Who do I contact if I still have questions on course waitlists?
Contact the Registrar’s Office at 701-858-3345 or the course instructor.

GRADING
How is my GPA (grade point average) calculated?
Honor points (HP) are earned for each grade (i.e. A = 4HP, B = 3HP, C = 2HP, D = 1HP and F = 0HP). Honor points are given for each credit. For example, if an A (4HP) is earned in a 4 credit course the total honor points for that course is 4 X 4 = 16. To calculate GPA, 16 is divided by the total earned credits, which is 4 in this case. The GPA is a 4.0.

Another example:
ENGL 110 – 3 CR – A (4HP per credit) = 12 HP
ENGL 120 – 3 CR – B (3HP per credit) = 9 HP
COMM 110 – 3CR – B (3HP per credit) = 9 HP
9 total credits earned with 30 HP
30 divided by 9 = 3.34 GPA

What is an Incomplete “I” grade?
An incomplete may be given to the student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory to the instructor. An incomplete will allow the student to make up or redo an assignment in an attempt to earn a higher grade. A Course Completion Agreement detailing the work to be completed and expected completion date must be signed and dated by both the student and instructor. The original copy of the agreement must be submitted to the Registrar’s Office by the grade submission deadline. If a grade change is not received by the Registrar’s Office prior to the 1st Monday of the following month of the assignment completion date, the “I” will be automatically changed to the official grade as assigned on the agreement.

When will final grades be available?
Students may access their final grades through Campus Connection approximately one week following the close of the term. Discrepancies on transcripts must be brought to the attention of the Registrar’s Office within one year of the term in question.

What is the process to repeat a course for a better grade?
Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:
• All courses must be repeated through MSU for an improved grade. Repeating a course at another institution will average both grades in GPA calculations. Both grades will be maintained on the student’s transcript. Transfer courses must be
equated to MSU courses and must have been completed prior to enrolling at MSU to be eligible for the repeat policy.

- When repeating a course through MSU, the most recent grade will be included in GPA calculations.
- Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar’s Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the division or department responsible for the original course.

Are grades available before my final grade is posted to my transcript?

Faculty members are required to report midterm grades for all undergraduate students. Ds, Fs, and Us are considered deficient grades. Students can access their midterm grades via Campus Connection under the Grades choice in the drop down box. Students with deficient mid-term grades are encouraged to seek assistance from their instructors or other support services on the campus available to them. As a last resort, students have the option of dropping the course.

*Note*: Midterm grades are not a part of the student’s official record, and they will not appear on the student’s transcript.

What needs to be done to appeal a grade?

A student who fails to withdraw from school or who fails to drop a course prior to the first day of finals is directed to the Student Rights Committee for individual review. Appeals are only granted for extenuating circumstances that are related to the term(s) being appealed.

Requests to the Student Rights Committee must be in writing, and it is the responsibility of the student to provide evidence supporting his/her request. The decision of the Student Rights Committee is considered final.

Information is available and requests are submitted through the Registrar’s Office on the first floor of the Administration Building or at www.minotstateu.edu > Current Students > Registrar’s Office > Forms > Grades Appeals.

What happens if I have a poor GPA?

Every student is expected to maintain satisfactory academic progress. For more information on grading options, academic reassessment, GPAs, academic progress requirements and general information related to policies and procedures please review the 2017–18 undergraduate catalog, found at www.catalog.minotstateu.edu/undergraduate.

### GRADUATION REQUIREMENTS – GENERAL EDUCATION

**What is General Education?**

General Education courses are required courses that all baccalaureate degree students must complete. These courses may be used to complete the requirements of majors, minors or concentrations and must be taken for a letter grade. Students are expected to study broadly beyond their areas of specialization.

**How do I complete the General Education Requirements (GER)?**

1. Successfully complete the 38-credit GER as specified in the catalog, using online, distance, or on-campus courses.
2. Successfully pass AP/CLEP/DANTES (inquire at the Registrar’s Office) or department exams (inquire at the department).
3. Successfully complete the GER of another North Dakota institution under the terms of the North Dakota University System General Education Transfer Agreement (GERTA). Specifics on GERTA can be found in the Minot State University Catalog or at www.ndus.edu/employees/articulation-transfer/gerta-guides-request-form/.
4. Successfully pass approved transferrable courses at other accredited institutions.

**Where do I find a list of approved General Education courses?**

1. Minot State University undergraduate catalog
2. Online: www.minotstateu.edu/ge (student worksheet available)
3. Department or advisor of your chosen major

**Important Tips for Students**

- Review the undergraduate catalog for policies, procedures, graduation requirements and program requirements. Although academic advisors are here to help, it is important for students to realize that the ultimate responsibility for meeting all graduation requirements is their own.
- Check your Minot State University email account; all campus correspondence is sent to this account. Having trouble accessing your account or forwarding your email to another account? Contact the Helpdesk at 701-858-4444.
- Be aware of key dates. Refer to the calendar in your undergraduate catalog, online at www.catalog.minotsateu.edu/undergraduate.
- Check your Campus Connection schedule frequently for changes.

### Residence Life/Housing

**Dakota Hall South Entrance**

701-858-3363 • www.minotstateu.edu/life

**RESIDENCE HALLS**

Each residence hall has lounge areas for recreation and entertaining, laundry facilities, and a small kitchen area for personal cooking. Unless otherwise noted, each room has two beds, a desk and shelving unit, a closet, and dresser drawers. All residence halls are co-ed. Cook, Dakota and McCulloch are community style living while Lura and Crane are arranged in suites (two double rooms and a private bath per suite). Room and board rates range from $6,150 to $6,768* for double occupancy with an unlimited dining plan. Single occupancy is available as space provides, based on a first come, first served basis for an additional charge.

*Rental rates are subject to change, per action by the Board of Higher Education.
APARTMENTS (for students 21 and older)
A $35.00 non-refundable application fee is required to have your name placed on the apartment waiting list. The first month’s rent is required upon acceptance of the apartment assignment. Lease agreements are month-to-month. Additional summer lease agreements are available. Visit www.minotstateu.edu/life/apartment-housing/index.shtml to view current rental rates. All apartments are tobacco free effective January 1, 2009.

Pioneer Hall: There are 34 student family apartments and six single student apartments in Pioneer Hall, four of which are designed for accessibility by persons with disabilities. Each of the upper three floors has twelve one bedroom apartments. These apartments are unfurnished except for stove, refrigerator, and drapes.

Campus Heights: There are 30 student apartments in Campus Heights, two of which are designed for accessibility for persons with disabilities. Each floor has four two bedroom apartments and six efficiency apartments. The efficiency apartments have no separate bedroom. These apartments are unfurnished except for stove, refrigerator, and blinds.

Student Center
Student Center Director’s Office
2nd Floor Student Center—across from the Beaver Dam
701-858-3364 • www.minotstateu.edu/sc

The Student Center is a multi-use facility, utilized by students, faculty, staff, and the community. The Student Center is located in the “heart of campus” providing many different services, conveniences and leisure activities to enhance the quality of life for students on campus. A few of the services that are provided include: campus dining, ATM, computer stations, swimming pool, newspapers, convenience store, billiards, and the Beaver Dam. The Student Center is also a great place to relax, study, and meet people.

The Student Center houses meeting spaces and the Conference Center for registered student organizations, campus departments, and businesses from the community. Reservations for meeting rooms are made through the Student Center Director’s office, located on the second level. The Barnes & Noble Bookstore is located on the lower level. Also housed in the Student Center are the offices of Alumni & Advancement, Multicultural Center, Native American Cultural Center, Career Center, POWER Center, Student Government Association, MSU Post Office, Marketing Office, and Sodexo, the contracted food service provider. All levels of the Student Center are handicap accessible, with entrances located on the east and west sides of the building.

Minot State University Counseling Services mission is to empower and advocate for the student’s personal and educational development through short-term counseling and educational outreach.

We want your experiences here to be positive and growth promoting. Personal counseling services provide free, confidential consultation, short-term intervention and referral. Counseling sessions are kept in strict confidence within legal and ethical limits.

The goal of counseling services is to help students develop effective solutions and decision-making capabilities in order to return to their normal functioning as soon as possible. Remember that most people who seek help benefit from treatment. In situations where the problems are long-standing, referrals can be provided for services within the local community.

Counseling services provide help for people who are experiencing emotional problems that interfere with their work or personal lives. Pressures from school, home, and job may accumulate and make it difficult to function effectively in all areas. The onset of sudden change such as job loss, break up of a relationship, or death of a close relative may create emotional problems that interfere with daily living.

Some typical difficulties that students bring to counseling:
• Excessive anxiety for no apparent reason
• Prolonged feelings of despair and unhappiness
• Withdrawal/lack of interest in daily happenings
• Sudden shifts in mood/behavior
• An unusual amount of irritability or suspiciousness towards others
• Eating or sleeping differently
• Drinking too much or taking drugs
• Not working at capacity at school/work, inability to concentrate
• Physical, sexual, emotional abuse by others
• Thinking about suicide

Services
Individual sessions are scheduled for up to 50 minutes at a frequency to be determined by the student and his or her counselor.

You may be referred to the Student Health Center, Disability Services, another campus office, a local health care provider, a mental health provider or support group in the community and/or a combination of the above. A referral is made when the student prefers to be seen off campus, where the type of problem is not within professional capacity or expertise of the counseling staff, or when long term therapy is indicated.

Psychiatric medication services available. Referrals must come from an MSU counselor.
Scheduling an Appointment
Counseling Services are available during fall, spring, and summer semesters, Monday – Friday, 8:00 a.m. – 4:30 p.m. Appointments are preferred. Emergency walk-ins will receive priority and be addressed immediately.

Client Rights
Counseling is a voluntary act. We will do our best to accommodate your needs or to give you an appropriate referral. You have the right to be treated ethically by your counselor. If you have any questions concerning your rights and/or ethical treatment or if you wish to file a complaint, please contact Nancy Mickelson, Campus Counselor, at 701-858-3371; or Kevin Harmon, Vice President for Student Affairs at 701-858-3299.

Community Resources
The appropriate response to all campus mental health emergencies is dialing 911 (9-911 from campus phones). You may also call Counseling Services at the Student Health and Development Center, Monday through Friday from 8:00 a.m. to 4:30 p.m. After hours, calls will be answered by First Link. On call services are not available.

For after hours care, the following community resources are available 24 hours a day.

- Emergency/Fire/Ambulance..................................................911
- North Central Human Service Center (24-hr emergency). 857-8500
- Trinity Medical Center ..............................................................857-5000
- Emergency Trauma Center ...................................................857-5260
- Domestic Violence Crisis Center (after 5 or weekends) ...857-2200
  (daytime)......................... 852-2258

DISABILITY SUPPORT SERVICES
www.minotstateu.edu/disability_services
Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Disability Services proudly serves students with disabilities by offering academic support services to students with qualifying conditions.

Services Offered
- Exam Accommodations: Extended test times and distraction-reduced testing environments including national exams (e.g., Praxis)
- Alternative Media: Various formats for textbooks and print enlargement
- Note-Taking Assistance: Personal designated note-taker or audio recording of lectures
- Sign Language Interpreting/Transcribing: Includes captioning services and audio-enabled PowerPoint presentations
- Counseling and Advocacy: One-on-one interaction with a disability service coordinator to discuss accommodations, resolve classroom issues, etc.

Eligibility And Registration
In order to be eligible for services, students must have a qualifying condition. Qualifying conditions include (but are not limited to):
- Learning Disabilities
- Vision
- Speech
- Concentration/Processing Challenges
- Depression/Bipolar Disorder
- Traumatic Brain Injury (TBI)
- Physical Injuries/Limitations
- Other

Registration in no way impacts your program of study. Registration is confidential. No medical or evaluations are shared with other faculty or staff.

Contact Us
Students with disability are welcome to contact the disability service coordinator with questions regarding services and accommodations by contacting Evelyn Klimpel at 701-858-3371 or evelyn.klimpel@minotstateu.edu.

Student Government Association
2nd Floor Student Center
701-858-3091 • www.minotstateu.edu/sga

The Minot State Student Government Association is the governing body for the students at Minot State University. It consists of five officers, and senators representing the academic colleges, residence halls, graduate school, and freshman class. The Student Government Association (SGA) is responsible for planning the various social activities around campus and requires input from all members. SGA is the chief law and policy making organization in the student body. Most aspects of change for the students must be brought before the Student Government Association Senate for approval. Much like our Federal Government our Student Government Association acts as a governing body for checks and balances for our student body.

At the beginning of every year the Student Government Association is required to hold an election for two freshmen senators, one general studies senator, one athletic senator, two on-campus senators, and one graduate studies senator. If any students students are interested in running for a freshmen senator position, please stop by our office located in the Beaver Dam.

INTRAMURALS
Student Wellness Center • 701-858-4084

There are many athletes recruited to play in various sports at universities, but for every student recruited, there are dozens of students who like playing sports but might not want the added pressure or responsibility of playing varsity sports. Intramurals gives all MSU students the opportunity to compete in a variety of different sports without the pressure of competing at a varsity level. MSU Intramurals provide at least three leagues which could include volleyball, flag football, basketball, and bowling. It also provides at least one tournament each semester which could be softball, dodge ball, or billiards. If you are interested in participating in intramurals or have any questions, please stop by the Student Wellness Center and visit with one of the staff.
Student Health Center
Lura Manor, South Entrance
701-858-3371 • www.minotstateu.edu/health

Mission
To enhance student learning by promoting a healthy lifestyle, reducing risk behaviors, and providing health education to Minot State University students.

Goals
The goal of the Student Health Center is to improve the status of health and the quality of life of the MSU students as they plan for the future. Focus is on:
1. Health promotion
2. Risk reduction through surveillance and control of health hazards
3. Health education
4. Referral to other campus or community services as needs are identified

Professional staff
The Student Health Center is staffed by a health care provider and licensed nurses with the support of the UND Center for Family Medicine residents. The health care provider is nationally certified and licensed in North Dakota. The health care provider will diagnose and treat a variety of acute health problems in an ambulatory clinic setting and make referrals to specialized health care providers as indicated by the health care needs of the students.

Campus health care is intended to supplement private health care. It is not intended to provide comprehensive medical care. Optometry and dental services are not provided.

Services provided
At the discretion of the Director of the Student Health Center and/or the health care provider services provided include but are not limited to:
• Treatment of illnesses, injuries and other conditions
• Sports/employment physicals
• Women’s health care
  – Birth control
  – Pap smears
  – Pregnancy testing
• Immunization program:
  – HPV
  – MMR
  – Tetanus
  – Hepatitis
  – Influenza
  – Meningitis
  – Pneumococcal
• Sexually transmitted disease testing and treatment:
  – Gonorrhea
  – Chlamydia
  – HIV
  – Hepatitis C
• Urinalysis
• Co-management of pre-existing conditions with student’s physician
• Blood pressure monitoring
• Laboratory work sent to a selected laboratory (patient pays cost of lab fee and testing)
• Health education
• Tuberculosis testing and treatment
• Reporting required illnesses to public health agencies
• Reporting required injuries/crimes to public safety agencies, including rape, sexual assault, and domestic violence
• Preparation and maintenance of medical records

Funding
The Student Health Center is funded through the Student Activity Fee. There is no charge for an on-campus consultation with the health care staff. Students are responsible for any additional expenses for such services as procedures, diagnostic tests, radiology, laboratory, and other fees.

Hours of operation (by appointment only)
Fall/Spring Semester: Monday–Friday 8:00 a.m. – 4:30 p.m.
Summer Semester: Monday–Thursday 8:00 a.m. – 4:30 p.m.

Tutoring Program
E-Tutoring
Taking an online course? The MSU Writing Center offers email tutoring for those who cannot make it to campus. To participate in e-tutoring, please email us at writing@minotstateu.edu with the following: a copy of your paper in Rich Text Format (RTF), a description of the assignment, the due date, the class and instructor. Also, please tell us the following in your email: Is this a rough draft, a revision or a near final copy? What would you most like to work on with the paper? A tutor will read and respond to your paper by making comments in a different color text. Turn around time is 48 hours. Tutors will not correct every single mistake in your paper, but they will point out patterns of errors and offer strategies for you to find and fix them yourself. Tutors will NOT rewrite the paper for you, but they will offer suggestions for revision. E-tutoring is a great alternative if you can’t make it to campus during our open hours. This is a FREE service available to all MSU students.

For more e-tutoring options, see SmarThinking in the Center for Extended Learning section.

Veterans Center
Dakota Hall, Lower level
701-858-4003 • www.minotstateu.edu/veterans

The Veterans Center offers a single point of contact for veterans and active duty military personnel, as well as their dependents, to assist them with all aspects of admission to MSU. Some of the services provided include assistance with completion of the admission application, requesting transcripts from other colleges, VA education benefits application and certification process, and review of military transcripts.
Student Organizations

Student organizations play an important role in student development on the campus of Minot State University. Forming an organization can be a challenging, but very rewarding process. To ensure success, the Office of Student Activities has designed a process that will help your group form a solid foundation so that your organization can flourish and provide valuable experiences to your fellow students. Follow these steps to get started!

1. Fill out an ‘Intent to Organize’ application with the Student Activities Coordinator.
2. Select an advisor and provide a roster of ten students members.
3. Create a mission statement and a constitution. A sample can be obtained from the Student Activities Coordinator.
4. Schedule a meeting the Student Welfare Committee for approval of the club constitution. At that time, it will also be determined whether your organization is eligible for funding.
5. Request a campus account from the Business Office.
6. Be active and engaged in the Minot State community!

Student Clubs and Organizations (as of Spring 2017)

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Club Email</th>
<th>Advisor Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Club</td>
<td><a href="mailto:misu.accountingclub@ndus.edu">misu.accountingclub@ndus.edu</a></td>
<td>Jay Wahlund – Main 301C</td>
<td>3207</td>
</tr>
<tr>
<td>Adventure Club</td>
<td><a href="mailto:misu.adventureclub@ndus.edu">misu.adventureclub@ndus.edu</a></td>
<td>Karina Stander – Wellness Center</td>
<td>4078</td>
</tr>
<tr>
<td>African &amp; Caribbean Students Association</td>
<td><a href="mailto:ACSA@minotstateu.edu">ACSA@minotstateu.edu</a></td>
<td>Rick Watson – Hartnett 302E</td>
<td>3014</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td><a href="mailto:ACS@minotstateu.edu">ACS@minotstateu.edu</a></td>
<td>Mikhail Bobylev – Moore 329</td>
<td>3066</td>
</tr>
<tr>
<td>Arabic Club (Inactive)</td>
<td><a href="mailto:arabicclub@minotstateu.edu">arabicclub@minotstateu.edu</a></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Archery Club (Inactive)</td>
<td><a href="mailto:archeryclub@minotstateu.edu">archeryclub@minotstateu.edu</a></td>
<td>Andrea Donovan – Hartnett 140W</td>
<td>3819</td>
</tr>
<tr>
<td>Art Club</td>
<td><a href="mailto:artclub@minotstateu.edu">artclub@minotstateu.edu</a></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Augite – Geology</td>
<td><a href="mailto:augite@minotstateu.edu">augite@minotstateu.edu</a></td>
<td>Dr. John Webster – Moore 121</td>
<td>3873</td>
</tr>
<tr>
<td>Band Club</td>
<td><a href="mailto:bandclub@minotstateu.edu">bandclub@minotstateu.edu</a></td>
<td>Dr. David Rollandson – Main 112</td>
<td>3195</td>
</tr>
<tr>
<td>Beavers on Business</td>
<td><a href="mailto:bob@minotstateu.edu">bob@minotstateu.edu</a></td>
<td>Dr. Jacek Mrozik – Main 304</td>
<td>3110</td>
</tr>
<tr>
<td>Beta Theta Sorority</td>
<td><a href="mailto:betatheta@minotstateu.edu">betatheta@minotstateu.edu</a></td>
<td>Vacant</td>
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<td>Book Club (Inactive)</td>
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<tr>
<td>Campus Players – Drama</td>
<td><a href="mailto:campusplayers@minotstateu.edu">campusplayers@minotstateu.edu</a></td>
<td>Aili Smith – Hartnett 134W</td>
<td>3865</td>
</tr>
<tr>
<td>Chi Alpha – Christian Fellowship</td>
<td><a href="mailto:chialpha@minotstateu.edu">chialpha@minotstateu.edu</a></td>
<td>Gary Ross – Main 307A</td>
<td>3291</td>
</tr>
<tr>
<td>Club Biology</td>
<td><a href="mailto:clubbiology@minotstateu.edu">clubbiology@minotstateu.edu</a></td>
<td>Dr. Heidi Super – Moore 217</td>
<td>3079</td>
</tr>
<tr>
<td>Community Dance Club</td>
<td><a href="mailto:danceclub@minotstateu.edu">danceclub@minotstateu.edu</a></td>
<td>Aili Smith – Hartnett 134W</td>
<td>3865</td>
</tr>
<tr>
<td>Computer Science Club</td>
<td><a href="mailto:computerscienceclub@minotstateu.edu">computerscienceclub@minotstateu.edu</a></td>
<td>Scott Kast – Model 308</td>
<td>3081</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td><a href="mailto:criminaljusticeclub@minotstateu.edu">criminaljusticeclub@minotstateu.edu</a></td>
<td>Melissa Speichen – Memorial 408</td>
<td>3465</td>
</tr>
<tr>
<td>CRU</td>
<td><a href="mailto:minotcru@minotstateu.edu">minotcru@minotstateu.edu</a></td>
<td>Jay Wahlund – Main 301C</td>
<td>3207</td>
</tr>
<tr>
<td>Dance &amp; Cheer Team</td>
<td><a href="mailto:cheersquad@minotstateu.edu">cheersquad@minotstateu.edu</a></td>
<td>Roberta Abernathy – Dome</td>
<td>3042</td>
</tr>
<tr>
<td>DECA</td>
<td><a href="mailto:deca@minotstateu.edu">deca@minotstateu.edu</a></td>
<td>Megan Fixen – Main 301K</td>
<td>3194</td>
</tr>
<tr>
<td>English Club/Sigma Tau Delta</td>
<td><a href="mailto:englishclub@minotstateu.edu">englishclub@minotstateu.edu</a></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurship Club</td>
<td><a href="mailto:entrepreneurship@minotstateu.edu">entrepreneurship@minotstateu.edu</a></td>
<td>Chuck Barney – Main 310C</td>
<td>3019</td>
</tr>
<tr>
<td>Finance Club</td>
<td><a href="mailto:financeclub@minotstateu.edu">financeclub@minotstateu.edu</a></td>
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<td></td>
</tr>
<tr>
<td>French Club (Inactive)</td>
<td><a href="mailto:french.club@minotstateu.edu">french.club@minotstateu.edu</a></td>
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<td></td>
</tr>
<tr>
<td>Gaming Club</td>
<td><a href="mailto:gamingclub@minotstateu.edu">gamingclub@minotstateu.edu</a></td>
<td>Rick Heit – Student Center 309</td>
<td>4156</td>
</tr>
<tr>
<td>Gay Straight Alliance</td>
<td><a href="mailto:misu.gsclub@ndus.edu">misu.gsclub@ndus.edu</a></td>
<td>Sarah Aleshire – Hartnett 137W</td>
<td>3395</td>
</tr>
<tr>
<td>German Club</td>
<td><a href="mailto:germanclub@minotstateu.edu">germanclub@minotstateu.edu</a></td>
<td>Dr. Jean-Francois Mondon – Hartnett 324W</td>
<td>3093</td>
</tr>
<tr>
<td>Honors Program &amp; Society</td>
<td><a href="mailto:honors@minotstateu.edu">honors@minotstateu.edu</a></td>
<td>Jessica Smestad – Model 108</td>
<td>4039</td>
</tr>
<tr>
<td>Improv Club</td>
<td><a href="mailto:improvclub@minotstateu.edu">improvclub@minotstateu.edu</a></td>
<td>Aili Smith – Hartnett 134W</td>
<td>3865</td>
</tr>
<tr>
<td>International Student Club</td>
<td><a href="mailto:misu.internationalclub@ndus.edu">misu.internationalclub@ndus.edu</a></td>
<td>Rick Watson – Hartnett 302E</td>
<td>3014</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td><a href="mailto:intramural@ndus.edu">intramural@ndus.edu</a></td>
<td>Courtenay Corpe – Wellness Center</td>
<td>4082</td>
</tr>
<tr>
<td>Latter-day Saint Student Association</td>
<td><a href="mailto:LDSSA@minotstateu.edu">LDSSA@minotstateu.edu</a></td>
<td>Stephen Banister – Library</td>
<td>3855</td>
</tr>
<tr>
<td>League of Legends Club</td>
<td><a href="mailto:leagueoflegendsclub@minotstateu.edu">leagueoflegendsclub@minotstateu.edu</a></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>League of Social Sciences – History &amp; Sociology</td>
<td><a href="mailto:LLSClub@minotstateu.edu">LLSClub@minotstateu.edu</a></td>
<td>Jynette Larshus – Main 201E</td>
<td>4324</td>
</tr>
</tbody>
</table>
Student Organizations con’t.

Love Your Melon Crew ........................................LYM@minotstateu.edu ......................... Heather Lee – Memorial ................................. 4248
Lutheran Campus Ministry ..................................LCM@minotstateu.edu ................................. Vacant
Mathematics Club ..............................................mathclub@minotstateu.edu .................. Elaheh Gorgin – Model 311 ............................. 3863
Media Ink – Broadcasting ..................................mediaink@minotstateu.edu ........................ Christianna Paxman – Hartnett 141W ................... 4238
Men’s Club Hockey ............................................hockey@minotstateu.edu ......................... Tawyna Bernsdorf – Main 302F ......................... 3307
Men’s Club Soccer (Inactive) .................................clubsoccer@minotstateu.edu ..................... Warren Gamas – Swain 218L ......................... 3575
MSCAPE – Physical Education .............................MSCAPE@minotstateu.edu ........................... Dr. Terry Eckmann – Main 201C ..................... 3155
MU Inkling – Creative Writing .............................MUInkling@minotstateu.edu ............................ Nicole Thom-Arens – Hartnett 114W ............ 3245
Mu Sigma Tau Fraternity ....................................musigmatu@minotstateu.edu ..................... Thomas Froelich – Memorial 104F .................... 3059
Muslim Student Association ................................MSA@minotstateu.edu ................................. Hasan Boker – Memorial 400B ......................... 4364
National Association for Music Educators ..............NAFME@minotstateu.edu .............................. Rebecca Petrik – Main 126 ......................... 3837
National Student Speech Language & Hearing
   (NSSLHA) ..................................................NSSLHA@minotstateu.edu ............................... Lesley Magnus – Memorial 104K ................. 3092
   Native American Cultural Awareness Club ..........NACCC@minotstateu.edu ......................... Annette Mennem – Student Center 305 .............. 3365
   Nursing Students Association ............................NSA@minotstateu.edu ................................. Connie Geyer – Memorial 328 ......................... 4161
   Organization of Athletic Trainers (OATS) ..........OATS@minotstateu.edu ................................. Heather Golly – Swain 108E ......................... 3276
   Pacesetters – Christian ..................................pacesetters@minotstateu.edu ....................... Forrest Macy – Admin 165 ......................... 3176
   PAWS (Providing Animal Welfare & Science) ...PAWS@minotstateu.edu ................................. Naomi Winburn – Moore 330 ...................... 3687
   Percussive Arts Club ....................................pbl@minotstateu.edu ................................. Avis Veikley – Hartnett 234W ......................... 3264
   Phi Beta Lambda (PBL) ..................................PBL@minotstateu.edu ................................. Sharon Reynolds – Main 301E ....................... 3088
   Pi Omega Pi (Business Information Technology) ...pi.omega.pi@minotstateu.edu ..................... Jan Repnow – Main 301K ......................... 3086
   PRSSA (Inactive) ........................................ PRSSA@minotstateu.edu ............................... Vacant
   Psychology & Addiction Studies .........................PASC@minotstateu.edu ................................. Vicki Michels – Memorial 230P .................... 3594
   Red & Green (Student Newspaper) ...................redgreen@minotstateu.edu ......................... Nicole Thom-Arens – Hartnett 114W ............ 3245
   Residence Hall Association ..............................RHA@minotstateu.edu ................................. Camila Van Dyke – Dakota Hall ................. 3584
   Rotaract ..................................................rotaractclub@minotstateu.edu ....................... Kevin Harmon – Admin 164 ....................... 3140
   Science Club, Beta Gamma Phi .........................scienceclub@minotstateu.edu ..................... Dr. Robert Crackel – Moore 333B ............... 3852
   Sigma Delta Sorority ....................................sigmadelta@minotstateu.edu ....................... Janna McKechnie – Student Center 302 ......... 3373
   Sigma Tau Lambda ...................................... sigmataulambda@minotstateu.edu .................. Devin McCall – Dakota Hall ..................... 3993
   Spanish Club .............................................spanishclub@minotstateu.edu ....................... Paul Cristofaro – Hartnett 204E ................. 4048
   Special Olympics .......................................somsu@minotstateu.edu ................................ Lori Barnes – Memorial 205A ...................... 3139
   Student Activities Committee (MSU Life) ........msulife@minotstateu.edu .............................. Aaron Hughes – Student Center 2nd Floor ...... 3987
   Student Council for Exceptional Children (SCEC) .SCEC@minotstateu.edu ............................. Jolene Westby – Memorial 210F .................... 4245
   Student Government Association ....................sga@minotstateu.edu ................................. Aaron Hughes – Student Center 2nd Floor ...... 3987
   Students of N.D. United (SNDU) .......................SNDEA@minotstateu.edu .......................... Daniel Conn – Swain 218F ................. 3267
   Student Social Work Organization ....................SSWO@minotstateu.edu ............................ Dionne Spooner – Memorial 230L ............... 3142
   Student Veterans of America ...........................veteransclub@minotstateu.edu ..................... Harry Hoffman – Main 201D ..................... 3284
   Students for Life ...........................................studentsforlife@minotstateu.edu ............... Cole Krueger – Admin 165 ......................... 4361
   Students in Free Enterprise ........................... sife@minotstateu.edu ................................. Vacant
   The Other People of MSU ............................... otherpeopleofmsu@minotstateu.edu .......... Harry Hoffman – Main 201D ..................... 3284
   Women’s Club Hockey ..................................womenshockey@minotstateu.edu ............... Neil Sharpe – Memorial 203C ..................... 3596
   Women’s Network .......................................wn@minotstateu.edu ................................. Alexandra Deufel – Moore 215 .................... 3115
   Young Democrats (Inactive) ......................... youngdemocrats@minotstateu.edu .................. Vacant
section two

POLICIES

Academic Honesty

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g., plagiarism from hard copy of the internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

Activities Policy

In general, MSU students attending Student Activities Committee functions will be admitted free of charge. However, under certain circumstances, MSU students may be charged a nominal fee. MSU students who fail to present their MSU ID, will be charged the guest price. When a student or guest fails to maintain a reasonable standard of conduct, he or she becomes subject to disciplinary action or refusal of admittance to event.

Class Attendance Policy

CLASS ATTENDANCE

Instructors are required to report course enrollment. After the seventh day of a regular (16-week) session in fall/spring and the fourth day of a summer or eight-week session, instructors are required to report students who have never attended any class sessions or logged into their online course(s). If such absence is reported by the instructor, the Registrar's Office will administratively drop or withdraw the student. As a result a “W” will be recorded on the student's official transcript and the course(s) will be subject to published refund policies. The Registrar's Office will notify the student of the changes in his/her enrollment status. If the student would like to re-enroll in the course(s), he/she must obtain approval of the instructor and chair overseeing the course in the form of add slip, along with the department/division stamp.

Students are expected to attend all class sessions of any course for which they are registered. Prior to an instructor reporting course enrollment, instructors may cancel a student who is registered for a course but fails to attend any of the first three hours of class meeting time during the first ten instructional days. This rule allows for early identification of class vacancies to permit other students to add closed classes. Students who know they will be absent from any class should contact the instructor in advance.

However, lack of attendance does NOT guarantee automatic cancellation for students. Each student is held accountable for those courses selected at the time of registration. Only a drop properly processed by Campus Connection will assure the student that a class has been dropped from his/her schedule of classes. Failure to officially drop a class or withdraw from the University will result in failing marks on the student's record.

A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course. Faculty may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s).

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student’s responsibility to communicate with the faculty member prior to his or her absence. Faculty members should have a procedure for student absences in each syllabus that details the method and advance time for students to communicate their absence. If a student notifies the professor in accordance with the faculty member’s policy, students should be allowed to complete class work. If a student does not communicate with the faculty member in advance of the absence, it is up to the faculty member’s discretion whether to allow the student to complete the work. If disputes arise with this policy within the semester, students should contact in progressive order, the faculty member, department chair, and Assistant Vice President for Academic Affairs.

Faculty members who schedule co-curricular activities conflicting with a student’s other scheduled class sessions will be responsible for giving students as much advance notice as possible. The student will be expected to inform his/her other instructors and arrange for whatever makeup work, including examinations, may
be required. If a satisfactory arrangement cannot be made with the faculty member, chair, or Assistant Vice President for Academic Affairs, the student may appeal in writing to the Vice President for Academic Affairs.

As a courtesy to students and faculty, the Vice President for Student Affairs Office contacts faculty on behalf of the student for the following emergencies only if the student will be absent from classes for more than one week:

- Hospitalization
- Death in the family or family illness
- Jury duty
- Military duties

Please note: Notifying the Vice President for Student Affairs Office or faculty members through the Public Information Office DOES NOT constitute an excused absence. It is up to the discretion of the professor whether or not students will be excused from class or allowed to make up any missed work. Faculty members requiring an excuse to make up missed work must obtain it directly from the student.

Communications Proficiency Policy

Implementation of SBHE Policy 609

The North Dakota University System (NDUS) policy requires that institutions must develop policies to implement a process for students to register concerns or file complaints if they believe a person involved in classroom instruction is not proficient in written and oral English communication skills.

At Minot State University, if a student feels that their classroom instruction is compromised because their instructor is not proficient in oral or written English communication skills, he/she must first bring the concern to the course instructor. The instructor will review the student concern and respond to the student within 14 days.

If the student believes that the instructor’s response does not remedy the concern, the student can appeal the instructor’s decision within 14 days to the Vice President for Academic Affairs. The student should put his/her concerns in writing and discuss those concerns with the Vice President for Academic Affairs, who will then review the student’s concerns and the instructor’s response and make a decision as to how to address the concern.

If the student is still dissatisfied, the student may request that the case be reviewed at a hearing by the Student Rights Committee. The formal request for the hearing must be received by the Registrar within 14 days after completion of the Vice President for Academic Affairs’ review and decision. The decision of the Student Rights Committee shall be considered final.

At any time, the student may contact the Vice President for Student Affairs for advice on how to file a communication proficiency complaint. The Vice President for Student Affairs will report complaints to the appropriate chair and the Vice President for Academic Affairs.

This policy recognizes and is compliant with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and prohibits discrimination against qualified individuals with disabilities.

History: April 2006

Computing Policy and Procedures

1901.2 Computer and Network Usage

SBHE Policy

INDEX

1. DEFINITIONS

2. INDIVIDUAL PRIVILEGES

2.1 Privacy

2.2 Encryption and password protection

2.3 Freedom from harassment and undesired information

2.4 Appeals of sanctions

3. INDIVIDUAL RESPONSIBILITIES

3.1 Respect for rights of others and legal and policy restrictions

3.2 Responsible use of resources

3.3 Information Integrity

3.4 Use of personally managed systems

3.5 Access to computing and networking resources

3.6 Attempts to circumvent security

3.7 Academic dishonesty

3.8 Personal business

4. NDUS AND NDUS INSTITUTION PRIVILEGES

4.1 Control of access to information

4.2 Imposition of sanctions

4.3 System administration access

4.4 Monitoring of usage, inspection of electronic information

4.5 Suspension of individual privileges

4.6 Retention of access

4.7 Network maintenance

5. NDUS AND NDUS INSTITUTION RESPONSIBILITIES

5.1 Risk management

5.2 Security procedures

5.3 Public information services

5.4 Communications and record keeping

5.5 Backup and retention of data

5.6 Schedule of service

5.7 Privacy of records

5.8 Domain name services

5.9 Virus protection software

5.10 Legal software

5.11 Data privacy

6. PROCEDURES AND SANCTIONS

6.1 Investigative contact

6.2 Responding to security and abuse incidents

6.3 First and minor incident

6.4 Subsequent and/or major violations

6.5 Range of disciplinary sanctions

6.6 Appeals

1. DEFINITIONS

Authorized use: Use of computing and networking resources shall be limited to those resources and purposes for which access is granted. Use for political purposes is prohibited (see Section 39-01-04 of the ND Century Code). Use for private gain or other personal use not related to job duties or academic pursuits is prohibited, unless such use is expressly authorized under governing institution or system procedures, or, when not expressly autho-
rized, such use is incidental to job duties or limited in time and scope, and such use does not: (1) interfere with NDUS operation of information technologies or electronic mail services; (2) burden the NDUS with incremental costs; or (3) interfere with the user’s obligations to the institution or NDUS.

Authorized user(s): Computing and networking resources are provided to support the academic research, instructional, outreach and administrative objectives of the NDUS and its institutions. These resources are extended to accomplish tasks related to the individual’s status with NDUS or its institutions. Authorized users are (1) current faculty, staff and students of the North Dakota University System; (2) individuals connecting to a public information service (see section 5.3); and (3) other individuals or organizations specifically authorized by the NDUS or an NDUS institution. For the purposes of this policy, no attempt is made to differentiate among users by the user’s group. These policies treat all users similarly, whether student, faculty, staff or other authorized user, in terms of expectations of the user’s conduct.

Campus IT Department: Official central information technology department as designated by the institution’s president or chief executive officer.

Campus Information Technology Security Officer: Individual, designated by the Institution, responsible for IT security policy education and enforcement, and coordination of incident investigation and reporting.

Campus Judicial Officers: The designated Campus Judicial Officers for students, or appropriate supervising authority for faculty and staff, as defined by the Institution.

NDUS Chief Information Officer Council representative (CIO): The senior staff member responsible for information technology.

Computing and networking resources: Computing resources and network systems including, but not limited to, computer time, data processing, and storage functions; computers, computer systems, servers, networks, and their input/output and connecting devices; and any related programs, software and documentation. Further, it is understood that any device that connects to a campus network, whether wired or wireless, is expected to comply with all NDUS and institutional policies and procedures.

Electronic information: Any electronic text, graphic, audio, video, digital record, digital signature or message stored on or transported via electronic media. This includes electronic mail messages and web pages.

HECN: The North Dakota Higher Education Computer Network, which has been given the responsibility of maintaining the computer and network systems for the North Dakota University System.

Institution: One of the eleven colleges or universities within the North Dakota University System.

Open record: Electronic information used in support of college, university or NDUS business, regardless of where the electronic information originated or resides may be subject to open records laws of North Dakota (see Section 44-04-18 of the ND Century Code).

Scrubbed: The act of ensuring that no data is retrievable from a storage device according to current “best practice.”

Sensitive data: Any data, the unauthorized disclosure of which may place the Institution or NDUS at risk.

Server: Any device that provides computing service to multiple computers or individuals.

Student record: As defined by the Family Educational Rights and Privacy Act of 1974 (FERPA), a student educational record includes records containing information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.

Unit: Department, office or other entity within an institution.

Update: A new release (or version) or a piece of software that is generally understood to be an error correction release and does not contain new functionality.

Upgrade: A new release (or version) of a piece of software that contains new functionality.

User: See Authorized User(s)

2. INDIVIDUAL PRIVILEGES
The following individual privileges are conditioned upon acceptance of the accompanying responsibilities within the guidelines of the Computer and Network Usage Policy.

2.1 Privacy
In general, all electronic information shall be free from access by any but the authorized users of that information. Exceptions to this basic principle shall be kept to a minimum and made only when essential to:
1. meet the requirements of the state open records law and other statutory or regulatory requirements;
2. protect the integrity of the College or University and the rights and property of the State;
3. allow system administrators to perform routine maintenance and respond to emergency situations such as combating “viruses” and the like (see 4.3, 4.4).

2.2. Encryption and password protection
When using encryption utilities or password protection schemes on institutional information or computing equipment, a unit-level recovery process must be used. No data protection schemes may be used to deprive a unit or institution from access to data or computing equipment to which they are entitled.

2.3. Freedom from harassment and undesired information
All members of the campus community have the right not to be harassed by computer or network usage of others (see 3.1.3).
2.4. Appeals of sanctions
Individuals may appeal any sanctions according to the process defined for their Institution.

3. INDIVIDUAL RESPONSIBILITIES
Each member of the campus community enjoys certain privileges and is responsible for the member’s actions. The interplay of these privileges and responsibilities engenders the trust and intellectual freedom that form the heart of this community.

3.1. Respect for rights of others and legal and policy restrictions
Users are responsible to all other members of the campus community in many ways. These include the responsibility to:
• respect and value the right of privacy;
• recognize and respect the diversity of the population and opinion in the community, and;
• comply with NDUS and Institution policy and all laws and contracts regarding the use of information that is the property of others.

3.1.1 Privacy of information
All electronic information which resides on NDUS and institution computers, and any data on any device that connects, wired or wireless, to the campus network may be determined to be subject to the open records laws of North Dakota.

Individuals are prohibited from looking at, copying, altering, or destroying another individual’s electronic information without explicit permission (unless authorized or required to do so by law or regulation). The ability to access a file or other information does not imply permission to do so unless the information has been placed in a public area such as a web site.

The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. The NDUS Data Classification and Information Technology Security Standard further defines and explains NDUS and institution data classifications, standards, and security responsibilities.

Except to the extent that a user lacks control over messages sent to the user, electronic information is deemed to be in the possession of a user when that user has effective control over the location of its storage.

3.1.2 Intellectual property
Users are responsible for recognizing and honoring the intellectual property rights of others. Users are prohibited from using, inspecting, copying, storing, and redistributing copyrighted material and computer programs in violation of copyright laws. Software subject to licensing must be properly licensed and all users must strictly adhere to all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.).

When reproducing or distributing information, users are responsible for the observation of copyright rights and other intellectual property rights of others and all state and federal laws, Institutional and NDUS policies. Generally materials owned by others cannot be used without the owner’s permission. Written consent from the copyright owner is normally necessary to reproduce or distribute copyrighted material. There are some exceptions such as fair use in teaching and in research.

Documentation of consent to use copyrighted materials must be kept on record and made available to institution officials upon request. The NDUS assumes no obligation to monitor users for infringing activities, but will, when such activities are called to the appropriate official’s attention, investigate to determine if there is likely infringement and make appropriate responses.

Users should also be careful of the unauthorized use of trademarks. Certain uses of such marks online on websites or in domain names can constitute trademark infringement. Unauthorized use of an institution’s name in these situations can also constitute trademark infringement.

3.1.3 Harassment
Users may not use NDUS or NDUS Institution computers or networks to harass any other person.

Prohibited activities include, but are not limited to: (1) intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient’s immediate family; (2) intentionally using the computer to contact another person repeatedly with the intent to annoy, harass or bother, whether or not an actual message is communicated, and/or the purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) intentionally using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right or institutional sanction to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another; or (5) Intentionally using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.

3.2. Responsible use of resources
Users are responsible for knowing to which resources they have been granted access, and refraining from all acts that waste or prevent others from using these resources, or from using them in ways proscribed by the NDUS or NDUS institutions or state or federal laws.

3.3. Information integrity
Electronic information is easily manipulated. It is the user’s responsibility to verify the integrity and completeness of information compiled or used. No one should depend on information or communications to be correct if the information or communication is contrary to expectations. It is important to verify that information with the source.

3.4. Use of personally managed systems
Any device connecting directly to a NDUS or institution network, whether via wire or wireless or modem device must be administered and maintained in a manner consistent with the policies of the NDUS and institution and all applicable laws, including access and
security issues. Anti-virus software should be installed and any software installed (especially operating system and anti-virus software) should be kept up-to-date with regard to security patches.

Personal firewalls should be deployed when their installation will not interfere with the function of the device or the administration of the network; and such firewalls should be configured to allow minimal traffic.

At a minimum, password facilities should be utilized to ensure that only authorized individuals can access the system.

Passwords should be a minimum of eight characters and a combination of upper and lower case letters, numbers and special characters, as the system allows. They should not be words found in a dictionary. Nor should they be something that is easily discerned from knowledge of the owner. Passwords should not be written anywhere and not sent via email or shared with others. System administrators will ensure that passwords are not readable in plain text on the systems.

The administrative account/login and password should be changed to values specified by the campus IT department; and any system default “guest” account/login should be assigned a password and disabled.

All unnecessary software and services should be disabled.

Any device configured as a server must be registered with the campus IT department.

The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. The NDUS Server Information Technology Security Standard further defines NDUS and institution server standards and security responsibilities.

It is the responsibility of the owner/administrator of a personally managed system to maintain logs appropriate to the type of server and to make those logs available to NDUS or institution personnel as needed.

The HECN manages the name space and IP subnets for the NDUS. Policies pertaining to these services can be found at http://www.ndus.nodak.edu/uploads/document-library/835/1901.2-DNS.PDF

3.4.1 Video transmission devices
All audio and/or video transmission devices (web cams, etc.) must be utilized in a manner consistent with these policies and all applicable laws.

3.5. Access to computing and networking resources
The NDUS makes every effort to provide secure, reliable computing and networking resources. However, such measures are not foolproof and the security of a user’s electronic information is the responsibility of the user.

Administrative desktop computers should be behind locked doors when the office is unoccupied and access to these devices should be based on minimal need.

Under no circumstances may an external network be interconnected to act as a gateway to the campus network without coordination and explicit approval from the campus IT department.

3.5.1 Sharing of access
Access to computing and networking resources, computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services.

Institution Departments or Administrative Offices; or Institution-wide Help Desk or information functions; or officially recognized Faculty, Staff or Student Organizations may be granted permission for multi-user accounts with common authentication, for approved purposes. Requests for these types of accounts must come from the individual assuming responsibility for the activity of the account and be approved by the NDUS Chief Information Officer Council representative. Only the person responsible for the activity of the account is authorized to share access and authentication information and only persons individually entitled to access NDUS systems may be given access to these accounts.

3.5.2 Permitting unauthorized access
Authorized users may not run or otherwise configure software or hardware to intentionally allow access by unauthorized users (see section 1).

3.5.3 Use of privileged access
Access to information should be provided within the context of an authorized user’s official capacity with the NDUS or NDUS institutions. Authorized users have a responsibility to ensure the appropriate level of protection over that information.

3.5.4 Termination of access
When an authorized user changes status (e.g., terminates employment, graduates, retires, changes positions or responsibilities within the Institution, etc.), the user must coordinate with the unit responsible for initiating that change in status to ensure that access authorization to all institution resources is appropriate. A user may not use computing and networking resources, accounts, access codes, privileges, or information for which the user is not authorized.

3.5.5. Backups
While the NDUS will make every effort to provide reliable computing facilities, ultimately it is the individual user’s responsibility to maintain backups of their own critical data. Such backups should be stored in a secure off-site location.

3.5.6 Device registration
Any desktop computer and any network addressable device that connects to a campus network should be approved by and registered with the campus IT department.

3.6. Attempts to circumvent security
Users are prohibited from attempting to circumvent or subvert any system’s security measures. Any security incidents should be reported to the system administrators and the Campus IT Security Officer.
3.6.1 Decoding access control information
Users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

3.6.2. Denial of service
Deliberate attempts to degrade the performance of any computer system or network or to deprive authorized personnel of resources or access to any computer system or network are prohibited.

3.6.3 Harmful activities
Harmful activities are prohibited. Examples include, but are not limited to, IP spoofing; creating and propagating viruses; port scanning; disrupting services; damaging files; or intentional destruction of or damage to equipment, software, or data.

3.6.4. Unauthorized activities
Authorized users may not:
- damage computer systems;
- obtain extra resources not authorized to them;
- deprive another user of authorized resources, or
- gain unauthorized access to systems by using knowledge of:
  - a special password;
  - loopholes in computer security systems;
  - another user's password, or
  - access abilities used during a previous position.

3.6.5. Unauthorized monitoring
Authorized users may not use computing resources for unauthorized monitoring or scanning of electronic communications without prior approval of the campus CIO or the campus or NDUS IT Security Officer.

3.7. Academic dishonesty
Use of NDUS computing facilities to commit acts of academic dishonesty will be handled through existing campus procedures which address allegations of academic dishonesty.

3.8. Personal business
Computing and networking resources may not be used in connection with compensated outside work or for private business purposes unrelated to the NDUS or institutions, except in accordance with the NDUS Consulting Policy.

4. NDUS AND NDUS INSTITUTION PRIVILEGES

4.1. Control of access to information
NDUS and NDUS institutions may control access to their information and the devices on which it is stored, manipulated, and transmitted, in accordance with the policies of the Institution and NDUS and federal and state laws. Access to information and devices is granted to authorized NDUS personnel as necessary for the performance of their duties and such access should be based on minimal need to perform those duties.

4.2. Imposition of sanctions
The Institution may impose sanctions on anyone who violates the Computer and Network Usage Policy.

4.3. System administration access
A system administrator (i.e., the person responsible for the technical operation of a particular machine) may access electronic information as required for the maintenance of networks and computer and storage systems, such as to create backup copies of media. However, in all cases, all rights to privacy of information are to be preserved to the greatest extent possible.

4.4. Monitoring of usage, inspection of electronic information
The Electronic Communications Privacy Act allows system administrators or other authorized campus and NDUS employees to access a person’s electronic information in the normal course of employment, when necessary, to protect the integrity of computing and networking resources or the rights or property of the Institution or NDUS. Additionally, other laws, including the U.S.A. P.A.T.R.I.O.T. ACT of 2001, may expand the rights and responsibilities of campus administrators. Electronic information may be subject to search by law enforcement agencies under court order.

The NDUS and Institution may also specifically monitor the activity, systems and accounts of individual users of the Institutions’ computing and networking resources without notice. This includes individual login sessions, electronic information and communications. This monitoring may occur in the following instances:
1. The user has voluntarily made them accessible to the public.
2. It reasonably appears necessary to do so to protect the integrity, security, or functionality of the Institution or to protect the Institution or NDUS from liability.
3. There is reasonable cause to believe that the user has violated, or is violating, Institution or NDUS policies or any applicable laws.
4. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
5. Upon receipt of a legally served directive of appropriate law enforcement agencies.
6. Upon receipt of a specific complaint of suspected or alleged violation of policy or law regarding a specific system or activity.

Any such monitoring must be accomplished in such manner that all privileges and right to privacy are preserved to the greatest extent possible and with the prior permission of the Campus ITSO or CIO, if reasonable.

For further information, please see 2.1 for information on privacy.

4.5 Suspension of individual privileges
NDUS and Institutions operating computers and networks may suspend computer and network privileges of a user:
- to protect the integrity, security or functionality of the Institution or NDUS and/or their resources or to protect the Institution or NDUS from liability;
- to protect the safety or well-being of members of the community, or
- upon receipt of a legally served directive of appropriate law enforcement agencies or others.

Access will be promptly restored when the protections are assured, unless access is suspended as a result of formal disciplinary action imposed by Campus Judicial Officers, HECN or other legal officers.

4.6 Retention of access
User accounts are assigned to a specific individual at a specific institution within the NDUS. When a specific affiliation is terminated, the NDUS or Institution may elect to terminate the user’s account, transfer the account, continue the account for a limited period of time, or, in the case of email, temporarily redirect incoming communications.

4.7 Network maintenance
The HECN and the campus networking personnel have the responsibility of maintaining the networks for the benefit of all authorized users. This implies that, in emergency situations, they may, if there is no other way to resolve a problem, request that a device (whether wired or wireless) be disconnected from the network or powered down, or, if necessary, take such action themselves.

The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. NDUS network standards are further defined in the NDUS Network Information Technology Security Standard.

5. NDUS AND NDUS INSTITUTION RESPONSIBILITIES
The Institution shall ensure that physical or network access to all critical infrastructures shall be monitored; and such access granted and maintained based solely on need.

Individual campuses are expected to develop policies and procedures to address those environments unique to their campus. Such policies or procedures may not be contrary to the express terms or the intent of NDUS policies and procedures.

5.1. Risk management
Periodic risk assessment of information systems infrastructure and data shall be completed by NDUS and Institutions. Any discovered vulnerabilities should be presented to the appropriate campus and NDUS officials.

The networking services and computer operations personnel are responsible for providing adequate disaster recovery plans and procedures for critical systems under their responsibility in the event of a natural or man made disaster.

5.1.1. Physical concerns
Desktop computers and computer peripherals should be protected from theft and vandalism and any institutionally owned devices should be readily identifiable as institutionally owned. Public access computers should be in a monitored area.

Installations with computer and networking resources will implement reasonable security measures to protect the resources against natural disasters, environmental threats, accidents and deliberate attempts to damage the systems.

The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. See NDUS Physical Information Technology Security Standards for additional information.

5.1.2. Configuration concerns
The Institution’s campus IT department shall, for those desktops they manage, change the Administrative login and password, make inaccessible any system defined accounts and turn off any unnecessary software or services. Any access to a server, other than a public server, should be authenticated and logged. Access to all servers should be based on minimal need.

Software with security vulnerabilities will be patched in a timely manner.

The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. Refer to the NDUS Server Information Technology Security Standard for more information.

5.2. Security procedures
The NDUS and Institutions have the responsibility to develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity of individual and institutional computing and networking resources, and to impose appropriate sanctions when security or privacy is abridged.

Each Institution shall designate an Information Technology Security Officer to coordinate the security efforts on their campus. This individual shall be considered an “other school official” determined to have legitimate educational interests for purposes of sharing information under federal law. This person shall coordinate efforts and share information, with other campus officials, as necessary. The Information Technology Security Officer will keep appropriate records of any incidents/investigations on the Officer’s campus and, if requested, share those records with the appropriate NDUS personnel.

The NDUS shall designate an Information Technology Security Officer, who will assist the campus Information Technology Security Officers in their duties and who shall be considered an “other school official” determined to have legitimate educational interests for each campus under federal law.

5.3. Public information services
Institutions may configure computing systems to provide information services to the public at large. (Current examples include, but are not limited to “ftp” and “www”) However, in so doing, any such systems must comply with all NDUS and institution policies and applicable laws. Particular attention must be paid to the following sections of this policy: 1(Authorized use), 3.1.2 (Intellectual Property) and 3.2 (Responsible use of resources). Use of public services must not cause computer or network loading that impairs other services or impedes access.

5.4 Communications and record keeping
It is the responsibility of each institution that provides computing facilities to: inform users of all applicable NDUS computing policies and procedures; to address, through existing campus judicial procedures any resulting complaints to maintain appropriate records and to inform the NDUS CIO designate of the progress and resolution of any incident responses; and provide an environment consistent with these policies and procedures.

5.5 Backup and retention of data
Normal backup procedures are employed for disaster recovery on NDUS and institution systems. Therefore, if a user removes electronic information, it may still be retrievable by the system administrators. These backups may or may not be retained for an extended period of time. Backed-up electronic information may be
available for the investigation of an incident by system administra-
tors or law enforcement personnel. Administrators of the systems
may be required to attempt to recover files in legal proceedings.

For data critical to the function of the Institution, a second set of
backups should be maintained off-site in a secured protected area.

5.6 Schedule of service
Most scheduled maintenance of NDUS computing and networking
resources will be done at pre-announced times. There are
times when some computing and networking resources will be
unavailable due to unforeseeable circumstances. Problems may
arise with electronic information transmission and storage. Such
occurrences may cause a disruption to service or loss of data. The
NDUS assumes no liability for loss of service or data. However, all
efforts must be made to ensure the availability of services at other
than scheduled maintenance times.

5.7 Privacy of records
Campus access to student computer records will be governed
by existing campus records policies. Generally, student records,
including computer records, fall under the Family Educational
Rights and Privacy Act of 1974 (FERPA). The computer records
of a student are educational records and cannot be released with-
out written consent from the student except as elsewhere defined
by institutional policy or state or federal law. The institution’s
response to subpoenas for student records will be carried out as
defined by the institution and state or federal law.

The NDUS CIO is authorized to develop and publish standards
for the NDUS institutions. Standards for institutional data and its
classifications can be found in the NDUS Data Classification and
Information Technology Security Standard.

5.8 Domain name services
The HECN administers the nodak.edu domain and IP subnets
for NDUS. Procedures for adding hosts and related policies can be
found in the “Policy for Name Service and Usage”.

5.9 Virus protection software
The HECN shall make available virus-protection software for
NDUS users and keep available the most current updates.

5.10 Legal software
The Institution shall periodically audit institutionally owned
devices for proper software licenses.

5.11 Data privacy
Any electronic data asset of the NDUS or the Institution shall
be classified as Public, Private or Confidential according to the
NDUS Data Classification and Information Technology Security
Standard.

The owner of data is that person, department or office that is
responsible for the integrity of the data. It is the responsibility of
the owner of the data to classify the data.

It is the responsibility of anyone using or viewing the data to
protect the data at the level determined by the owner of the data or
as mandated by law.

Appropriate efforts must be taken to ensure data integrity, confi-
dentiality and availability.

6. PROCEDURES AND SANCTIONS
The NDUS makes every reasonable effort to protect the rights of
the individual users of its computing and networking resources
while balancing those rights against the needs of the entire user
community. The NDUS and Institution will make every effort
to resolve any system or network problems in the least intrusive
manner possible.

6.1. Investigative contact
If anyone is contacted by a representative from an external law
enforcement organization (District Attorney’s Office, FBI, ISP
security officials, etc.) that is conducting an investigation of an
alleged violation involving NDUS or Institution computing and
networking resources, they must inform the Institution’s Informa-
tion Technology Security Officer and the NDUS Information
Technology Security Officer.

6.2. Responding to security and abuse incidents
All authorized users are stakeholders and share a measure of
responsibility in intrusion detection, prevention, and response.
In the NDUS, the HECN has been delegated the authority to
enforce information security policies and is charged with:

Implementing system architecture mandates, system protec-
tion features, and procedural information security measures to
minimize the potential for fraud, misappropriation, unauthorized
disclosure, loss of data, or misuse.

Initiating appropriate and swift action, using any reasonable
means, in cases of suspected or alleged information security
incidents to ensure necessary protection of NDUS or an Institu-
tion’s resources, which may include disconnection of resources,
appropriate measures to secure evidence to support the investiga-
tion of incidents, or any reasonable action deemed appropriate to
the situation.

All users and units have the responsibility to report any discovered
unauthorized access attempts or other improper usage of NDUS
or Institution computing and networking resources. All users and
units that have reported to them (other than as in 6.1 above) a se-
curity or abuse problem with any NDUS or Institution computing
or networking resources, including violations of this policy are to:

• Take immediate steps as necessary to ensure the safety and
  well being of information resources. For example, if warranted,
  a system administrator should be contacted to temporarily
disable any offending or apparently compromised computer
  accounts, or to temporarily disconnect or block offending com-
  puters from the network (see section 4.5, 4.6 and 4.7).
• Make appropriate reports on any discovered unauthorized ac-
  cess attempts or other improper usage of institution or NDUS
  computing and networking resources.
• Ensure that the following people are notified: (1) The admin-
  istrator of the computer, if known. (2) If appropriate, the cam-
  pus Information Technology Security Officer or the campus
  IT Department.
will not give any legal advice regarding these letters and this letter should not be considered legal advice. Anyone who receives a letter is wholly responsible to respond to the letter and may want to seek appropriate legal advice before responding. As campus network resource users, you need to be aware that you are personally responsible for any copyright infringement originating from your personal or campus computer.

According to the DMCA, Minot State University is not required to monitor network traffic and seek out infringing activities. However, once notified of infringing activities by a copyright owner, the University is required to remove the infringing material from its network. The University is not changing how it responds to complaints of digital copyright infringement. All allegations of violations are treated the same whether the infringement involves music, video, games, or other software. If you have any questions, please call the Help Desk at 858-4444.

Drug Free Campus Policy

1. Minot State University recognizes the serious problems created by the use and abuse of alcohol and other drugs. In response to this awareness, Minot State University is committed to:
   - establish and enforce clear campus policies regarding the use of alcohol and other drugs
   - educate members of the campus community for the purpose of preventing alcohol and other drug abuse
   - create a campus environment that promotes the individual’s responsibility to himself/herself and to the campus community
   - provide resources through counseling and referral services for students who experience alcohol and/or drug problems.

2. Students concerned about their own alcohol and drug use or about that of others are encouraged to contact the MSU Student Affairs Office, the University Student Health Center, or the MSU Counseling Center.

I. STANDARDS OF CONDUCT

The university prohibits the use, possession and/or sale of alcoholic beverages in classrooms, laboratories, bathrooms, offices, residence halls, university housing units, athletic facilities, university vehicles, other campus building areas, public campus areas or in outdoor campus areas.

1. An alcoholic beverage is any fluid or solid capable of being converted into a fluid, suitable for human consumption, and having an alcoholic content of more than 1/2 of 1% by volume, including alcohol, beer, lager beer, ale, porter, naturally fermented wine, treated wine, blended wine, fortified wine, sparkling wine, distilled liquors, blended distilled liquors, and any brewed fermented, or distilled liquor fit for use for beverage purposes or any mixture of the same, and fruit juices.

2. University groups and recognized organizations may not use their funds for the purchase of alcoholic beverages.

3. On-campus parties at which alcoholic beverages are consumed are prohibited.

4. Sale of alcoholic beverages by university groups or recognized student organizations is strictly forbidden. (This is to include
any action that can be remotely construed as alcohol sale such as charging admission to parties, passing the hat, selling empty cups, selling tickets, etc.)

5. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by university groups or organizations.

6. Alcohol/drugs are not to be represented in any academic or instructional setting or in any campus publication in a manner which would:
   a. encourage any form of alcohol abuse or place emphasis on quantity and frequency of use.
   b. portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
   c. associate consumption of alcoholic beverages with the performance of tasks that require skilled reactions such as the operation of specialized equipment, motor vehicles, or athletic performance.

7. The use of alcoholic beverages during all public events held on the MSU campus is strictly forbidden except as provided by this subsection.
   a. This policy does not apply to homes furnished to institution officials, family housing, married student housing, faculty housing or off-campus guest housing.
   b. Alcoholic beverages may be permitted, subject to applicable state and local laws and ordinances, at events in facilities or upon land owned the institution pursuant to a permit signed by the institution’s chief executive or designee. The permit must describe the nature of the event and the date(s), time(s) and place where consumption of alcoholic beverages is permitted. The permit may be for a single event or for events occurring periodically at the designated place during a period of not more than one year.

The use, consumption, and possessing of any narcotic, dangerous drug, and/or controlled substance by any student or employee of the university for which said student or employee does not have a legal license or valid prescription is strictly prohibited. The unlicensed distribution or sale of any narcotic, dangerous drug, or controlled substance by any student or employee of the university is strictly prohibited. When such activity occurs on campus, the university shall initiate appropriate measures, which may include disciplinary action.

When such activity occurs off the premises of the campus, the university nevertheless may consider initiating disciplinary action if the university determines that the activity has a substantial adverse effect upon the university or upon individuals of the university community. Violators will be subject to penalties, which may include separation from the university.

II. THE LAW

State and Federal law will be regarded as the principal bodies of rules governing the use of alcohol/drugs for MSU students. Each person will be held responsible for his/her own behavior. While laws vary from town to town and state to state, some regulations govern all American citizens. You should be aware of all federal, and local laws, as well as MSU alcohol policy. Ignorance does not eliminate your liability.

ALCOHOL

1. The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages.
2. It is illegal to give or sell alcohol to an individual under the age of 21.
3. It is illegal to have an open container of alcohol in any vehicle. (Minot Code of Ordinances also prohibits possession of an open container or consumption of alcoholic beverages upon any street, alley, or other public way or private property which is generally open to the public, except as allowed by special permit issued by the city council)
4. It is illegal to serve alcohol to an intoxicated person.
5. It is illegal to sell alcohol of any kind without a license or permit.
6. Organizations are not immune from prosecution for a legal violation. The officers of that group are usually the parties cited, but every group member is liable.
7. Driving while intoxicated (under the influence OR with .08% or higher blood alcohol content) is a criminal offense.
8. Being intoxicated is not a legal defense for any charge, including assault, rape, vandalism, slander, manslaughter or accident.
9. If an underage person is involved in a drinking/driving crash after leaving a party, the victim(s) of the crash may sue both the person at fault and those who provided the alcohol. **This is true but may be too narrowly focused.** If ANY intoxicated person causes harm to another person or property, the victim(s) may sue both the intoxicated person and those who provided the alcohol including, but limited to, private parties, organizations or businesses, and employees.

It is also illegal by state law and municipal ordinance to be in an alcohol establishment under the age of 21, even if not in possession or while consuming alcoholic beverages with the following exceptions. If the person is 18 or older they may be on the premises if they are a musician, disk jockey, entertainer, or performing duties related to the above exceptions. These people must be under the supervision of someone 21 years of age or older. Those 18 years or older may still serve (but not dispense) and collect money for alcoholic beverages if they are working in a restaurant that serves alcoholic beverages.

DUI (Driving Under the Influence)

1. **What Happens to Your Operators License if You’re Stopped?**
   Under the current law, if you’re arrested for DUI, and refuse chemical testing, the arresting officer will take your operator’s license ON THE SPOT! The ND Department of Transportation (ND DOT) WILL revoke your license for a minimum of one year to a maximum of three years. If you are not licensed in North Dakota, the ND DOT will revoke your North Dakota driving privileges for the same time period and notify your license’s issuing state/province where you may be subject to additional revocation/suspension there.
   - First DUI: 91 days suspension
   - Second DUI in seven years: 365 days suspension
   - Third DUI in seven years: two years suspension

   If your BAC is between .08% and .17% your license (or North Dakota driving privileges if you are licensed elsewhere) will be sus-
3. What Happens If You Cause Death or Serious Injury?
If you cause another person to suffer substantial or serious bodily injury while DUI, you will face a mandatory MINIMUM of one year in prison (ANY previous DUI related convictions, the minimum is two years). The maximum sentence under this statute is five years.

4. What Happens To Your Insurance?
If you are convicted of DUI, if you refuse to take a BAC or PBT test, or if you are driving with a BAC of .08% or more, your annual car insurance rates could double or even triple.

5. Driving while under the influence of alcohol while being accompanied by a minor will push the offense to a Class A misdemeanor.

DRUGS
Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Pencyclidine (PCP), and MDA.

Schedule II: Morphine, Demerol, Codeine, Percodan, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics

Schedule III: Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine

Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium Equanil, Darvon, Darvocet, Pacidyl, Tranxene, Serax, Ionamin (yellow jackets)

Schedule V: Compounds that contain very limited amounts of codeine, dihydorcodeine, ethylmorphine, opium and atropine, such as terpine Hydrate with codeine, Robitussin AC

To Possess (other than marijuana):
To Manufacture, Sell, Deliver (or have intent):
Schedule I, II, or III: Class B felony, for which a maximum penalty of 10 years imprisonment, a fine of $20,000, or both, may be imposed for Schedule I, II, or III narcotics (including marijuana).

Schedule IV: Class C felony, for which a maximum penalty of five years imprisonment, a fine of $10,000 or both, may be imposed.

Schedule V: Class A misdemeanor, for which a maximum penalty of 360 days in jail, a fine of $3,000 or both.

To Possess Marijuana:
No longer defined specifically by weight at it previously was. Very large amounts can still be sufficient evidence of intent to deliver.

Maximum penalty: Class B misdemeanor, for which a maximum penalty of 30 days in jail, a $1,500 fine, or both may be imposed.

NOTE: Medical Marijuana statutes are still being implemented. While statutorily lawful, the mechanisms in which to obtain the medical cannabis are not yet in place (i.e. licensed dispensaries don't yet

2. What Happens If You’re Convicted?
In addition to losing your drivers license, you also face mandatory minimum fines and/or jail sentences:

- First conviction: $500 fine, if your BAC is between .08% and .17%. If your BAC is .18% or higher: $750 PLUS two days imprisonment.
- Second conviction within seven years: $1,500 fine and 10 days in jail and participation in the 24/7 sobriety program for a period of 12 months under mandatory probation.
- Third conviction within five years: $2,000 fine and 120 days in jail. SUPERVISED PROBATION for one year and 24/7 sobriety program participation.
- Fourth or subsequent conviction within 15 years: $2,000 fine, one year and one day in prison, and two years supervised probation and 24/7 sobriety program participation.

All convicted offenders are also required to undergo an alcohol addiction evaluation and provide proof of evaluation and of completion of recommended treatment before his or her driver's license can be reinstated. DUI convictions, refusals to take DUI tests, and driving with a BAC of .08% or more in another state apply in North Dakota.
exist, lawful medical marijuana has not yet been manufactured). No
interstate transportation of medical marijuana is permitted under state
or federal law. Meaning a North Dakota medical marijuana patient
could not obtain their “lawful” marijuana from another state where it
is legal and bring it here.

To Manufacture, Sell, or Deliver Marijuana (or have intent):
Maximum penalty: Class B felony, for which a maximum penalty of
10 years imprisonment, a fine of $20,000, or both, may be imposed.

NOTE: Increased penalties for aggravating factors in many felony
drug offenses include, but are not limited to, being within 300
feet of a school between 6:00 am and 10:00 pm while school is
in session (also note that university campuses and daycare centers
have been removed from this description) and being armed with a
firearm during the commission of the offense. Generally speaking,
this causes offenses to be elevated to the next higher classification.
For example a class B felony would elevate to a class A felony where
they maximum penalty would become 20 years imprisonment.

Drug Paraphernalia: All equipment, products and materials of
any kind which are used, intended for use, or designed for use in
planting, propagating, growing, harvesting, manufacturing, comp-
ounding, converting, producing, processing, preparing, testing, analys-
ing, analyzing, packaging, repackaging, storing, containing, conceal-
ing, injecting, ingesting, inhaling or otherwise introducing to the
human body a controlled substance.

Possession of drug paraphernalia to manufacture, produce, etc. con-
trolled substances (other than marijuana) is a class C Felony, with
a maximum sentence of 5 years in prison, a $10,000 fine or both
may be imposed. Possession of drug paraphernalia to manufacture,
produce, etc. marijuana is a class A misdemeanor, with a maximum
penalty of a year in jail or a fine of $3000, or both may be imposed.

Possession of drug paraphernalia that can be used for inges-
tion of a controlled substance (other than marijuana) is a class A
misdemeanor for the first offense, a class C felony for subsequent
offenses. Possession of marijuana paraphernalia for ingestion is a
class B misdemeanor.

Ingestion of a controlled substance is a class A misdemeanor unless
the substance is marijuana, then it is a class B misdemeanor.

III. HEALTH RISKS

EFFECTS OF ALCOHOL ABUSE

1. Physical Effects
   a. Increased heart rate and skin temperature.
   b. Loss of simple muscle control leading to slurred speech, poor
      coordination, etc.
   c. Hangover miseries, fatigue, nausea, headache, etc.

2. Mental Effects
   a. Impaired judgment of space, time, consequences.
   b. Impaired thinking and reasoning process, poor concentration
   c. Loss of inhibitions, exaggerated feelings of anger, fear, anxiety

Heavy drinking or frequent drinking to intoxication over an
extended period can have serious consequences such as:
1. Alcoholism
2. Damage to brain cells
**Heroin**

**Brief Description:** An addictive drug that is processed from morphine and usually appears as a white or brown powder.

**Street Names:** Smack, H, ska, junk, and many others.

**Effects:** Short-term effects include a surge of euphoria followed by alternately wakeful and drowsy states and cloudy mental functioning. Associated with fatal overdose and- particularly in users who inject the drug-infectious diseases such as HIV/AIDS and hepatitis.

**Statistics and Trends:** In 2006, 560,000 Americans age 12 and older had abused heroin at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 0.8% of 8th graders, 0.8% of 10th graders, and 0.9% of 12th graders had abused heroin at least once in the year prior to being surveyed.

**Inhalents**

**Brief Description:** Breathable chemical vapors that users intentionally inhale because of the chemicals’ mind-altering effects. The substances inhaled are often common household products that contain volatile solvents or aerosols.

**Street Names:** Whippets, poppers, snappers.

**Effects:** Most inhalants produce a rapid high that resembles alcohol intoxication. If sufficient amounts are inhaled, nearly all solvents and gases produce a loss of sensation, and even unconsciousness.

**Statistics and Trends:** The NIDA-funded 2007 Monitoring the Future Study showed that 8.3% of 8th graders, 6.6% of 10th graders, and 3.7% of 12th graders had abused inhalants at least once in the year prior to being surveyed.

**LSD (Acid)**

**Brief Description:** One of the strongest mood-changing drugs. It is sold as tablets, capsules, liquid, or on absorbent paper.

**Street Names:** Acid, blotter, and many others.

**Effects:** Unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

**Statistics and Trends:** In 2006, 666,000 Americans age 12 and older had abused LSD at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 1.1% of 8th graders, 1.9% of 10th graders, and 2.1% of 12th graders had abused LSD at least once in the year prior to being surveyed.

**Marijuana**

**Brief Description:** The most commonly used illegal drug in the U.S. The main active chemical is THC.

**Street Names:** Pot, ganga, weed, grass, and many others.

**Effects:** Short-term effects include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

**Statistics and Trends:** In 2006, 25 million Americans age 12 and older had abused marijuana at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 10.3% of 8th graders, 24.6% of 10th graders, and 31.7% of 12th graders had abused marijuana at least once in the year prior to being surveyed.

**MDMA (Ecstasy)**

**Brief Description:** A drug that has stimulant and psychedelic properties. It is taken orally as a capsule or tablet.

**Street Names:** XTC, X, Adam, hug, beans, love drug.

**Effects:** Short-term effects include feelings of mental stimulation, emotional warmth, enhanced sensory perception, and increased physical energy. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

**Statistics and Trends:** In 2006, 2.1 million Americans age 12 and older had abused MDMA at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 1.5% of 8th graders, 3.5% of 10th graders, and 4.5% of 12th graders had abused MDMA at least once in the year prior to being surveyed.

**Methamphetamine**

**Brief Description:** An addictive stimulant that is closely related to amphetamine, but has longer lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction.

**Street Names:** Speed, meth, chalk, ice, crystal, glass.

**Effects:** Increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

**Statistics and Trends:** In 2006, 1.9 million Americans age 12 and older had abused methamphetamine at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 1.1% of 8th graders, 1.6% of 10th graders, and 1.7% of 12th graders had abused methamphetamine at least once in the year prior to being surveyed.

**Tobacco/Nicotine**

**Brief Description:** One of the most heavily used addictive drugs in the U.S.

**Effects:** Nicotine is highly addictive. The tar in cigarettes increases a smoker’s risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

**Statistics and Trends:** In 2006, nearly 73 million Americans age 12 and older had used a tobacco product at least once in the month prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 7.1% of 8th graders, 14.0% of 10th graders, and 21.6% of 12th graders had used cigarettes and 3.2% of 8th graders, 6.1% of 10th graders, and 6.6% of 12th graders had used smokeless tobacco at least once in the month prior to being surveyed.

**PCP/Phencyclidine**

**Brief Description:** Illegally manufactured in labs and sold as
tablets, capsules, or colored powder. It can be snorted, smoked, or eaten. Developed in the 1950s as an IV anesthetic, PCP was never approved for human use because of problems during clinical studies, including intensely negative psychological effects.

Street Names: Angel dust, ozone, wack, rocket fuel, and many others.

Effects: Many PCP users are brought to emergency rooms because of overdose or because of the drug’s unpleasant psychological effects. In a hospital or detention setting, people high on PCP often become violent or suicidal.

Statistics and Trends: In 2006, 187,000 Americans age 12 and older had abused PCP at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study does not measure PCP use among 8th and 10th graders but showed that 0.9% of 12th graders had abused PCP at least once in the year prior to being surveyed.

Prescription Medications

Brief Description: Prescription drugs that are abused or used for nonmedical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity).

Street Names: Commonly used opioids include oxycodone (OxyContin), propoxyphene (Darvon), hydrocodone (Vicodin), hydromorphone (Dilaudid), meperidine (Demerol), and diphenoxylate (Lomotil). Common central nervous system depressants include barbiturates such as pentobarbital sodium (Nembutal), and benzodiazepines such as diazepam (Valium) and alprazolam (Xanax). Stimulants include dextroamphetamine (Dexedrine) and methylphenidate (Ritalin).

Effects: Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures, and irregular heartbeat.

Statistics and Trends: In 2006, 16.2 million Americans age 12 and older had taken a prescription pain reliever, tranquilizer, stimulant, or sedative for nonmedical purposes at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 2.7% of 8th graders, 7.2% of 10th graders, and 9.6% of 12th graders had abused Vicodin and 1.8% of 8th graders, 3.9% of 10th graders, and 5.2% of 12th graders had abused OxyContin for nonmedical purposes at least once in the year prior to being surveyed.

Steroids (Anabolic)

Brief Description: Mostly synthetic substances similar to the male sex hormone testosterone. Some people, especially athletes, abuse anabolic steroids to enhance performance and appearance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible.

Effects: Major effects of steroid abuse can occur due to hormone imbalances in the body. In males, adverse effects may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. In teenagers, growth may be halted prematurely and permanently. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

Statistics and Trends: The NIDA-funded 2007 Monitoring the Future Study showed that 0.8% of 8th graders, 1.1% of 10th graders, and 1.4% of 12th graders had abused anabolic steroids at least once in the year prior to being surveyed.

IV. WHERE TO TURN FOR HELP
Minot State University offers counseling services which can be used for referrals to appropriate support agencies for individuals seeking assistance in drug and alcohol evaluation, intervention, treatment, and aftercare. Students may initiate help for themselves or others by contacting the Student Development and Health Center.

Other agencies in addition to those listed below may be found in the yellow pages of the telephone book under “Alcoholism Information and Treatment” and “Drug Abuse Information and Treatment.”

Alcoholics Anonymous—515 Club
838-2740
515 5th Ave NW
Minot, ND 58701

Alcoholics Anonymous—700 Club
839-6091
700 16th Ave SW
Minot, ND 58701

Alcohol Education/Alcoholic Counseling
North Central Human Service Center
857-8500
1015 S. Broadway, Suite 18
Minot, ND 58701

Eaton and Associates
839-0474
1705 4th Ave NW
Minot, ND 58703

Minot AFB Mental Health Clinic
723-5527
10 Missile Ave.
Minot Air Force Base, ND 58705-5000

Psychological Services
852-9113
600 22nd Ave NW
Minot, ND 58701

Psychological Services
852-9113
600 22nd Ave NW
Minot, ND 58701

Village Family Services
852-3328
20 1st St SW
Minot, ND 58701
V. VIOLATION SANCTIONS FOR STUDENTS

Disciplinary action will be adjudicated as outlined in the Student Conduct Policy in the Student Handbook for violation of drugs and alcohol policies. Individual students or organizations found in violation of MSU policy may be subject to one or more of the following disciplinary actions as well as subject to prosecution by the appropriate civil authorities.

1. **Eviction** — is the formal removal of a student from university housing.

2. **Withholding Transcripts and Grades** — is a refusal by the university to provide transcripts and grades to the student, to other institutions, to employers, and to other agencies.

3. **Fine** — is the imposition of a monetary penalty. Besides its use as a disciplinary sanction, it may also be used to compensate the university for a monetary loss.

4. **Warning** — is a discussion of misconduct which becomes a matter of at least temporary record.

5. **Probation** — indicates that continued enrollment is conditional upon good behavior during a specified period. It is a matter of temporary record and may include specific restriction of activity.

6. **Suspension** — is a temporary withdrawal of the privilege of enrolling in the university for a specific period. Suspensions may be deferred to allow completion of an academic term, after which it is automatically invoked. During a period of deferment, the suspension may be enacted immediately by the university administration, if additional misconduct occurs.

7. **Expulsion** — is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year.

Federal Student Financial Aid Penalties for Drug Law Violations

Your eligibility for federal student aid (grants, loans, or work-study) may be suspended if you were convicted for an offense involving the possession or sale of illegal drugs during a period of enrollment in which you received federal student aid. If you have been convicted of a drug offense, contact the MSU Financial Aid Office immediately and preview the FAFSA Drug Eligibility Worksheet.

If your eligibility for federal student aid has been suspended due to a drug conviction, you can regain eligibility early by successfully completing an approved drug rehabilitation program or by passing two unannounced drug tests administered by an approved drug rehabilitation program. If you regain eligibility during the award year, notify the MSU Financial Aid Office immediately so you can get any aid you’re eligible for.

Emotional Support Animal Policy

**INTRODUCTION**

Minot State University (MSU) follows the most recent guidance from the Department of Justice (DOJ) and the Fair Housing Amendments Act (FHAA) regarding Emotional Support Animals (ESA). In accordance with FHAA and DOJ, MSU policy explains the specific requirement applicable to an individual’s use of an ESA in University housing. MSU reserves the right to amend this policy as circumstances require. This policy applies solely to ESAs which may be necessary in University housing. It does not apply to “service animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) on campus.

Minot State University (MSU) is committed to making reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of ESA animals as a reasonable accommodation may be permitted to bring such animals on campus provided they comply with Minot State University’s policies and procedures regarding such animals. Students who are seeking to bring an Emotional Support Animal to campus must first contact the Disability Services Coordinator. The student will be asked to provide specific documentation pertaining to the request before the final decision is made. The Disability Services Coordinator, in collaboration with the Accommodations Committee, will review each request on a case by case basis.

When living in, or applying to live in university housing, students should submit their ESA request to the Disability Services Coordinator, at the same time complete their residential housing application to MSU Housing. The animal MUST NOT be in residence prior to approval per this policy. The approval of a request is specific to each animal, and is not transferable to another animal.

Students who are requesting an accommodation of an Emotional Support Animal must reapply with the Disability Services Coordinator each academic year.

**DEFINITIONS**

**Emotional Support Animal:** Under the FHAA, an “emotional support animal” is defined as an animal that alleviates one or more identified symptoms or effects of a person’s disability. It allows the student with a disability to receive full benefits or enjoyment of the residence facility.

“Emotional Support Animals” (ESA) are a category of animals that provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability. In most cases, ESAs provide the necessary support to individuals with a disability without any formal training or certification. Dogs are commonly used as ESAs, but any animal may serve a person with a disability as an ESA. Emotional Support Animals are prescribed to an individual with a disability by a healthcare professional or mental health professional. Emotional Support Animals are an integral part of a person’s treatment process to assist in alleviating the symptoms of an individual’s disability. There must be a relationship, or nexus, between the individual’s disability and the assistance the animal provides. Species other than dogs or domestic cats will be considered on a case by case basis.

Emotional Support Animals are not Service Animals and do not accompany an individual at all times. Therefore, Emotional Support Animals are only to be permitted in the individual’s privately assigned individual living accommodations (e.g., room, suite, and apartment) except to the extent the individual is taking the
animal out for natural relief. These animals are not allowed in any other campus buildings. Students living off campus should note that Emotional Support Animals ARE NOT allowed in campus buildings.

**Owner:** The “Owner” is the individual who has requested the accommodation and has received approval to bring an ESA into University Housing.

**Pet:** A “Pet” is defined as an animal that is kept for ordinary use and companionship. A pet is not considered a Service or Emotional Support Animal. Animals defined strictly as “pets” are not allowed to live on campus in the residence halls or apartment buildings that are controlled by Minot State University.

**EMOTIONAL SUPPORT ANIMAL POLICIES AND PROCEDURES**

A student who is living in on-campus housing (residence halls or apartments) must make a formal request to the Disability Services Coordinator for an accommodation. To make this formal request, the student must submit a completed “Request for Disability Accommodation or Adjustment Due to Medical Condition” form. If a student is currently not living on campus, the student should submit their ESA request to the Disability Services Coordinator, at the same time complete their residence life application to MSU Residence Life and Housing Office.

The review process may take up to 60 days or more. Students should submit their request to the Disability Services Coordinator at least 60 days prior to the date the student would like to bring the animal into on-campus housing. This timeframe will allow for the review process and has received approval to bring an ESA into University Housing.

The Accommodations Committee may decline to approve a request for an Emotional Support Animal; (1) if the application is not completed, and/or (2) if a requested accommodation is unreasonable. A requested accommodation is unreasonable if it presents an undue financial or administrative burden on the University, poses a substantial and direct threat to personal or public safety or to the property of others, or constitutes a fundamental alteration of the nature of the service or program.

Prior to approval, the Accommodations Committee will help to ensure the appropriate accommodations for the Emotional Support Animal are available. The Accommodations Committee may also review the student’s Minot State University judicial records to determine if there are any conduct issues that may affect the student’s ability to effectively control and provide a safe environment for the Emotional Support Animal. When the committee has finished its review, the decision will be sent to the student in writing.

If a requesting student is denied their request for an Emotional Support animal, the student may appeal the decision, by submitting a typed letter, to the Vice President for Student Affairs, within 5 business days. The decision of the VPSA is final.

If the request for an Emotional Support Animal is approved, the requesting student will be required to sign an Emotional Support Animal Agreement with the Residence Life and Housing Office. The Emotional Support Animal Agreement form includes provisions to the above policy that the student must adhere to in order to maintain the approval.

If an Emotional Support Animal request is granted, the Residence Life and Housing staff will make a reasonable effort to notify the other residents of the building where the Emotional Support Animal will be located. This notice will be limited only to information regarding the presence in the building as an accommodation to a student with a disability. There will be no disclosure of the student’s disability. Students who are adversely affected by animals (i.e. respiratory diseases, asthma, severe allergies) are asked to contact Disability Services and/or the Residence Life and Housing office if they are concerned about exposure to an Emotional Support Animal. Affected students may be eligible for an accommodation when living in proximity to an Emotional Support Animal.

The Disability Services Coordinator and the Residence Life Director will collaborate, as needed, to help resolve any conflicts related to an Emotional Support Animal. All staff members will consider the needs and/or the appropriate accommodations of all residents involved.

All roommates and/or suitemates of the Owner must sign an agreement acknowledging that the Emotional Support Animal will be living in the residence with them. If one or more roommate or suitemate does not approve of the Emotional Support Animal, then either the Owner of the Emotional Support Animal, or the non-approving roommate(s) or suitemate(s), may be moved to another location, as determined by the Residence Life Staff.

If an Emotional Support Animal Owner is found to be in violation of the Emotional Support Animal Agreement, then the Emotional Support Animal and/or the Owner may be removed from University Housing.

**OWNER RESPONSIBILITIES**

The Owner of the Emotional Support Animal is expected to accept the following responsibilities:

- The individual must provide written consent for Disability Services to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbors(s). Such information shall be limited to information related to the animal and shall not include information related to the individual’s disability.
- Comply with applicable Local, State, and Federal Laws concerning the ownership of an animal.
- ESA may not be left overnight in University Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities. The minute the Owner leaves the ESA in care of someone else in the residential hall, it is no longer an ESA – it is a pet, and the student caring for it is breaking institutional rules by having a pet in residence.
- Animals must be kept clean, healthy and under the control of the Owner at all times.
  - ESA will not be bathed using residence hall facilities.
  - All required immunizations must be up to date, and a copy
Emotional Support Animals are only allowed to be in the
Animal's waste must be on file with the Residence Life Office.
- If an animal is to be licensed, then a copy of the license must be on file with the Residence Life Office.
- Dogs and cats must be spayed or neutered prior to being brought to campus. A record of the procedure must be on file with the Residence Life Office.
- Dogs or cats must wear a collar with appropriate tags (i.e. vaccinations, contact information) at all times.
- Animals must be fed on a regular and healthy feeding schedule.
- Animals must possess friendly and sociable characteristics. Specific animals can be restricted from the premises by the Director of Residence Life based on any negative behavior.
- Animals and their accoutrements (i.e. heat lamp) must not pose a direct threat to the safety of others.
- The Owner is responsible for prompt clean up and disposal of the animal’s waste.
- The animals waste must be bagged and taken to an appropriate residence hall or apartment dumpster.
- Owners with cats must properly maintain litter boxes. In consideration of the health of the cat and the occupants of the apartment or residence hall room, cat litter box contents must be changed with new litter regularly in accordance with manufacturer recommendations.
- No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.
- Animals must sleep in the owner’s room or apartment. MSU can inspect the residence on a regular basis to determine if there is infestation or other damage to the property.
- Animals must not be disruptive to other students including:
  o Excessive noise.
  o Other behaviors that may be disruptive.
- Minot State University is not responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
- The Owner will name someone (not a student in residence) as the emergency contact should someone else need to care for the ESA unexpectedly.
- The Owner is responsible for any bodily injury or damage caused by the animal to any individual, and is also responsible for the subsequent charges.
- The Owner must notify the Residence Life Office and the Disability Services Coordinator, in writing, when the animal is no longer needed in the residence.
- If the owner is seeking to replace an Emotional Support Animal with another, the student must file a new registration form and file a new request with the Disability Services Coordinator.
- Approvals are only good for the academic year in which the approval is made. A new request must be filed at the beginning of each subsequent academic year.
- Animals must be under the Owner’s control at all times. This means:
  o All animals are to be on a leash, harness, or within a carrier device at all times when outside of the designated living quarters.
- Emotional Support Animals are only allowed to be in the privately assigned residence room except to the extent the individual is taking the animal out for natural relief.
- It is the Owner’s responsibility to keep a dog or cat on flea and tick control.
  o The Owner will be responsible for the cost of eliminating any pest infestation as a result of the animal.
  o The University will contract an appropriate pest control company and bill the student directly if there is a problem.
- When the Owner and/or animal vacates the apartment at the end of their contract period, the University will inspect and clean the unit. The owner will be billed for appropriate cleaning charges.
- Failure to comply with any of the above policies may result in the removal of the animal and the Owner of the animal. The Owner will have 72 hours to remove the animal, or the Owner may be asked to immediately remove the animal based on the circumstances. If the Owner does not remove the animal, both the Owner and animal will be removed.
- Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Financial Aid Office Policies
Federal regulations require institutions participating in federal financial aid programs to measure a student’s progress toward earning a degree. To be eligible to receive financial aid, students must meet all of the institution requirements, be admitted into a degree-granting program, and must meet the following minimum standards:

SAP STANDARDS

1. Grade Point Average (GPA)

Students are required to maintain a minimum cumulative grade point average of 2.0 at the conclusion of each semester based on all Minot State University and transfer undergraduate credits.

2. Attempted/Completed Credits

Students must successfully complete at least 66.667% of the cumulative attempted credits.

- Attempted credits include any credits students are enrolled in as of each semester’s census date (the last day to drop a full semester course and receive a 100% refund; approximately the tenth calendar day of fall or spring term or fifth calendar day of summer term) and any credits added after the census date. Credits dropped or withdrawn from after the census date and failed credits are considered attempted but not completed.

- Successfully completed credits include those courses in which a student receives a passing grade (A, B, C, D, P, or S). Credit hours that are not considered successfully completed include all courses with a grade of F (Failed), I (Incomplete), W (Withdrawn or dropped), or U (unsuccessful).

- Remedial courses are counted as both attempted and completed credits.

3. Maximum Time Limit

Students must successfully complete their degree within 150% of the published number of credits needed to complete their program of study. The maximum number of credits includes all credits attempted while attending Minot State University and any credits attempted at other colleges or universities whether or not federal financial aid was received while completing those credits. Students who are approaching the maximum attempted credit hour limit will receive a Financial Aid Information Service
Indicator on Campus Connection to warn them that they are close to reaching this limit.

4. Appeal Process
A student with special circumstances may appeal his or her financial aid status by submitting documentation explaining and verifying the special circumstance to the Financial Aid Office. A detailed copy of Minot State University's satisfactory progress policy for financial aid eligibility may be obtained from the Financial Aid Office or online at minotstateu.edu/finaid/policies.shtml.

TYPES OF AID AFFECTED BY FINANCIAL AID DISQUALIFICATION:

RESTATEMENT OF ELIGIBILITY
Students who have become ineligible for financial aid can reestablish eligibility by:
1. Successfully completing coursework without federal financial aid to bring their cumulative GPA and rate of completion to the minimum required standard of 2.0 GPA and 66.667% successful completion.
2. Filing an appeal of the Financial Aid Disqualification.
   - The appeal form can be found online at www.minotstateu.edu/finaid.
   - The appeal must include the completed appeal form, letter of explanation, plan of study, and appropriate documentation of extenuating circumstances.
   - Appeals are reviewed by the Financial Aid Office and the results are communicated.

For more information, visit our website at www.minotstateu.edu/finaid/policies.shtml or contact the MSU Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY
Students who withdraw from school and who received federal funds may have to repay a portion of those funds based upon the return of funds formula. The complete policy is available at www.minotstateu.edu/finaid/policies.shtml.

UNOFFICIAL WITHDRAWAL
Students who stop participating in all classes in the midst of a semester without formally withdrawing are considered to have unofficially withdrawn.

If a student earns a passing grade in one or more classes in a semester without formally withdrawing are considered to have unofficially withdrawn.

Students who owe a repayment of funds: (1) will not be entitled to enroll in subsequent terms, (2) will not be eligible to receive additional federal funds, and (3) will have a hold put on their grade transcripts until their account is paid in full. In addition, these students may have their account reported to the U.S. Department of Education for further action.

Books and Supplies Policy
Students who have enrolled and have accepted financial aid on Campus Connection for the upcoming semester will be allowed to charge books and supplies at the MSU Barnes & Noble Bookstore or through the Bookstore website one business day after enrolling and accepting financial aid, beginning 3 business days prior to the beginning of the semester through the end of the 100% refund period for full 16 week courses for Fall and Spring semester and through the end of the 100% refund period for the standard 8 week semester for Summer semester courses. Students may opt out of this option to charge books and supplies at the MSU Barnes & Noble Bookstore by purchasing books and supplies elsewhere utilizing their own resources.
Students who charge books and supplies who do not receive enough total financial aid to pay the full amount of charges due to MSU for the semester must pay any remaining balance by the standard fee payment deadline each semester.

**REPEATED COURSEWORK POLICY**
Regulations prevent the Financial Aid Office from financial aid to be used to pay for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes, you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count towards your enrollment for financial aid purposes.

**ACCESS TO RECORDS**
Files containing information regarding individual students are not open to the general public under the provisions of the Family Educational Rights and Privacy Act of 1974.

**STUDENT CONSUMER INFORMATION**
The Higher Education Opportunity Act requires that all United States academic institutions provide certain consumer information about the University to future and current students, including financial aid information. For your convenience, MSU has consolidated that information on the Student Consumer Information website: minotstateu.edu/finaid/consumer_information.shtml.

**Freshman Housing Policy**
University housing can provide both educational and social opportunities important to the success of students. Experience shows that students who live on campus are more likely to complete their degrees, are more involved with university activities, and graduate at higher rates than students living off campus. The purpose of this policy is to provide Minot State University’s first-year students the best possible start to their college careers.

To promote student success, Minot State University requires undergraduate students who have earned fewer than 24 semester hours and are under 20 years of age prior to the first day of the current semester, to live on campus and purchase a meal plan selected from a number of nutritious options including the new Sandellas and Starbucks dining experiences. Our residence hall and dining programs will help students meet other students, grow as a person, enjoy educational and social opportunities important to the success of students. Experience shows that students who live on campus are more likely to complete their degrees, are more involved with university activities, and graduate at higher rates than students living off campus.

If you have any questions about this policy, please call the Residence Life Office at 701-858-3363 or 800-777-0750 ext. 3363 or visit www.minotstateu.edu/life.

To request an exemption from this policy please use the form on our website at www.minotstateu.edu/life/documents/freshman_housing_policy.pdf

**Inclusive Housing Policy**
**PURPOSE**
The purpose of Inclusive Housing at Minot State University is to allow residents the option to live in a space and with the roommate whom they are most comfortable living with, which will ensure that Residence Life and Housing is a supportive space for residents of all gender identities and gender expressions that vary from the normative gender paradigms.

**PROCESS**
To request a gender neutral option here at Minot State University, please follow the following process:

- Complete your Residence Hall Application and Agreement for the 2017-2018 AY through your Campus Connection Account.
- Contact the Residence Life Office at msu.housing@minotstateu.edu and indicate that you would like to live in a gender neutral assignment.
- If there is a requested roommate, students will have the option to identify the student with which they wish to live. Roommate requests must be mutual.
- MSU Housing will manually make an assignment for a student wishing to live in an Inclusive Housing area.
- Students will have the opportunity to connect with their suitemates via normal channels of communication through Campus Connection.

**Harassment Policy**
It is the policy of Minot State University that there shall be no discrimination against any person or group of persons because of sex, gender, sexual orientation, race ethnicity, color, religion, national origin, pregnancy, age, marital status, veteran’s status, political beliefs or affiliation, or physical or mental (including learning disabilities, intellectual disabilities, past/present history or a mental disorder) disability. Harassment is a form of discrimination that creates a hostile environment in the workplace and the classroom and, therefore, Minot State University will not tolerate harassment in any form. The behavioral standard of this policy applies to faculty, staff, and students, as well as persons conducting business with or visiting the University.

Harassment is defined as verbal, nonverbal, social media, or physical conduct towards another person or identifiable group of persons that is severe, persistent, or pervasive and has the purpose or effect of:
- creating an intimidating or hostile education environment, work environment, or environment of participation in a University activity;
- unreasonably interfering with a person’s educational environment, work environment, or environment of participation in a University activity; or
- unreasonably affecting a person’s educational or work opportunities or participation in a University activity.

Employees or students concerned about violations of this policy may request assistance from the University’s Human Resource Officer (located in the Administration Building), the Student Health and Development Center (located in Lura Manor), or an appropriate administrator. In addition, the University’s affirmative action plan and equal opportunity complaint procedure shall be available for any person who wishes to allege a violation of this policy.
Missing Student Policy

POLICY
This policy, with its accompanying procedures, establishes a framework for cooperation among members of the university community aimed at locating and assisting currently enrolled students who are reported missing. A student shall be deemed missing when he or she is absent from the university and/or has been reported missing by another individual without any known reason. All reports of missing students shall be directed to the Student Affairs Office which shall investigate each report. All students shall have the opportunity to identify an individual to be contacted by the university in case a student is determined to be missing. If a missing student is under 18 years of age, the Student Affairs Office is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the Student Affairs Office that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

PROCEDURE
• Anyone who suspects a student may be missing should notify the Student Affairs Office or the Director of Residence Life immediately.
• Any report of a missing student, should be directed to the Student Affairs Office.
• When a student is reported missing the Student Affairs Office shall initiate an investigation to determine the validity of the missing person report. If the report proves to be valid the Student Affairs Office shall:
  – Notify the Minot Police Department within 24 hours after determining that the student is missing.
  – If the missing student is under the age of 18, notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
  – Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
  – Notify the President.
  – Make a determination as to the status of the missing student.
• The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.
• The Office of Student Affairs may also contact the student’s instructors if necessary or beneficial in the situation to the student and/or the instructors.

STUDENT CONTACT INFORMATION
• Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the university registration and is protected under FERPA. This information is accessible by the Student Affairs Office.
• Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. This information is accessible by housing officials and the Student Affairs Office.
• Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation.

Parental Notification Policy

The University has a responsibility to help students whenever MSU personnel believe the student is in need of assistance. This responsibility extends to “notification of parents” which is permitted under 1998 Amendments to the Family Educational Rights and Privacy Act (FERPA). Therefore, parental notification may occur at MSU after the second offense or after any serious offense where alcohol is involved, e.g., assault, DUI, destruction of property, etc., if the student is under the age of 21.

Posting Policy

Minot State University is required to follow the laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity. Minot State University policy prohibits discrimination against persons or groups based on age, race, nationality, sex, sexual orientation, transgender status, marital status, political conviction, religious belief, ability/disability, or family responsibilities in the admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported to the Human Resource Director in the Administration Building.

In keeping with this policy, MSU strives to eliminate discriminatory language on its campus. Discriminatory language used in connection with an individual or a group includes, but is not limited to, (1) stereotyping, or the relegating of one or more people to a category based solely on behavioral, cultural, ideological, intellectual, or physical characteristics, and (2) emphasizing characteristics such as gender, intellectual acumen, occupation, race, religion, or sexual orientation when the emphasis is contextually irrelevant.

Threatening speech and expression toward persons in the Minot State University community is not protected under the First Amendment of the United States Constitution. This includes speech intended to adversely affect the safety, security, and well-being of another person or cause panic; threats to do harm; speech to provoke violence or commit a crime.

Any materials found on campus promoting threatening language or expression may be removed immediately. All promotional materials must be approved, dated, and stamped by the Student Activities Office and originate from a university member or organization. All unapproved material may be removed immediately. Minot State University must be prudent in its efforts to reasonably protect persons in the university community.

STUDENT NOTIFICATION OF THIS POLICY
• Included on the MSU Housing office website
• Discussed at initial semester Housing meetings
• Included in the annual Campus Security Report
• Sent to students by university email
• Included in the annual paper version of the Student Handbook
Service Animals Policy

INTRODUCTION
Minot State University (MSU) follows the ADA and the most recent guidance from the Department of Justice (DOJ) regarding service animals. In accordance with ADA and DOJ, MSU has established the following guidelines for service animals on campus.

SERVICE ANIMALS
The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The ADA allows service animals accompanying persons with disabilities to be on the Minot State University campus. A service animal must be permitted to accompany a person with a disability everywhere on campus except in situations where safety may be compromised or where the service animal may interfere with the fundamental nature of the activities being conducted.

The person a service animal assists is referred to as a “handler.” The handler’s disability may not be visible. Others, including faculty and staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. If others, including faculty and staff have concerns about the appropriateness of a service animal in a given location, contact the Disability Services Office or campus security.

If the service animal resides in a residence hall, it will fall into the MSU Housing Policies and Procedures.

A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement.

Faculty, staff, and students should know the following about service animals:
- Service animals are allowed to accompany the handler at all times and everywhere on campus, except where service animals are specially prohibited. This includes the right to bring the service animal into food service locations.
- Do not pet a service animal without first asking permission; touching the animal might distract it from its work.
- Speak first to the handler.
- Do not deliberately startle a service animal.
- Do not feed a service animal.
- Do not separate or attempt to separate a handler from their service animal.
- In case of an emergency, every effort will be made to keep the animal with its handler.

The following are requirements of service animals and their handlers:
- The animal cannot pose a direct threat to the health and safety of persons on the MSU campus.
- Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, and at-large animals. Dogs must wear a license tag and a current rabies vaccination tag.
- The handler must be in full control of the animal at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- The handler is responsible for cleaning up the animal’s feces. The handler should always carry equipment and bags sufficient to clean up and properly dispose of the animal’s feces. Handlers who are not physically able to pick up and dispose of feces are responsible for making all necessary arrangements for assistance. The University is not responsible for these services.
- The handler is responsible for the care of the animal keeping the animal in good health and well-groomed.
- In keeping with appropriate University policies and procedures, the handler may be charged for damage caused by the handler or the service animal.
- A student with a disability planning to have a service animal in residence in campus housing should consult with Disability Services.
- As much as possible, the handler should ensure that the service animal does not approach and sniff other individuals, dining tables, or the personal belongings of others.
- The handler must assure that the service animal does not block identified fire/emergency exits.
- The handler must assure that the service animal does not display behaviors or noises that are deemed disruptive to others, unless said noise/behaviors are part of the needed disability service to the handler.
- Repeat violations of the above responsibilities of the handler and their service animal will be the removal of the animal until significant steps to mitigate the behavior(s).

For additional information concerning the use of a service animal or other accommodations and services, please contact Disability Services at 701-858-3371.
Sexual Harassment, Discrimination and Sexual Misconduct Policy

This policy seeks to combine and implement the legal, regulatory, and policy requirements regarding sexual discrimination contained within:

a. Titles IV and VII of the Civil Rights Act of 1964
b. Title IX of the Education Amendments Act of 1972
d. The Violence Against Women Act of 2013
e. NDCC 15-10-56. Disciplinary Proceedings – Right to Counsel
f. NDCC 34-06.1-03. Prohibition of Discrimination
g. NDCC 54-06-38. Harassment Policies
h. ND SBHE Policies 514. Due Process Requirements (for students)
i. ND SBHE 603.1. Harassment (for employees)
j. ND SBHE 603.2. Equal Employment Opportunity
k. ND SBHE 605.3. Nonrenewal, Termination or Dismissal of Faculty
l. ND SBHE 605.4. Hearing and Appeals
m. ND SBHE 605.5. Mediation
n. ND SBHE 612. Faculty Grievances

Purpose

To establish Minot State University's policy prohibiting discrimination, harassment in all forms, sexual misconduct, relationship violence, and retaliation related to reports of such conduct. These procedures apply to complaints alleging all forms of sex discrimination (including sexual or gender-based harassment, assault and violence) against employees, students, and third parties. These apply to all university programs and activities, including those conducted off-campus and in Minot State University's graduate schools.

Policy Statement/Overview

Minot State University strives to provide an educational environment where all members of the campus community are expected to conduct themselves in a manner that enhances the well-being of the community. Members of the university community, guests, and visitors have the right to be free from all forms of sexual harassment, discrimination, and sexual misconduct (“Prohibited Conduct”). This policy covers student, faculty, and staff-related matters of Prohibited Conduct, regardless of whether the alleged conduct occurred on or off campus, and regardless of whether the alleged Responding Party is a student, faculty member, staff member, or third party. Examples include acts of sexual violence (including sexual assault and rape), any harassment based on sex or gender, domestic violence, dating violence, and stalking.

Minot State University will not tolerate incidents of harassment, discrimination, or sexual misconduct occurring on or off campus, where relevant, whether there is a hostile environment on campus, or in an off-campus education program or activity. If the off-campus misconduct did not occur within the context of a University program or activity, the University will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus, or in an off-campus education program or activity.

When such an allegation is reported to an appropriate Minot State University official, protective and interim measures will be used. Such measures are to reasonably ensure such conduct ends, the conduct is not repeated, and the effects on the Reporting Party and community are remedied. Measures by the University may include serious sanctions (up to and including termination, suspension, or expulsion, if circumstances warrant) when a Responding Party is found to have violated this policy. Students and employees who retaliate against individuals who report Prohibited Conduct may be subject to disciplinary action.

Employees are required, and students and are strongly encouraged, to report any and all incidents of sexual discrimination, harassment, or sexual misconduct to the Minot State University Office of Safety & Security, Title IX Coordinator, or any Deputy Title IX Coordinator. When an allegation of misconduct is brought to an appropriate University official, Minot State University will respond promptly, equitably, and thoroughly.

This policy manual is written to address the many issues and varying aspects of sexual discrimination. While there are many laws, regulations, policies, and other such sources written for the purpose of preventing or responding to sexual discrimination, the explanation that it takes to satisfy and comply with all of the standards and requirements is a somewhat difficult task. The amount of information in this manual may seem overwhelming, so we’ve attempted to organize it so the reader may easily find and understand the particular aspect that is relevant. If the answer sought does not seem readily available, or needs further clarification, please do not hesitate to contact the Title IX office.

Definitions

Campus Security Authority (CSA). Any University employee whose responsibilities fall under any of the following conditions:

a. A campus security department of an institution
b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department
c. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

CSAs are required by the Clery Act to report certain crimes for statistical purposes.

Coercion. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.
Consent. Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. (Further discussion of consent and North Dakota law is found in the section of “Sexual Misconduct/Violence.”)

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

Domestic Violence. Crimes of violence committed against a victim by: (i) a current or former spouse; (ii) a person with whom the victim shares a child; (iii) a person who is, or has, cohabitated with the victim as a spouse; (iv) a person similarly situated to a spouse of the victim; or (v) any other person against whom the victim is protected under domestic and family violence laws. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

Force. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (Further discussion of force is found in the section of “Sexual Misconduct/Violence.”)

Gender Based Harassment. Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the University’s education or work programs or activities.

Preponderance of the Evidence. Preponderance of the Evidence is the standard by which a determination will be made regarding violations of this policy. It means the decision will be based on whether it is more likely than not that the discrimination occurred.

Regular Employee. A regular employee is a staff or faculty member who is appointed to a continuing position and receiving benefits.

Reporting Party. The Reporting Party is defined as a person who reports being the victim of sexual discrimination.

Responding Party. A Responding Party is defined as a person alleged to have committed sexual discrimination.

Responsible Employee. A responsible employee is obligated to report cases of sexual discrimination of which they become aware. All regular staff and faculty members are responsible employees. Not all CSAs are responsible employees.

Sexual Discrimination. Sexual discrimination includes any action or decision that would limit a person's participation in an MSU program based on that person's sex, gender, or gender orientation.

Stalking. Stalking is a course of conduct directed at a specific person which frightens, intimidates, or harassed that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family and must cause a reasonable person to experience fear, intimidation, or harassment.

ADMISSIONS/FINANCIAL AID
No person shall be discriminated against because of sex, gender, or gender-orientation during the application and admissions processes, or the awarding of financial aid.

ATHLETICS
The MSU Athletic Department realizes that gender equity is a key component in a successful athletics program. Since the inception of Title IX, there is the misconception that gender equity is simply meeting one of the three prongs of the Three-Part Test:
1. Provide participation opportunities for women and men that are substantially proportionate to their respective rates of enrollment as full-time undergraduate students.
2. Demonstrate a history and continuing practice of program expansion for the underrepresented sex.
3. Fully and effectively accommodate the interests and abilities of the underrepresented sex.

Beyond these prongs, gender equity stretches through every program and every student-athlete. It is our goal to provide equitable opportunities for ALL student-athletes to succeed, through various avenues, such as participation, scholarships, and other benefits. These avenues include (but are not limited to) the following:
- provision of equipment and supplies;
- scheduling;
- travel;
- tutoring;
- coaching;
- locker rooms;
- facilities;
- medical and training facilities and services;
- publicity;
- recruiting; and
- support services.

Within the Athletics Department, the Gender Equity/Minority Issues Committee plans to evaluate the Gender Equity Plan on an ongoing basis to ensure progress is made and other issues that may surface are identified and addressed.

EMPLOYMENT
MSU prohibits discrimination on the basis of sex or gender when making decisions regarding employment unless a bona fide occupational qualification exists (BFOQ). This includes (but is not limited to) decisions for hiring, promotion, transfers, and salary administration. A BFOQ would exist if the duties of the position reasonably necessitate the choice of one sex or gender over the other.

All regular staff and faculty are considered responsible employees and are obligated to report cases of sexual discrimination of which they are aware. As an agent of the University, once an employee knows of the incident, then the University knows of the incident. Employees must report such cases to the Title IX office, and that
office will coordinate the University’s response. Employees outside of the Title IX office are not to investigate such cases.

CONSENSUAL RELATIONSHIPS
There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship may also be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. The university does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the university. For the personal protection of members of this community, relationships in which power differentials are inherent (such as faculty-student, staff-student, and administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to either remove the employee from the supervisory or evaluative responsibilities, or shift the other party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes resident advisors and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

SEXUAL MISCONDUCT/VIOLENCE
Sexual misconduct, whether involving violence or not, is a form of sexual discrimination that is prohibited by this policy. Misconduct offenses include, but are not limited to, the following:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same),
3. Non-Consensual Sexual Intercourse (or attempts to commit same),
4. Sexual Exploitation, and
5. Other offenses when based on sex, gender, or gender-orientation.

1. SEXUAL HARASSMENT is:
   a. unwelcome, gender-based verbal or physical conduct that is,
   b. sufficiently severe, persistent or pervasive that it,
   c. unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities, and is
d. based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT is:
   a. any intentional sexual touching,
   b. however slight,
   c. with any object,
   d. by a man or a woman upon a man or a woman,
   e. that is without consent and/or by force.

Examples include: intentional contact with the breasts, buttock, mouth, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/over/breasts, buttocks, groin, genitals, mouth, or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE is:
   a. any sexual intercourse
   b. however slight,
   c. with any object,
   d. by a man or a woman upon a man or a woman,
   e. that is without consent and/or by force.

Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
   a. Invasion of sexual privacy;
   b. Prostituting another student;
   c. Non-consensual video or audio-taping of sexual activity;
   d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
   e. Engaging in voyeurism;
   f. Knowingly transmitting an STD or HIV to another person;

5. OTHER MISCONDUCT OFFENSES that will fall under this policy when based on sex, gender, or gender-orientation include:
   a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
   b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
   c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
   d. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
   e. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment);
   f. Violence between those in an intimate relationship with each other;
To better understand these examples of misconduct, the following points/discussions of consent and force are provided:

1. Consent is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue.

   Individuals should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.

   Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. The perspective of a reasonable person will be the basis for determining whether a Responding Party knew, or reasonably should have known, whether consent was given. However, being intoxicated or incapacitated does not diminish one’s responsibility to obtain consent and will not be an excuse for sexual misconduct.

2. In order to give effective consent, one must be of legal age. According to the North Dakota Century Code:
   a. The “age of consent” is 18 years old in North Dakota.
   b. A person under the age of 15 cannot legally consent to sexual activity under any circumstances.
   c. A person between the ages of 15–17 is legally able to consent to sexual activity if the partner is less than three years older. For example, a 16-year-old can legally consent to engage in sexual activity with a partner who is 18 years old, but not a partner who is 19 years old.
   d. For more detailed information, please see Chapter 12.

3. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (“Have sex with me or I’ll hit you.” “Okay, don’t hit me. I’ll do what you want.”).

   Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

   Seductive behavior might occur when the matter of consent or boundaries is unclear; it is an issue of persuasion. However, one must be very careful when attempting to persuade the other party to participate in sexual activity. The mere fact that one must be persuaded may indicate that some degree of non-consent is present.

   There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

REPORTING SEXUAL DISCRIMINATION

The Office of Civil Rights (OCR) requires that certain employees on campus be deemed Responsible Employees. All regular university employees (faculty, staff, and administrators) have an obligation to report actual or suspected discrimination or harassment to the Title IX Office, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials, thereby offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for a Reporting Party to report crimes and policy violations and these resources will take action when the Reporting Party reports victimization to them. The following describes the two reporting options at university:

Confidential Resources and Reporting

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, meaning they are not required to report actual or suspected Prohibited Conduct to other University officials, thereby offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for a Reporting Party to report crimes and policy violations and these resources will take action when the Reporting Party reports victimization to them. The following describes the confidential reporting options:

- Campus professional counselors assigned to the Student Development Center,
- Campus health service providers,
- Off campus:
  - Licensed Professional Counselors
  - Domestic Violence Crisis Center counselors,
  - The Village Family Services (for employees as our Employee Assistance Program provider)
- On or off-campus members of the clergy/chaplains

The University will seek to balance a complainant’s request for anonymity or not to participate in an investigation with its broader obligation to campus safety. In cases indicating pattern, predation, threats, weapons, and/or violence, Minot State University may be unable to honor a request for confidentiality. If the complainant asks that their name not be disclosed to the Responding Party, or that no investigation be pursued, it may limit the scope of the University’s response.

Other factors may include the seriousness of the alleged conduct, the age of the individual, whether there have been other complaints or reports against the alleged, and the rights of the accused individual to receive information about the accuser and the allegations if sanctions
resulted. If a report of an alleged violation of this policy is made to a resource other than the confidential resources listed above, action must be taken and confidentiality cannot be guaranteed.

REPORTING
The University’s primary concern is the safety of its students, faculty and staff, and to encourage reporting of Prohibited Conduct. All University employees have a duty to report actual or suspected Prohibited Conduct to appropriate officials, though there are some limited exceptions for those that fall under “confidential reporting.” A Reporting Party may want to consider carefully whether they share personally identifiable details with employees who have a duty to report, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Title IX Coordinator(s). To be clear, employees with a duty to report must share all details of the reports they receive.

Failure of a non-confidential employee, as described in this section, to report an incident of sexual discrimination of which they become aware, is a violation of university policy and is subject to disciplinary action ranging from a warning up to and including termination of employment.

1. Reporting Party may request confidentiality.
   If a Reporting Party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Reporting Party may make such request to the Title IX Coordinator and/or Deputy Title IX Coordinator(s), who will evaluate that request in order to ensure the safety of the campus, in compliance with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University may be unable to honor a request for confidentiality. In cases where a Reporting Party requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim support and measures to a Reporting Party and the community, but will not otherwise pursue formal action.

2. Reporting Party will have their complaints promptly and thoroughly investigated.
   Reporting Party has the right and can expect to have complaints taken seriously by the University when reported, and to have those incidents investigated thoroughly and properly resolved through the procedures set forth below. The University will promptly act on any complaint or notice of violation of this Policy when received by Minot Police Department, MSU Campus Safety & Security, Title IX Coordinator or any Deputy Title IX Coordinator, subject to Reporting Party’s request for confidentiality. The University will not discipline a student who makes a good faith report of Prohibited Conduct. Nevertheless, MSU will respond to each report of potential violations of this policy. MSU never assumes a violation of this policy has occurred based solely on an allegation. MSU will respond with the necessary inquiry and or investigation to determine whether the alleged violation has occurred. MSU’s response will take into account the totality of all evidence available from all relevant sources. The outcome of an allegation will be determined based on the preponderance of the evidence. This means that violations of this policy will be based on whether it is more likely than not that the discrimination occurred.

3. Minot State University will conduct an investigation; however, it will be separate from a criminal investigation, though communication with law enforcement will be maintained.
   In campus disciplinary proceedings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable. MSU’s responsibility to enforce this policy is not part of the criminal judicial system. A provision notifying complainants that they may pursue a complaint with the University and the police simultaneously; that the University may need to briefly suspend the fact-finding aspect of a Title IX investigation at the request of law enforcement while the law enforcement agency is in the process of gathering evidence; that the University will maintain regular contact with law enforcement to determine when it may begin its investigation; that the University will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, or sooner if the University determines that the evidence gathering process will be lengthy or delayed; and the University will not delay its investigation until the ultimate outcome of the criminal investigation; however, the University reserves the right to implement appropriate interim measures during any law enforcement agency’s investigative period when the University has temporarily deferred its investigation, to assist and protect the safety of the complainant(s) and the campus community.

   MSU’s response to a report will be more effective if the report is made soon after the incident. In cases where the alleged perpetrator (Responding Party) is no longer affiliated with the MSU campus, MSU will provide support for the Reporting Party, and will attempt to investigate for the purpose of sanctioning the Responding Party. However, the more time passes after the incident, the more difficult it may be for MSU to respond.

   All reports of sexual discrimination are formal reports regardless of the method used. Reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, and the Responding Party. The circle of people with this knowledge will be kept as tight as possible to preserve both the Reporting Party’s and Responding Party’s rights and privacy.

   Anonymous reports can be made by Reporting Party and/or third parties using the online reporting form posted at http://www.minotstateu.edu/title9/incident-reporting.shtml. Note that these anonymous reports may prompt a need for the institution to investigate.

   Reports to the Title IX Coordinator must be made via email, phone, or in person at the contact information below:

   Lisa Dooley
   Title IX Coordinator
   Title IX Office
   Memorial Hall, 4th Floor
   Room 412
   701-858-3447
   titleix@minotstateu.edu
Kevin Harmon  
Deputy Title IX Coordinator for Students  
Vice President, Student Affairs  
Administration Bldg, 1st Floor  
701-858-3140  
kevin.harmon@minotstateu.edu

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**AMNESTY**

The health and safety of students is of primary concern at Minot State University. As such, any student可以 seek assistance from campus security for themselves or others who are intoxicated or drug-impaired.

NDCC section 5-01-08(6) provides that an individual, under the age of 21, is immune from criminal prosecution if that individual:

1. Contacts local emergency response to report another individual under the age of 21 in need of medical assistance due to alcohol consumption, provides assistance to that individual until assistance arrives, and remains on the scene; or
2. Is in need of medical assistance and cooperates with medical assistance and law enforcement personnel on the scene.

It further provides that the maximum number of individuals who may be immune for any one occurrence is five. Individuals providing help must cooperate with medical assistance and law enforcement personnel on the scene. If they do not, their protection under this law is jeopardized.

While neither the student who is impaired or the student(s) assisting the impaired student are exempt from facing disciplinary action under the Minot State University Code of Student Conduct, all efforts made by students to positively impact the health and safety of others will be taken into consideration and may lessen possible disciplinary outcomes.

The amnesty does not apply to other prohibited conduct, including (but not limited to) assault, violence, property damage, or the distribution of dangerous substances, whether legal or illegal.

**RESPONDING TO REPORTS**

**Initial Remedies/Interim Measures**

The University will take prompt and effective steps to end the sexual or gender-based harassment, assault and violence; eliminate any hostile environment; prevent its recurrence; and remedy the discriminatory effects on the victims and others as appropriate. The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect a person’s rights and personal safety. When warranted by the circumstances surrounding a complaint of sexual misconduct, the University may implement protective measures until its investigation is concluded. Violation of these interim measures may be considered grounds for additional complaints of sexual misconduct or as retaliation for the ongoing investigation of sexual misconduct. Requests can be made by the complainant and such interim measures minimize the burden on the complainant. Potential interim measures include, but are not limited to:

- Providing an escort to the Reporting Party so they may move safely on campus
- Interim suspension from campus pending a resolution
- Issuing a no-contact order to the parties, which prohibits any contact between them
- Moving the Reporting Party and/or Responding Party to different on-campus housing
- Altering the class schedule of the parties so they do not attend the same classes
- Providing counseling services
- Providing academic support services
- Reporting the matter to the local law enforcement

Mediation is prohibited in cases of sexual assault, and in cases involving a student complaining of sexual harassment against an employee in a position of authority over the student. Mediation is a negotiated resolution between two parties, therefore, placing a Reporting Party and Responding Party in the same space to address the situation can put the Reporting Party at risk for future abuse. However, mediation may be used only if the parties voluntarily agree to do so. The reporting party will not be required to resolve the problem directly with the responding party. Either party may choose to end the mediation process anytime.

Sexual discrimination may occur a number of different ways, so MSU’s response may not always be the same for each case. Upon receipt of a report of sexual discrimination, the Title IX Coordinator (or designee) will:

- Interview the Reporting Party to clarify the details of the report
- Determine whether the issue is addressed by the sexual discrimination policy
- Conduct a follow-up interview with the Reporting Party when the report comes from a third party
- Provide information regarding support services to the Reporting Party
- Coordinate initial remedies/protective measures appropriate to the case
- Conduct an inquiry to address the issue by communicating with interested parties to resolve an issue not requiring disciplinary sanctions
- Assign an investigator(s) in cases where an individual or a group of individuals are alleged to have violated this policy
INVESTIGATIONS
Investigations will be prompt, equitable, and thorough. Investigations will be conducted fairly and impartially ensuring that both the Reporting Party(s) and Responding Party(s) have an equal opportunity to present all relevant information, documentation, evidence, and witnesses to the incident. The University will not allow conflicts of interest (real or reasonably perceived) by those investigating or adjudicating complaints.

Both the reporting party and responding party have the right to decline to participate in an investigation and in appeals. During the investigation, the Reporting Party, the Responding Party, and all other parties have the equal right to legal representation, though such representation is not required, nor will it be provided by the University. Any restrictions on the lawyers/representatives’ ability to speak or otherwise participate will be applied equally to both parties. Participants not choosing legal representation may have a support person be with them during the interview, however this support person may not be a person who is likely to be interviewed as part of the investigation. Involved parties will have similar and time access to information being considered in the process.

After considering and analyzing all relevant facts and information, the investigator(s) will decide whether a violation of this policy occurred and will provide a report to the Title IX Coordinator. In deciding whether a violation occurred, the investigator(s) will use the “preponderance of the evidence” standard. At a minimum, the report will contain:

a. The allegation(s) and the applicable portion of policy implicated.
b. Any relevant background or history.
c. A summary of the facts and analysis.
d. Conclusion/finding.

The Title IX Coordinator will review the report. In cases where a violation was found by the investigator, the matter will be forwarded to the Vice President of Student Affairs for consideration of possible discipline or sanction. Prior to the issuance of any discipline or sanction, the Vice President of Student Affairs will allow for a hearing in which both parties may present testimony, evidence, and witnesses. Parties also have the right to have an advisor, including an attorney, present during the hearing and to question any information or witnesses presented by the opposing side. In cases where a violation was not found, the Title IX Coordinator will consider any recommendation provided by the investigator(s) and consider any appropriate remedies.

Once the matter is resolved (meaning that remedies and/or sanctions have been determined by the Vice President of Student Affairs), the Title IX Coordinator will provide notices of the outcome to the Reporting Party(s) and the Responding Party(s). The reporting and the responding party are afforded regular updates regarding the status of the investigation.

TIMEFRAMES
Reporting. Reports should be received by the Title IX office as soon as possible following an incident to ensure the best possible opportunity for the University to have access to accurate information. Reports received a year or more after an incident will not be investigated unless both the Reporting Party and Responding Party are still part of the MSU community. MSU will incorporate appropriate interim measures for the safety of the complainant or the MSU community and will conduct investigation to the best of their ability.

Notification of Outcome. The Title IX Coordinator or designee will issue letters notifying the Reporting Party and the Responding Party of the investigation’s outcome within seven (7) days of the final decision.

Expulsion/Suspension. See appeal process.

APPEAL PROCESS
All involved parties are allowed to participate equally in the appeal process. Appeal timelines are based on the date of the Notification of Outcome letter. Appeals of the outcome may be made by either the Reporting Party(s) or Responding Party(s). Appeals must be in writing and sent to the Title IX Coordinator’s office according to the schedule below.

Within 4 working days when the sanction does not involve student suspension, expulsion, or dismissal from student employment.

Initial response. Once a report is received, the Title IX Coordinator or designee will contact the Reporting Party within five (5) calendar days to schedule a time to clarify issues pertaining to the report. Depending upon the Reporting Party’s desire and availability, the Title IX Coordinator (or designee) will then meet with the Reporting Party.

Investigation. When an investigation is part of the response, an investigator(s) will be assigned within three (3) days of the decision to investigate. While each case is different, it is the intent of the University to complete investigations within sixty (60) days.

Notification of Investigation. The Title IX Coordinator or designee will issue letters notifying the Reporting Party and the Responding Party of the University’s intention to investigate a case at least three (3) days before the investigation begins. The Notification of Investigation letter will identify the following: a procedure for promptly and effectively notifying both complainants and respondents of the initiation of an investigation; the potential policy violation(s) at issue; the right to participate in the investigation; the timeframe for responding; and that the investigation may proceed without the participating of either party.

Provisions for Extensions of Time. While each case is different, it is the intent of the University to complete investigations within sixty (60) days. Some cases may require an extension due to investigative processes. The discretion will be that of the Title IX Coordinator.

Sanctions. Once a sanction is determined it will be effective immediately. See appeal process.

a. Student Handbook
b. Within 20 calendar days for faculty when the sanction is dismissal from employment. (SBHE 605.4)
c. Within 5 working days for staff when the sanction is dismissal from employment. (NDUS HR Policy 27.2)
d. Within one year for students when the sanction includes suspension or expulsion. (SBHE 514)

Appeals are not intended to be full investigations of the original complaint or an opportunity for an appellate body to substitute their judgement for that of the assigned investigators. Instead, appeals may be requested to the Title IX Coordinator in the following circumstances:

a. Procedural error that significantly impacted the case outcome;
   b. New evidence that was not available during the investigation that could change the outcome; or
   c. Sanction that is substantially disproportionate to the severity of the violation.

When the appeal is based on new evidence, the Title IX Coordinator will return the case to the assigned investigator(s) for reconsideration. The investigator(s) will supplement the previous investigation, which may include recalling witnesses, and issue a revised report. The Title IX Coordinator, Deputy Title IX Coordinators, and/or Title IX investigators not directly involved in the case will review the revised report to determine if the original finding should stand or be reversed.

When the appeal is based on a procedural error or a sanction substantially disproportionate to the severity of the violation, the Title IX Coordinator, Deputy Title IX Coordinators and/or Title IX investigators not directly involved in the case will review the appeal to determine if the original finding should stand, be modified, or be reversed.

The appeals process shall be deferential to the original decision-making body, reversing the case finding only when there is clear error and modifying the sanction only when it is found to be substantially disproportionate to the severity of the violation. The original decision and sanction are presumed to have been determined reasonably and appropriately. Therefore, the burden is on the appealing party to show clear reasoning for a reversal of finding or modification of sanction.

At the discretion of the Title IX Coordinator and Deputy Title IX Coordinators, implementation of sanctions may be stayed pending review of an appeal.

Once the final result of an appeal is determined, notices of the appeal outcome will be sent to the Reporting Party and the Responding Party. If the original outcome is unchanged, this will be the final decision on the matter. If the original outcome is reversed, the appeals process is once again available as prescribed above.

RETIATION

It is a violation of University policy and state law to retaliate against any person reporting or filing a complaint of harassment, discrimination, or sexual misconduct. Such conduct is inconsistent with University policy and may also be prohibited by law.

“Retaliation” is defined as any adverse action taken against a person making a complaint of prohibited conduct or against any person involved or participating in the investigation of any such allegation. Report alleged acts of retaliation to the Title IX Coordinator, and Deputy Title IX Coordinator(s).

DISCIPLINE/SANCTIONS

Not all forms of sexual discrimination will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the Reporting Party and the Responding Party.

The following lists of sanctions may be imposed upon current members of the campus community found to have violated this policy.

Sanctions for current students may include, but are not limited to:

1. Changes in Academic Schedule: Requiring the Responding Party to make changes in class schedule to ensure that no classes are shared with the victim(s)/survivor(s).

2. Community Restitution: Requiring the Responding Party to perform a certain number of service hours either on campus or in the community. It is not appropriate to send the Responding Party to an office that regularly works with victim/survivors such as a counseling center, women’s center, student health, or domestic violence/sexual assault office.

3. Educational Intervention: Requiring the Responding Party to participate in online and/or physical classes addressing issues such as intimate partner violence, stalking, and sexual violence. This may include facilitating a program, creating educational posters regarding institutional policies and student conduct, and writing a paper.

4. Expulsion: A permanent separation from institution that involves denial of all student privileges, including entrance to the institution premises and matriculation.

5. Probation: A status that indicates either serious misconduct not warranting expulsion, suspension, or removal of institutional privileges, or repetition of misconduct after a warning has been imposed.

6. Referral for Assessment or Counseling: Requiring the Responding Party to meet with a staff member of the Minot State University Counseling Services to have an assessment of their mental health and lifestyle choices. The Minot State University Counseling Services may also recommend further evaluation and participation in counseling services. May be on or off campus health/counseling center.

7. Removal of University Privileges: Restrictions on the Responding Party’s access to certain locations, functions, organizations, teams, and/or activities; does not preclude the student from continuing their academic program.

8. Removal or Non-Renewal of Scholarships: Institution-administered scholarships may not be awarded or are not renewed to students that have violated the student code of conduct.

9. Residential Reassignment: Removes the Responding Party from current residence and reassigns to a new residence. Specific restrictions on access to one’s previous residence may be imposed.

10. Restitution/Fines: The Responding Party may be fined for violations of the policies and procedures outlined by the institution. The individual may be required to make a payment to the institution and/or another person or group for damages incurred as a result of the violation.
11. **Suspension**: A temporary separation from the institution that involves denial of all student privileges, including entrance to campus premises, and may include conditions for reinstatement, such as successful completion of a counseling or treatment program. A suspension may be imposed if counseling or treatment is not successfully completed.

12. **Termination of Residency**: Loss of on-campus housing, without refund, and/or dining privileges, permanently or for a specified period of time.

13. **Transcript Entry**: May be implemented on its own or in combination with another sanction. The entry will indicate that a student was found responsible for intimate partner violence, stalking, and/or sexual violence. Expulsions and suspensions are also permanently recorded on a student’s transcript.

14. **Withholding of Degree**: The institution maintains the right to withhold the awarding of a degree otherwise earned until the completion of any imposed sanctions.

Sanctions for current university employees include:

1. **Warning (Written or Verbal)**
2. **Performance Improvement Plan**
3. **Required Counseling**
4. **Required Training or Education**
5. **Demotion**
6. **Reduction in Pay**
7. **Loss of intended pay increase**
8. **Suspension with pay**
9. **Suspension without pay**
10. **Termination**

**SANCTION CONSIDERATIONS**

A. Any person found responsible for non-consensual or forced sexual contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion (student) or a written warning to termination (employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.

B. Any person found responsible for non-consensual or forced sexual intercourse will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).

C. Any person found responsible for sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.

D. Anyone not a student or an employee found responsible for non-consensual or forced sexual contact or intercourse, sexual exploitation, or sexual harassment can expect a sanction proportional to the findings/conclusions of the University.

E. In cases where sexual or gender-based harassment, assault, or sexual or violence is found to have occurred, the University will determine appropriate, enforceable sanctions reasonably calculated to stop the harassment and prevent its recurrence; and the University will not negotiate a settlement with the employee or student for lesser actions that would not be reasonably calculated to end the sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and remedy the discriminatory effects on the complainant and others as appropriate.

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

**RESOURCES**

The following are many of the resources are available on campus and in the community. While some support options are confidential as noted below, others have a responsibility to report to the University as Responsible Employees.

Minot Police Department:
- **911** for emergency situations
- **701-852-0111** (non-emergency)

Domestic Violence Crisis Center: 701-857-2200*

MSU Student Health Center: 701-858-3371

Trinity Hospital: 701-857-5000

MSU Counseling Services: 701-858-3371*

MSU Campus Ministry: 701-509-6318*

Title IX Coordinator: 701-858-3447

*Confidential support services

**PREVENTION, EDUCATION, & TRAINING**

Minot State University is committed to the prevention of sexual misconduct, intimate partner abuse, and stalking through educational and awareness programs. Prevention and education programs include an overview of the university’s policy and procedures; relevant definitions, including prohibited conduct; the impact of alcohol and illegal drug use; effective consent; safe and positive options for bystander intervention; and information about risk reduction, resources, and reporting options.

Incoming first-year students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing training on a periodic basis.

**VENDORS/CONTRACTORS ON THE MSU CAMPUS**

Minot State University recognizes that anyone working on our campus is protected by our policy on sexual discrimination. MSU respects the efforts of other employers to prevent and remedy sexual discrimination. When an incident occurs that involves parties from MSU and other employers working on the MSU campus, MSU will work in collaboration with the other employer to resolve the matter. In this section the terms Reporting Party and Responding Party refer to individuals who are not employed by MSU and do not have any connection to the campus except for their employment with a vendor or contractor working on the campus.

When the Reporting Party is employed by a vendor/contractor, and the Responding Party is part of the MSU community, MSU’s Office of Title IX Compliance will serve as the liaison for the interaction between the vendor/contractor and MSU. If an investigation is necessary, MSU will conduct the investigation independent of the vendor/contractor’s procedures; however, MSU will seek to collaborate and work with the vendor/contractor.

When the Responding Party is employed by a vendor/contractor, and the Reporting Party is part of the MSU community, MSU will contact the vendor/contractor to provide a report of the incident.
MSU will investigate the incident and provide the final report to the vendor/contractor for appropriate disciplinary action. If the vendor/contractor intends to conduct an investigation as well, MSU will seek to conduct the investigation jointly, though MSU’s final report/conclusion will be independent of that of the vendor/contractor.

When the Reporting Party and the Responding Party are both employed by the same vendor/contractor, the vendor/contractors will address the issue using their own policies and procedures; however, they will communicate with the Title IX Coordinator for informational purposes.

When the Reporting Party and the Responding Party are employed by different vendors/contractors, the vendors/contractors will work together to resolve the issue; however, they will communicate with the Title IX Coordinator for informational purposes.

COORDINATING WITH OTHER CAMPUSES

MSU recognizes that visitors to our campus are protected by our policy on sexual discrimination. Minot State University respects the efforts of other educational institutions to prevent and remedy sexual discrimination. When an incident occurs that involves parties from MSU and other campuses, MSU will work in collaboration with the other campus to resolve the matter.

When the Reporting Party is from another campus, and the Responding Party is part of the MSU community, MSU’s Title IX office will serve as the liaison for the interaction between the two campuses. If an investigation is necessary, MSU will conduct its investigation independent of the other institution’s procedures, however, MSU will seek to collaborate and work with the other institution.

When the Responding Party is from another campus, and the Reporting Party is part of the MSU community, MSU will contact the Title IX office or other appropriate administrative office to provide a report of the incident. MSU does not intend to investigate responding parties who are not associated with MSU, but will support the other campus in its efforts to investigate the incident.

When the Reporting Party and the Responding Party are both from another campus, but the incident occurred on the MSU campus, MSU will contact the Title IX office or other appropriate administrative office to provide a report of the incident. MSU will support the other campus in its efforts to investigate the incident.

CLERY ACT REPORTING

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). All personally identifiable information can be kept confidential, but statistical information must be reported to Campus Security regarding the type of incident and its general location (e.g., on or off campus, but no addresses are given or reported) for publication in the University’s Annual Security and Fire Safety Report. This report helps to provide the community with a clear picture of the extent and nature of campus crimes in order to ensure greater community safety.

Mandated federal reporters, also known as Campus Security Authorities (CSA), may include (but are not limited to) the following: student affairs staff, campus safety & security, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, time, location of the incident, and the incident details. This reporting allows for anonymous reporting if the Reporting Party wishes to remain anonymous.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should be aware that University officials must issue timely warnings for incidents reported to them that pose a serious or ongoing threat to students and employees. The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the threat/danger.

Significant Infectious Diseases Policy

ADMINISTRATION

Significant Infectious Diseases

A. For the purpose of this policy, significant infectious diseases are defined as blood borne pathogens and reportable communicable diseases (for example, influenza, meningitis, tuberculosis, mumps). Minot State University will follow the policies and recommendations of the Centers for Disease Control of the U.S. Public Health Service and the North Dakota State Health Department and will work in cooperation with local health authorities to prevent the spread of significant infectious diseases and will promote, through education, the prevention of such diseases.

B. AIDS: Prohibiting Discrimination Against Faculty/Staff, Students or Others Using University Services.

1. Notification to the University

Minot State University upholds the right of privacy for individuals infected with the human immuno-deficiency virus (HIV), including those who have developed AIDS. These individuals retain the right to select the people they wish to inform concerning their HIV/AIDS status. The guidelines outlined on the HIV testing consent form for reporting requirements according to the North Dakota law are followed. If individuals with HIV/AIDS request special accommodations in order to continue their education at MSU, they will notify the Director of Student Health Service. The Director will request the President of MSU to convene the Significant Infectious Disease (SID) committee.

2. Significant Infectious Disease Committee

a. The Significant Infectious Disease Committee will review and make recommendations regarding any reasonable accommodation for or workplace restrictions on a faculty or staff member diagnosed as having AIDS. Similarly, the SID Committee will review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other University activities of a student diagnosed as having AIDS. The University will abide by the recommendations of the SID Committee; however, the President retains the right to modify or reject the Committee’s recommendations.
Student Complaint Policy

INTRODUCTION
Consistent with its commitment to students first, Minot State University has adopted this policy to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the university to continually improve processes and services in support of student learning.

Student rights and responsibilities in relation to this policy are set out in the appendix to this policy.

POLICY
Definitions in this policy:
Complaint is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of Minot State University in relation to students. The complaint should be a written statement submitted by a student about a matter that requires formal consideration and resolution by the university in the terms set out in this policy.

Fair play means the right to have a decision made by an unbiased decision maker who observes fair and impartial procedures.

Application and scope
1. Subject to subsection (2), this policy applies to student complaints about any aspect of the teaching and learning process and the broad provision made by the university to support that process.
2. This policy may not be used:

F. Reportable Diseases and Illnesses
Mandatory reportable conditions will be reported within 7 days to the North Dakota Health Department unless otherwise specified.

G. Confidentiality
1. Information regarding any person affected by infectious diseases as defined within this policy will be treated with the same confidentiality as provided for all medical records under University policy.
2. A release of records must be signed by the person affected by the infectious disease prior to releasing any information regarding that person within or outside the institution. These records must be approved by the Director of Student Health Services or Medical Provider prior to release.
3. Any request for information regarding infectious disease, whether from within or outside this institution is to be directed to the Director of Student Health Services or Medical Provider.

Revised July 2006
a. where the complaint can be dealt with under: the Computing Policy and Procedures, the Student Government Association Constitution, other club and student organization constitutions, the Student Conduct Policy, the Grade Appeal Process or the general work of the Student Rights Committee, the Sexual Harassment, Discrimination and Sexual Misconduct Policy, or other general policies that provide a specific process for resolution of complaints.

b. to challenge the academic judgement of faculty.

3. No action will be taken on malicious or anonymous complaints.
4. A complainant must be able to demonstrate that the complaint is brought without malice and is based on evidence that the complainant honestly and reasonably believes to be substantially true. Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is protected against any subsequent recrimination or victimization.

5. Students and staff involved in the consideration and resolution of concerns and complaints have various rights and responsibilities, which are outlined in the appendix to the policy.

Informal resolution of concerns
1. Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.

2. A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.

3. A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Vice President for Student Affairs, located in Room 164, Administration Building.

Formal complaint procedure
1. Where it has not been possible to resolve a concern informally, a student may make a formal complaint.

2. A student who wishes to make a formal complaint must submit it in writing, on the prescribed form (http://www.mnstateu.edu/sa/documents/student_complaint_form.pdf), to the Assistant Vice President for Academic Affairs (AVPAA) or Director who is responsible for the action or matter that has given rise to the complaint.

3. The written complaint must be submitted within one month after the occurrence of the action or matter that has given rise to the complaint, unless the AVPAA or Director agrees to receive it beyond this time frame.

4. If the complainant prefers not to address the complaint to the person recommended in subsection (2) it may be addressed to the Vice President for the area most directly related to the complaint who will address the complaint and make a decision in accordance with these procedures.

5. If a complaint involves a Vice President, it should be directed to the President.

6. The AVPAA or Director who receives a student complaint must acknowledge it in writing within three working days. He or she must also lodge the complaint in the relevant college, department or division office and must maintain a file of all documentation in relation to the consideration of the complaint.

7. The AVPAA or Director must ensure that any staff member named in the complaint receives a copy as soon as practical.

8. The AVPAA or Director must consider the complaint in accordance with the principles of fair play, and must ensure that all parties to the complaint are accorded the full benefit of those principles.

9. The process may include meetings with relevant staff and/or the complainant. Where meetings are held, the parties may, if they wish, be accompanied by a peer support person.

Resolution of complaints
1. The AVPAA or Director must make a decision in relation to the complaint and must communicate his or her decision to the parties, in writing, within 28 days of receiving the complaint.

2. If the complaint involves a university policy or procedure and if, in the opinion of the AVPAA or Director, the complaint has substance, the AVPAA or Director must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.

3. If the resolution of the complaint involves potential disciplinary action for an employee, the AVPAA or Director must follow the appropriate procedures outlined in the Faculty Handbook or NDUS HR Policy 25, Job Discipline/Dismissal. If the AVPAA or Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriate supervisor.

Appeals
1. Any party to a student complaint who is dissatisfied with a decision by the AVPAA or Director under this policy may appeal to the Vice President for the area most directly related to the complaint.

2. The appeal must be submitted in writing within two weeks of the letter communicating the decision.

3. The Vice President will consider the relevant documentation and may, at his or her discretion, consult the AVPAA or Director who made the decision. The Vice President may also interview any parties to the complaint.

4. If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Vice President may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the AVPAA or Director and any other parties. Subject to subsections (6) and (7), the decision of the Vice President under this section is final.

5. The Vice President will communicate his or her appeal decision in writing to the parties.

6. The Vice President will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the North Dakota University System Human Resource Policy Manual Grievance Procedures.

7. If the original complaint was addressed to the Vice President under section 4(4), any appeal must be made to the President. That appeal will be considered and decided, in accordance with appeal processes consistent with those set out in this policy, by the President or a nominee of the President.

Confidentiality
All student related information will be considered confidential and protected under FERPA (Family Educational Rights & Privacy
Act). Records relating to employees and other records that do not include student information are not confidential.

Report to the Student Complaint Log
All employees who receive a complaint must submit a report to the Student Complaint Log, including an overview of the student complaint and decisions made regarding the complaint. Complaint logs are located in the VP for Student Affairs Office, first floor Administration; VP for Academic Affairs, second floor Administration; and the Title IX Office, Memorial Hall 401.

APPENDIX
Rights and Responsibilities of Parties to a Student Complaint
Parties to a student complaint have the right to:
• be treated with courtesy at all times
• a fair and timely investigation process
• express their points of view without fear of recrimination
• receive full information at all stages of the complaint process
• be advised in writing of all decisions made in relation to the complaint
• appeal the outcome as outlined in this policy

Parties to a student complaint have a responsibility to:
• treat all parties with courtesy at all times
• respect the points of view of others
• respect the rights of all parties to the complaint with respect to confidentiality
• in the case of the complainant, ensure that the complaint is made in good faith and complies with the requirements of the Student Complaint Policy
• provide full and accurate information to the person investigating the complaint
• not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.

Student Conduct Policy
I. SCOPE OF REGULATIONS

General Note:
When a student fails to maintain a reasonable standard of conduct whether on or off campus, he or she becomes subject to disciplinary action. All penalties provided for misconduct on the campus may be applied for similar misconduct off the campus.

A. Introduction
As is the case with any other community, Minot State University has regulations reflecting the values to which the university is committed and which are designed to help ensure order in the university community. Students enrolled at Minot State University will be expected to conform to the ordinary rules of polite society; to be truthful; to respect the rights of others; to maintain integrity in scholastic work; and to have regard for the preservation of state property as well as the private property of others. A student is expected to be responsible for his/her actions whether acting individually or in a group. This judicial system has been established to deal with students who are accused of violating university policies and is comprised of students, faculty, and staff. The members of this system are committed to conducting fair hearings and following due process as well as being concerned with both the education of individual students and upholding the values to which Minot State University is committed.

In all disciplinary proceedings it shall be recognized that Minot State University is an educational institution and not a court of law. The concept of fair treatment shall be the norm for all settings and the guiding disciplinary philosophy shall be educational in nature. Every attempt will be made to resolve disciplinary incidents in an informal setting with the following goals in mind:
1. To assist the student/student organization in understanding why his/her/their behavior was inappropriate.
2. To assist the student/student organization in confronting the value questions involved in the behavior.
3. To encourage the student/student organization to understand the importance of considering in advance the consequences of his/her/their behavior so he/she/they might make better decisions in the future.

B. When the University Rules and Regulations Govern
Students who are enrolled in the university are subject to the rules and regulations of the institution. In addition, persons who are not enrolled but are occupying university housing are subject to the rules and regulations of the institution.

Students are expected to conduct themselves in accordance with the laws of the federal government and the state of North Dakota, Board of Higher Education policies, Minot city ordinances, and university regulations. Students may be disciplined by the university for violating these standards of conduct even though the students may be punished by federal, state or city authorities for the same act. However, institutional disciplinary action shall not be used merely to duplicate penalties by civil authorities.

II. STANDARDS OF CONDUCT
A. Financial Transactions with the University
The Business Office is responsible for matters relating to student financial transactions. Students who owe debts to the university may be denied enrollment or readmission and may have official transcripts withheld until the debt is paid.

B. Other Offenses
Notwithstanding actions by civil authorities, the Vice President for Student Affairs or his/her designate may initiate disciplinary proceedings as outlined in Section IV against a student who:
1. Violates either singly or in concert with others the laws of the state of North Dakota or the United States, whether or not the violation occurs on university property or in connection with any university-oriented activity.
2. Possesses or uses firearms or fireworks on university property without written permission from Facilities Management.
3. Conducts himself/herself in a manner that significantly interferes with the operation of the university.
4. Conducts himself/herself in a manner that significantly endangers the mental or physical health or safety of members of the university or visitors on the campus.
5. Damages, defaces or destroys university property.
6. Engages in hazing. Hazing by university groups is
prohibited on or off campus. Hazing is defined by North Dakota Century Code 12.1-17-10. A person is guilty of an offense when, in the course of another person’s initiation into or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk of physical injury to that person or a third person. As used in this section, “conduct” means any treatment or forced physical activity that is likely to adversely affect the physical health or safety of that other person or a third person, or which subjects that other person or a third person to extreme mental stress, and may include extended deprivation of sleep or rest or extended isolation, whipping, beating, branding, forced calisthenics, overexposure to the weather, and forced consumption of any food, liquor, beverage, drug, or other substance. The offense is a class A misdemeanor if the actor’s conduct causes physical injury, otherwise the offense is a class B misdemeanor.

7. Possesses or uses intoxicating beverages in a university classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall, or any other public campus area. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages.

8. Misuses, alters or forges a student identification card.

9. Falsifies, defaces, alters or mutilates any university document — ID card, receipt, transcript, etc.—or withholds or falsifies information on an admissions or financial aid application.

10. Possesses unauthorized keys to university buildings. The duplication of a key issued to a student is prohibited.

11. Illegally uses, possesses and/or sells a drug or narcotic. Students are expected to abide by local ordinances, State Board of Higher Education policy and state and federal laws regarding the consumption or possession of drugs.

12. Engages in disruptive activity such as disorderly conduct as defined by North Dakota Century Code 12.1-31-01.

   a. An individual is guilty of a class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual’s behavior, the individual:

      i. Engages in fighting, or in violent, tumultuous, or threatening behavior;

      ii. Makes unreasonable noise;

      iii. In a public place, uses abusive or obscene language, knowingly exposes that individual’s penis, vulva, or anus, or makes an obscene gesture;

      iv. Obstructs vehicular or pedestrian traffic or the use of a public facility;

      v. Persistently follows a person in or about a public place or places;

      vi. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;

      vii. Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose;

      viii. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person; or

ix. Uses a fixed optical device that enhances or records a visual occurrence to view through any window of another person’s property; or uses a surveillance camera to capture an image from the dwelling or accessory structure of another person; however, an individual using a surveillance camera has seven days from notice by a law enforcement officer to direct or shield the camera so as to not capture an image from another person’s dwelling or accessory structure before there is an offense.

2. This section does not apply to constitutionally protected activity. If an individual claims to have been engaged in a constitutionally protected activity, the court shall determine the validity of the claim as a matter of law and, if found valid, shall exclude evidence of the activity.

13. Maliciously and/or negligently tampers with fire equipment on the MSU campus.

14. Violates the campus tobacco policy.

15. Engages in any form of academic dishonesty including but not limited to the misrepresentation of another’s work as one’s own.

III. ESTABLISHMENT OF JUDICIAL BODIES

A. Student Welfare and University Affairs Committee

   The committee consists of four faculty and/or staff members, appointed by the President, and four student members appointed by the Student Senate.

B. Students Rights Committee

   The committee consists of six faculty or staff members appointed by the Faculty Senate and three student members, appointed by the Student Senate.

IV. HANDLING OF COMPLAINTS OR VIOLATIONS OF DISCIPLINARY RULES AND REGULATIONS

A. Any student, university faculty or staff member, or administrator may file an incident report. The report should provide the name of the accused student, the specific details of the violation, and the signature of the person filing the report. The report form is available from residence hall staff, campus police, the Student Affairs Office, or online at www.minotstateu.edu/current.shtml.

B. Allegations of violations of disciplinary rules or regulations shall be referred to the Vice President for Student Affairs or his/her designate.

C. Upon receipt of allegations of violations of disciplinary rules or regulations, the Vice President for Student Affairs or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation.

D. After the initial investigation is complete, the Vice President for Student Affairs or his/her designate may:

1. Take no action.

2. Take administrative action to counsel, advise or admonish the student.

3. Initiate hearing procedures.

E. Pending action on any charges, the status of a student may not be altered, or the right to be present on the campus to attend classes suspended, except when necessary for the student’s physical or
emotional safety and well-being, or for reasons relating to safety and well-being of other students, faculty or university property.

F. When hearing procedures are initiated the Vice President for Student Affairs or his/her designate may:
   1. Hear and make a decision concerning the case (Administrative Hearing).
   2. Refer the case to the Student Welfare and University Affairs Committee. The accused may indicate a preference for an Administrative or Committee hearing but final determination shall rest with the Vice President for Student Affairs or his/her designate.

G. The Vice President for Student Affairs or his/her designate shall schedule hearings on allegations or violations of Disciplinary Rules or Regulations, and shall notify all parties of the matter of concern. The hearing shall not be scheduled less than seventy-two (72) hours after issuance of the notice of hearing.

H. The notice of hearing shall include the following:
   1. A statement of the time, place, and nature of the hearing;
   2. A reference to the particular sections of the rules or regulations involved;
   3. A short and plain statement of the matters asserted;
   4. A statement of the student’s rights under these regulations.

I. Hearing Procedures
   1. Hearings on allegations of violations of disciplinary rules or regulations shall be conducted informally.
   2. Opportunity shall be afforded all parties to respond to the allegations and to present evidence and argument on all issues involved.
   3. The burden of proof will rest upon the party attempting to prove the violation of a University regulation.
   4. Unless precluded by law, informal disposition may be made of any individual proceedings by mutual agreement of all concerned parties.
   5. A party may bring to a hearing an advisor of his/her choice. This advisor may address the hearing body only at the pleasure of the chairman.
   6. Upon conclusion of the hearing, the person conducting the hearing shall issue written findings of act and, if a violation is found, shall impose sanctions in accordance with paragraph (IV) (K) of these regulations.

J. The Appeals Procedure
   1. The Student Welfare and University Affairs Committee shall hear all appeals from decisions rendered by the Vice President for Student Affairs or his/her designate with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspension, expulsion, or the imposition of specified restrictions on a student’s activities. The Student Rights Committee shall hear all appeals from the Student Welfare and University Affairs Committee with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspension, expulsion, or the imposition of specified restrictions on a student’s activities. Students shall have the right to one appeal before the appropriate committee.
   2. Any student adversely affected by a decision of the Vice President for Student Affairs or his/her designate or a committee relating to a violation of disciplinary regulations may appeal such decision to the appropriate body. The appeal shall be instituted by filing a written notice of appeal with the appropriate committee within 96 hours after the decision was rendered. For the purposes of this subparagraph, a notice of appeal shall be deemed to have been filed if delivered to the Student Affairs Office within 96 hours after the decision was rendered. The period of 96 hours will not include Saturdays, Sundays, holidays, or any day when the Office of Student Affairs is not open for at least four hours.
   3. Upon receipt of notice of appeal, the Chairman of the committee, or in his or her absence the Vice Chairman, shall schedule a hearing on such appeal as soon as practical, after consultation with the student and the university officials concerned with the hearing.
   4. Stay of Sanctions Pending Appeal: The filing of a notice of appeal shall stay the imposition of any sanction imposed as result of a hearing except that such stay shall not apply to removal of a student from the campus and from campus housing to ensure the safety of other members of the University community or to prevent damage to University property.

K. Disciplinary Sanctions
   1. A **Fine** is the imposition of monetary penalty. Besides its use as a disciplinary sanction, it may also be used to compensate the University for a monetary loss resulting from a student’s misconduct.
   2. **Parental Notification** will occur after second offense involving alcohol and a student who is under age 21. (See Parental Notification Policy.)
   3. A **Warning** is a discussion of misconduct which becomes a matter of at least temporary record (in the Student Affairs Office only).
   4. **Probation** indicates that continued enrollment is conditional upon good behavior during a specific period. It is a matter of office record and may include specific restriction of activity.
   5. **Eviction** is the formal removal of a student from University housing.
   6. **Suspension** is a temporary withdrawal of the privilege of enrolling in the University for a specific period. Suspension may be deferred to allow completion of an academic term, after which it is automatically invoked unless a provision for review was made at the time of the original decision. During a period of deferment, the suspension will be enacted immediately by administrative staff decision if additional misconduct occurs.
   7. **Expulsion** is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year. Suspension and expulsion are the only actions reflected in the official transcript. In each case, the words “may not register” appear without explanation. Reinstatement after suspension follows an interview with a staff member in the Student Affairs Office, who will inform the Registrar that the student may enroll again. Reinstatement after expulsion depends upon a recommendation to the President from both the Student Affairs Office and the academic college.
   8. **Withholding Transcripts and Grades** is a refusal by the University to provide transcripts and grades to the student, to other institutions, to employers and to other agencies.

L. Student Rights
A student against whom an allegation charging violation of the university disciplinary rules and regulations has been lodged shall have the following rights:
   1. To be given written notice of the charges in sufficient time to
CONFIDENTIALITY OF STUDENT RECORDS

All employees of Minot State University (administrators, faculty, adjunct faculty, staff, and student employees) are required to abide by the policies governing review and release of student educational records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's educational records must be kept confidential. Additional FERPA information is available in the Undergraduate Catalog.

Please be aware that confidential information includes, but is not limited to the following:
1. Student’s class schedule
2. Academic progress in a particular course
3. Grades (Transcripts)
4. GPA information
5. Student ID number—may not be posted in any manner
6. Social security number—may not be posted in any manner

Confidential information should only be given to students in person, with proper identification. Confidential information should not be given over the telephone.

Confidential information should not be given to the parent of any student unless he/she verifies with the registrar's office that the student has provided written permission.

In part, the policy states that officials of the University may be given access to student education records on a “need-to-know” basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student’s educational record may not be released to a third party without the written consent of the student. The only exception would be directory information defined by FERPA. Minot State University has defined the following information as directory information:
1. Name, campus address, home address, telephone listing, and campus email address;
2. Photograph;
3. Student’s major(s) and the department, division, and college in which the student is enrolled;
4. Classification as a first year student (freshman), sophomore, junior, senior, graduate student, or other special classification;
5. Participation in officially recognized activities and sports;
6. Weight and height of athletic team members;
7. Dates of attendance at Minot State University;
8. Degrees and honors received, including selection to the President’s Honor Roll, honorary organizations, and graduation with honors;
9. Grade point average (available to campus professional and social organizations);
10. The most recent previous education agency or institution attended by the student.

Students may request to prevent the release of directory information to third party individuals by notifying the MSU Registrar’s Office or completing the Student Rights to Privacy form at the Registrar’s Office website. Failure to notify the Registrar’s Office as outlined above indicates implied consent to release directory information.

STUDENT DIRECTORY INFORMATION

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are those members of an institution who act in the student’s educational interest within the limitations of their “need to know.” These may include faculty, administration, clerical and professional employees and other persons who manage student education record information including student employees or agents. In addition, school officials include employees of the North Dakota Attorney General’s Office providing support or representation to Minot State University. Examples of a school official may include a person—

a. employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);

b. or company with whom the University has contracted, e.g. attorney, auditor, collection agency;

c. or any other individual or company with whom the University has a contractual relationship for the purpose of providing services, such as insurance or legal representation.

June 1998
Carbon monoxide level in your blood 

Your heart rate drops 

Your added risk of coronary heart disease is 

c. serving on an institutional governing board; 
d. or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. 
e. Other disclosures allowable without written consent are: 
   1. to institutions in which the student seeks to enroll or is enrolled so long as the disclosure is for purposes relating to the student’s enrollment or transfer; 
   2. to authorized representatives of federal, state, or local educational authorities; 
   3. to accrediting agencies; 
   4. in connection with a health or safety emergency; 
   5. to comply with a judicial order or lawfully issued subpoena; 
   6. concerning information considered “Directory Information.” 

4. The right to refuse to permit the designation of all of the aforementioned categories of personally identifiable information as “Directory Information.” 

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minot State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: 

Family Policy Compliance Office 
U.S. Department of Education 
400 Maryland Avenue SW 
Washington DC 20202-4605 

If a student wishes to release information to specific individuals/parties, they must complete a “Consent to Release Form” which can be found on the MSU website at www.minotstateu.edu/records/documents/forms/consent_release_info.pdf 

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations: 
- Library 
- Career Center 
- Academic School Offices 
- Registrar’s Office 
- Director of Student Life 
- Vice President for Student Affairs 
- Student Association 
- Student Development Center 

**Tobacco Free Campus Policy** 

Section 3.10 
**Tobacco-Free Campus** Source: SBHE Policy Manual, Section 917 
North Dakota Century Code 50-11.1-02.2 and 23-12-10 

Minot State University is a tobacco-free campus. This policy is established to protect the health and promote the wellness and safety of all students, employees and visitors. The use of tobacco or any plant product is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university-owned property. 

1. Definitions: 
   - For the purpose of this policy, “smoking” is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette, which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy. 

2. All administrators, directors, department chairs, and supervisors will communicate the policy to everyone within their areas of responsibility. 

3. The Human Resources Office will determine policy applicability and will answer policy related questions. 

4. It is the responsibility of the Minot State University Wellness Center, Student Services and the Human Resources Office to provide information regarding tobacco prevention and cessation. 

5. The policy will be communicated to all members of the campus community. Education regarding the University’s tobacco-free policy and smoking cessation will be included in formal orientation for all incoming students and employees and via information distributed through announcements, postings and special events throughout the year. 

6. Sufficient signage will be posted to inform members of the campus community and its visitors, including contractors and vendors, of the policy. 

7. Compliance with this policy is the shared responsibility and the right of all MSU staff, students, and faculty members. The success of this policy will depend upon the courtesy, respect, and cooperation of users and non-users of tobacco products. 

8. **Ceremonial Use Exception** - The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Minot State University or designee. 

**TOBACCO EDUCATION** 

**Benefits of Being Tobacco Free:** 
- Normal blood pressure, pulse, and body temperature 
- Minimize chances of heart attacks 
- Cilia in the lungs re-grow, increasing the lungs ability to handle mucus, clean themselves, and 
- reduce infection 
- Coughing, sinus congestion, fatigue, and shortness of breath decreases 
- Overall energy level increases 
- Decrease chances of lung, throat, kidney, and pancreas cancers 
- Fresh breath 
- Whiter teeth 
- Save money! 

**Within 20 minutes of quitting:** Your heart rate drops 

12 hours after quitting: Carbon monoxide level in your blood drops to normal 

2 weeks to 3 months after quitting: Your heart attack risk begins to drop. Your lung function begins to improve. 

1 year after quitting: Your added risk of coronary heart disease is half that of a smoker’s
University Admissions Background Checks

POLICY AND PROCEDURE

Policy
All students making application to Minot State University must answer the following questions:

1. Have you ever pled guilty (or no contest) to or been convicted of any felony? □ Yes □ No

2. Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? (“Crime of violence” means an offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense involving substantial risk that physical force may be used against a person or property of another.) □ Yes □ No

3. Are you currently required to register as a sex offender in any state? □ Yes □ No

4. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years (“Dismissed for disciplinary reasons” means a permanent separation from an institution due to conduct or behavior. “Suspended for disciplinary reasons” means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.) □ Yes □ No

Procedure

1. The Enrollment Services Office will process all applications following already established procedures. If an applicant has indicated a “YES” on any of the Additional Required Questions, the following steps will be followed:
   a. A “Campus Safety and Security” email will be sent to the prospective student requesting they submit their official criminal record.
   b. Admissions applications will be on hold until all paperwork is received.
2. The Director of Enrollment Services will receive files of applicants who answer “YES” to any of the questions.
   a. The Admissions Security Committee will meet as necessary to review all applicants’ materials located in the database who have submitted all their information regarding the questions listed above.
   b. Based on the information provided by the applicant, the committee will determine one of the following actions:
      - Admit
      - Admit with conditions
      - Admission denied
   c. After the committee has made their determination, the chair will fill out the “Conditions of Admission” form for students to be admitted. A copy of the “Conditions of Admission” form will be imaged to the student account. Additional copies will be sent to appropriate offices which may include, but are not limited to; Student Financial Aid, Residence Life, or other departments as determined by the conditions set by the committee.
   d. Applicants denied admission will have a program action of DENY. These individuals will also receive information regarding the appeal process.

An applicant who is denied admission from the committee can appeal the committee’s decision by following the appeal process. Appeals may be made to the office of the Vice President for Student Affairs. The appeals committee will consist of the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Director of Enrollment Services. The decision of this committee will be final.

Additional Policy Statements

In compliance with state and federal regulations, Minot State University makes the following statements:

Minot State University does not discriminate against any person on the basis of race, color, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities. For inquiries concerning section 504 of the Rehabilitation Act of 1973 please contact the Human Resources Director in the Personnel Office in the Administration building.

Inquiries concerning the application of Title IX may be referred to the university Title IX Coordinator or the Office for Civil Rights. The university Title IX Coordinator can be reached at titleix@minotstateu.edu.

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice; they may not be regarded in the nature of binding obligations on the institutions and the state. In times of changing conditions, it is especially necessary to have this definitely understood. Therefore, the Board of Higher Education makes this announcement in all catalogs and bulletins of information being issued by the State Educational Institutions of North Dakota – Board of Higher Education.
ARTICLE I  GENERAL PROVISIONS
Section 1. Mission
1. The purpose of the Student Government Association shall be to promote the general welfare of the students, increase student involvement within the university, and provide an official voice through which student opinion may be expressed. It is the responsibility of the Student Government Association to foster communication between the students, staff, and administration of Minot State University.

Section 2. Membership
1. Membership in the Student Government Association, hereafter “SGA,” shall consist of all students who have paid activity fees to Minot State University, hereafter “MSU,” and are currently registered at MSU. The membership shall be represented by the elected and appointed officials of the SGA.

ARTICLE II  ORGANIZATION AND OFFICIALS
Section 1. Student Senate
1. The Student Senate, hereafter “Senate,” in its entirety shall consist of the following officials:
   a. Senators
2. The Executive Board, hereafter “Board,” consisting of the following Executives:
   a. Officers
3. All officials of the Senate shall maintain full-time student status.

Section 2. Officers
1. Officers shall consist of the following:
   a. President.
   b. Vice President of Finance.
   c. Vice President of Internal Affairs.
   d. Vice President of Student Outreach.
   e. Vice President of State Affairs.
2. Officers shall be elected to one year terms.

Section 3. Senators
1. Senators shall consist of:
   a. One Senator for every 200 students enrolled in each academic college;
   b. One Senator for every 200 students enrolled as Bachelor of General Studies;
   c. The President and Vice President of Residence Hall Association, hereafter “RHA” shall serve as senators;
   d. Two Senators representing students living off-campus; and
   e. Two Senators representing students in the Freshman class.
   f. One Senator representing graduate students.
   g. One Senator representing athletics.
2. Senators shall be elected to one year terms.

Section 4. Advisors
1. An advisor to the SGA shall be a member of the staff, faculty, or administration.
2. Advisors shall be appointed to two-year terms.
3. Advisors shall be non-voting officials.

ARTICLE III  PRIMARY ROLES
Section 1. The Senate
1. The Senate shall strive to act in the best interest of the student body, shall have power to act on all matters involving the expenditures of the Association and may delegate powers to the officials and committees, and shall have power to act on matters of discipline with the exception of those proceedings reserved for the Executive Board.

Section 2. General Duties of Officials
1. All officials of the SGA shall:
   a. Uphold an appropriate level of personal and academic conduct to represent MSU and SGA.
   b. Serve actively on the Senate and relevant committees.
   c. Perform the duties of their office as outlined in the Constitution and By-Laws.
   i. Perform and pursue any other duties which will benefit students of MSU.
   d. Communicate with the student body as is described in their respective position descriptions. (See Section III of the By-Laws)

Section 3. President and Vice President of Finance
1. The President shall:
   a. Be the official spokesperson and President of the MSU student body.
   b. Preside over the Senate and other SGA meetings and functions.
2. The Vice President of Finance shall:
   a. Be the financial officer of the SGA.
   b. Perform the duties of the President in the President’s absence or upon request.
   c. Assume the office of President in the event of vacancy.

Section 4. The Executive Board
1. The Executive Board, hereafter “Board,” shall:
   a. Carry out their individual responsibilities while working collectively as a team to represent SGA and the student body.
   b. Provide financial oversight of the SGA.
   c. Make appointments to committees as needed.
   d. Have other powers and responsibilities as prescribed in the Constitution and By-Laws.
Section 5. Senators
1. Senators shall:
   a. Represent the interests of their constituents on the Senate and on committees.

Section 6. Advisors
1. Advisors shall:
   a. Provide leadership, guidance, mentorship, and liaisons.
   b. Facilitate transition of SGA officers and elected senators.
   c. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   d. Represent the SGA in any conflicts with MSU faculty or staff.

ARTICLE IV  SELECTION OF OFFICIALS
Section 1. In General
1. Officials of the SGA shall be selected through election by the student body or through appointment.

Section 2. Elections and Appointments
1. Any degree-seeking student enrolled at MSU, including candidates for office, may vote in the elections for Officers and/or Senators.
2. The election committee shall facilitate the following elections annually:
   a. The Spring General Election, no later than the final Friday in March.
   b. The Fall Mid-Term Election, no later than the third Senate meeting in the Fall Semester.
3. Directors, Coordinators, and Advisors shall be selected annually by Presidential appointment.

ARTICLE V  GRIEVANCES AND REMOVAL FROM OFFICE
1. The Senate shall have the responsibility to utilize impeachment, removal, and disciplinary action within the Senate when such action is necessary and based on formally submitted complaints.

ARTICLE VI  VACANCIES
1. A vacancy occurs whenever a member of the Senate is unable to serve due to absence, resignation, removal from office, or lack of student status. The Senate shall have the responsibility to pursue the filling of all such vacancies.

ARTICLE VII  MEETINGS
Section 1. In General
1. The Senate shall meet no fewer than two times per month during the academic year, except during vacations and exam periods.
2. One-half of the members of the Executive Board shall constitute quorum at meetings of the Executive Board.
3. Except as otherwise provided in this Constitution, one-half of those present plus one shall constitute a majority.
4. All Senate meetings shall be open to all members of the MSU community, unless decided against in advance by the President.

Section 2. Parliamentary Authority
1. Robert’s Rules of Order Newly Revised shall be the parliamentary authority.

ARTICLE VIII  FINANCES
Section 1. In General
1. The SGA shall be funded through the Student Activity Fee. The Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the MSU student body.

Section 2. Use of Funds
1. Acceptable utilizations of these monies may include, but are not limited to:
   a. Providing on- and/or off-campus entertainment.
   b. Providing intramural sports.
   c. Providing monies for legislative affairs.
   d. Acquiring materials to be used in some capacity as advertising for the SGA.
   e. Delegating the use of a portion of the monies to worthy club and organizations.
   f. Compensating Executives for their service to SGA and the MSU student body.

ARTICLE IX  AMENDMENT PROCESS AND BY-LAWS
1. All members of the Senate shall be bound by relevant provisions of the SGA Constitution and By-Laws.

ARTICLE X  ENABLING ACT
1. This Constitution shall take effect upon approval by two-thirds of the members present at the meeting, assuming quorum is met.

Minot State University Student Government Association By-Laws
The re-write of 2014-2015.

ARTICLE I  GENERAL ELIGIBILITY OF OFFICIALS
Section 1. All Candidates
1. Officers of the SGA must maintain no less than a 2.5 cumulative grade point average on a 4.0 scale.
2. Senators of the SGA must maintain no less than a 2.0 cumulative grade point average on a 4.0 scale.
3. Officials of the SGA must carry no less than 12 semester hours.
4. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the Board.

Section 2. Presidential Candidates
1. Candidates seeking the office of President of the SGA must have served as an official of the Senate for one academic year or gain approval of the Senate.

ARTICLE II  COMMITTEES
Section 1. In General
1. Officials of the Senate that sit on SGA and administrative committees shall provide a report to the Senate regarding the proceedings of these committees.
2. Ad hoc committees may be formed as necessary and prudent.
**Section 2. Clubs & Student Organizations (CSO)**

1. This committee shall be charged with distributing designated funds to the clubs and student organizations of MSU, with approval of the Senate, as it deems appropriate based on the proposals of those clubs and organizations who seek funds and meet all criteria as outlined here and in Article XIII, Section 3.

2. Membership shall include a non-voting advisor and the following voting members:
   a. Chair: Vice President of Finance.
   b. Four or more other members of the SGA.

3. The Chair shall:
   a. Call an initial meeting, no later than six weeks after the semester begins, which one representative from each fund-seeking club or organization must attend.
   b. Call no more than one meeting per month, unless necessary.

4. Each club and organization with a proposal must ensure the following before the proposal will be heard by this committee:
   a. The proposal shall have been submitted electronically one week prior to the initial CSO meeting.
   b. The club or organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting.

**Section 3. NDSA Committee**

1. This committee’s charge shall be to:
   a. Represent the MSU student body at the monthly meetings of the North Dakota Student Association, hereafter “NDSA,” with no less than six delegates and provide a report to the Senate.
   b. Organize, host, and facilitate Higher Education Awareness Day in the fall semester of even years, prior to the opening of the North Dakota Legislative session in January.

2. Membership shall include:
   a. Chair: Vice President of State Affairs.
   b. Five or more other Officials of the SGA or current students.

**Section 4. Constitutional Review Committee**

1. This committee shall be charged with reviewing and revising the SGA Constitution and By-Laws, with approval of the Senate, as necessary and prudent.

2. Membership and a Chair shall be appointed by the President, with approval of the Senate.

**Section 5. Student Outreach Committee**

1. This committee’s charge shall be to:
   a. Administer surveys and compile data in order to give SGA an accurate interpretation of student opinion.
   b. Host student outreach events no less than once per month.
   c. Implement and execute face to face recruitment strategies.
   d. Advertise SGA initiatives through a variety of mediums.

2. Membership shall include:
   a. Chair: Vice President of Student Outreach
   b. Vice Chair: shall be elected within the committee and must be a senator of the SGA.
   c. Four additional members of the SGA.

**Section 6. Administrative Committees**

1. Officials of SGA shall represent the student body on various administrative committees outside of SGA.

2. The Secretary shall maintain and update a list of these committees.

**ARTICLE III DUTIES**

**Section 1. In General**

1. All Officials of the SGA are encouraged to attend a majority of SGA-sponsored events.

2. All officers must aid their successor with transitioning into office (post-election or post appointment).

**Section 2. President**

1. The President shall:
   a. Chair all meetings of the Senate and Executive Board.
   b. Call meetings of the SGA at such times as deemed necessary or as directed by the Senate.
   c. Create the SGA budget with the Vice President of Finance and advisors, with approval of the Senate, based on fees distributed by the SGA Activity Fee.
   d. Create ad hoc committees to address issues inappropriate for the Senate to discuss as a whole.
   e. Appoint members to all committees as necessary and with approval of the Senate.
   f. Appoint new members to fill empty seats in the Senate with the consent of the Senate.
   g. Maintain a minimum of seven office hours a week.

**Section 3. Vice President of Finance**

1. The Vice President shall:
   a. Be the presiding officer over the Committee of Student Organizations, hereafter “CSO.” (Refer to Articles II and VIII of the By-Laws for more information regarding CSO.)
   b. Work with the President and advisors in the creation of the SGA budget.
   c. Ensure payment of bills and completion of contracts.
   d. Document an accurate record of the following:
      i. All collections and disbursements.
      ii. All money recipients allocated from budget hearings.
   e. Maintain an updated copy of the SGA budget to disperse it to the Senate.
   f. Maintain a minimum of six office hours a week.

**Section 4. Vice President of Internal Affairs**

1. The Vice President of Internal Affairs shall:
   a. Record and make available to the public minutes of the following meetings:
      i. Senate
      ii. CSO
      iii. Constitutional Review Committee
   b. Track Senate and committee meetings, communicating meeting dates and times to Senate members.
   c. Submit approved and corrected minutes of Senate meetings to the Red & Green.
   d. Notify the SGA President of members of the Senate who are in violation of their membership requirements notify the Senate, with approval of the President.
   e. Organize annual Senate pictures to be taken in October.
   f. Write and submit “Senator of the Month” biographies to the Senator’s hometown newspaper, the Minot Daily News, the Red & Green, and the Public Information Office.
   g. Maintain a minimum of six office hours a week.
Section 5. Vice President of Student Outreach
1. The Vice President of Student Outreach shall:
   a. Plan and develop internal and external marketing and public relation efforts to enhance the campus environment.
   b. Manage and motivate their team to create stimulating marketing tactics that attract the student body to events and engage them in promotions.
   c. Maintain and update the SGA website, social media, and campus calendar with all SGA-sponsored events and other relevant information.
   d. Understand and abide by all rules of the Minot State University Institutional Review Board (IRB) in regards to surveying the student body.
   e. Maintain a minimum of six office hours each week.

Section 6. Vice President of State Affairs
1. The Director of State Affairs shall:
   a. Be the direct liaison between the State NDSA and MSU SGA.
   b. Chair the NDSA committee and, as Chair:
      i. Attend every NDSA meeting and provide a report regarding MSU.
      ii. Ensure MSU delegate awareness through "delegate packets."
      iii. File vehicle requests.
      iv. Book other necessary accommodations.
   2. Organize an annual State NDSA meeting hosted by the MSU SGA.
   3. Submit a final written report of the year’s activities at the last SGA meeting of the year.
   4. Maintain six office hours each week.

Section 7. Senators
1. In general, Senators shall:
   a. Meet periodically with their constituents in order to represent them honorably and effectively.
   b. Serve actively on three or more Senate or administrative committees.
   c. Volunteer at three or more SGA-sponsored events per semester.
   d. Maintain one office hour per week.
   2. Senators representing academic colleges shall:
      a. Meet with the respective head of their academic college and report to the Senate biannually.
   3. Senators representing the RHA shall have the following duties:
      a. Maintain a relationship with residence hall staff and report to the Senate as necessary.
   4. Senators representing off-campus students shall:
      a. Meet with the respective head of their academic college and report to the Senate biannually.
      b. Their meeting should focus on the needs and concerns of students who live off-campus.
   5. Senators representing the Freshman class shall:
      a. Be exempt from the GPA requirements for their first semester.
      b. Meet with the respective head of their academic college and report to the Senate biannually.
   6. Senators representing athletics shall:
      a. Maintain a relationship between MSU students and MSU student athletes.

Section 8. Advisors
1. Advisors shall:
   a. Ensure at least one advisor be present at each Senate meeting as a resource to the SGA.
   i. The role shall not be to interfere unless requested to do so.
   ii. In the event that no Advisor is available, the Vice President for Student Affairs or their designee will appoint a temporary advisor for that meeting.
   b. Objectively mediate interpersonal conflicts between Officials of the SGA.
   c. Be available to represent the SGA in any conflicts with MSU faculty or staff.
   d. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   e. Call extra meetings of the Executive Board as he or she deems necessary and prudent.

ARTICLE IV SELECTION OF OFFICIALS
Section 1. Elections
1. The Election Committee shall be formed by the President each academic semester.
2. The Election Committee shall be charged with:
   a. Facilitating the process of the election of the following officials:
      i. Officers and Senators.
   b. Holding the Spring General Election and Fall Mid-Term Election.
   c. Regulating nominations, campaigning, and the election process.

Section 2. Campaigning
1. Candidates may campaign for office.
2. Campaigning materials must be removed from polling locations before the polls open.
   a. Any candidate may receive a 10 percent loss of votes if campaigning or campaign materials are discovered in polling locations while polls are open.
   b. Any candidate may be disqualified from an election if they or a member of their campaign committee is found to be operating or supervising a polling location.
3. Other campaigning guidelines shall be set by the Election Committee, with approval of the Senate.

Section 3. Officers
1. All Officers shall be elected by the student body at large in the General Election.
2. The President and Vice President shall run on separate tickets.
3. The Officers shall take office on April 16.
   a. The interim between election and taking office shall serve as a mandatory training period.

Section 4. Senators
1. Senators representing academic colleges shall be elected in the General Election.
   a. Those elected shall take office no later than April 16.
   2. Off-Campus, Freshman, Transfer, Graduate Studies, and Athletics Senators shall be elected in the Mid-Term Election.
**Section 5. Advisors**

1. The Senate shall appoint or re-appoint Advisors every other Spring Semester in even years following the General Election.
   a. Re-appointment of current Advisors may occur through a simple majority.

2. In the event of appointing a new advisor:
   a. The President shall assemble a panel, with the approval of the Senate, charged with appointing no more than two advisors.
      i. This panel must consist of the President, Vice President of Finance, no less than two senators, and no less than one faculty or staff member.
      ii. These appointments must be made in no longer than one calendar month.
      iii. Those appointed shall take office immediately upon appointment.

**ARTICLE V**

**DISCIPLINE AND REMOVAL FROM OFFICE**

**Section 1. In General**

1. Decisions regarding discipline up to and including removal from offices of the SGA are the responsibility of the SGA executive board and the SGA President.

**Section 2. Complaints**

1. No disciplinary action shall be considered unless a formal, written complaint is submitted by a member of the SGA to the SGA President. If the complaint should be against the President, the written document should be submitted to the Vice President of Finance. Complaints must be as specific as possible, so the charges against the member are clear and understandable. Anonymous complaints will not be accepted.

2. The senator for whom the complaint is against will be provided a copy of the complaint, excluding the submitter’s name. The senator will have three school days to provide a written response. Responses after the specified deadline will not be accepted.

3. The SGA President shall consult with the complainant and the subject senator (separately) in an attempt to fully understand the relevant issues prior to presenting the complaint to the executive board. The advisor shall be used as consult as needed and may be present at the interviews.

4. The executive board will review written statements provided and hear from the SGA President regarding the initial consultation. An advisor will be present during all such meetings. Should the complaint be against a member of the Board or the President, that member will be recused from the process except as the subject senator.

5. The Board may choose to consider the written documents only or may choose to interview anyone that may have information regarding the matter. Interviews will not be conducted as a hearing. The Board will make a recommendation to the President regarding disciplinary action, and the President (in consultation with an Advisor) will implement disciplinary action and document the final decision. The recommendation of the board will be written and will include a brief justification and/or reasoning behind the recommendation. The President is not required to accept the recommendation of the Board.

**Section 3. Discipline**

1. The recommendation of the Board regarding discipline may include:
   a. Dismissal of the charges
   b. Verbal counseling
   c. Documented counseling
   d. Documented reprimand
   e. Probation
   f. Suspension with or without pay
   g. Removal from office

2. The President's final decision will be made in writing and addressed to the subject Senator with copies to the complainant.

3. With any disciplinary action the Senator has the right to attach written comments for the record.

4. With any action that involves the loss of pay or removal from office, the Senator has the right to appeal the action.

5. When the final decision involves removal from office the Senator will have to option to resign. If this option is exercised the right of appeal is forfeited.

**Section 4. Appeals**

1. Any Senator subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.

2. To appeal, the Senator must file a written appeal to the President of the SGA within seven calendar days of the decision. The appeal may not introduce new information that was not previously documented and available to the Board.

3. Upon receipt of the appeal notification, the SGA President will convene the full Senate to review and discuss the original complaint, the response provided by the Senator, the Board recommendation, and the President's final decision. Senate members may make inquiries of the Board and President to ascertain relevant facts of the matter. A motion to overturn the disciplinary action must be made by an SGA member and then seconded. A two-thirds vote of those present (provided a quorum is present) is required support the motion. If no motion is made or no second is made then the appeal will not be overturned.

4. If the disciplinary action is overturned, all loss of pay will be reinstated, if applicable. If a removal action is overturned the Senator will return to office as if they had not been removed.

5. A lesser form of discipline may be implemented based on a separate motion passed by a simple majority of the Senate.

**Section 5. Recordkeeping**

1. All documentation related to this section will be maintained in the Student Advisor's office and will be maintained in compliance with the Family Educational Rights and Privacy Act (FERPA).

**ARTICLE VI  VACANCIES**

**Section 1. Resignation**

1. Any member of the Senate may resign by submitting a signed and dated letter of resignation to the President. Letters of resignation shall appear in the next Senate meeting’s minutes.

2. If an SGA member should vacate his or her position and is no longer in good standing, he or she will be expected to give back his or her binder, jacket, polo tag, remaining business cards, and any other tangible items. All SGA members, no matter their position in this organization, will be held to this standard.
Section 2. President
1. If the office of President becomes vacant, the Vice President of Finance shall assume the position and appoint his or her replacement from among the members of the Student Senate.

Section 3. Officers
1. If the office of Vice President of Finance becomes vacant, the President and Vice President shall appoint a replacement from among the members of the Student Senate.
2. If the office of Vice President of Internal Affairs becomes vacant, the President and Vice President shall appoint a replacement from among the members of the Student Senate.

ARTICLE VII MEETINGS
Section 1. Attendance of Senate Meetings
1. If any member is absent without proxy and/or excusal by the President from three Senate meetings during their term, then that member must meet with the President and Vice President.
   a. The President may recommend that the Senate vote on whether to retain that member.
   b. If the member does not meet with President and Vice President in a reasonable amount of time, the President may recommend that the Senate vote on whether to retain that member without meeting with that member.
   c. A two-thirds vote shall be required to remove a member from the Senate.
      i. The member shall have the opportunity to speak on his or her own behalf.
      ii. The member may not be present during deliberation and voting and may not vote.
   d. Removal of members shall be subject to question after the second unexcused absence or tardiness from a mandatory meeting and/or an event that an SGA member agreed to attend. An excused absence must be requested to the President at least 48 hours prior to the meeting or event. If the absence is questionable then the Board will vote whether it is excused or unexcused.

Section 2. Attendance of Board Meetings
1. If a Board member is absent without excusal by the President from two Board meetings during their term, then that member must meet with the President and Vice President.
   a. The same procedure shall be followed as outlined in Article VII, Section 1.

ARTICLE VIII FINANCES
Section 1. In General
1. All contracts and bills related to or paid through SGA funds must have signatures obtained from one officer and one advisor of the SGA.

Section 2. Payment of Officials
1. The officers of the Student Senate and SGA shall be placed on the payroll on April 16th of the year in which they are elected. They shall remain on the payroll until April 15th of the following year, unless they vacate their position before that time, whereas salary will be terminated effective the day of resignation.
2. In case of an appointment to a vacated position, the officer shall be placed on the payroll the day that he or she was appointed.
3. Any paid position within the Senate and/or Association will follow MSU Employee Guidelines.

Section 3. Club Funding Procedure
1. The primary purpose of the SGAs allocation process through CSO is to ensure that student activities and student life at MSU are able to be enhanced through efforts by clubs and organizations.
2. Meetings of the CSO shall be called by the SGA Vice President of Finance, acting as committee Chair, no later than six weeks after the semester begins.
3. To be eligible for funding through CSO, the following criteria must be met:
   a. The clubs and organizations, hereafter simply “organizations,” must be official and authorized by MSU and SGA.
   b. The organization’s CSO representative must have perfect attendance at CSO meetings in the current semester.
   c. The organization’s proposal shall have been submitted electronically to the SGA Vice President of Finance, acting as CSO Chair, one week prior to the initial CSO meeting of the current semester.
   d. The organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting of the current semester.
   e. The organization must not be receiving student activity fees monies.

ARTICLE IX AMENDMENT PROCESS
Section 1. Procedure for proposing and accepting an amendment
1. Any current student or Official of the SGA may propose an amendment or resolution via a Senator or member of the Executive Board.
2. Upon being brought before the Senate, the proposed amendment or resolution shall be tabled without discussion until the next meeting.
3. The proposed amendment or resolution shall be submitted to the Red & Green upon request.
4. If the proposed amendment is defeated by the Senate, the student has a right to petition, as drawn out in Section 2.
5. A two-thirds vote by the Senate will approve all proposed amendments and resolutions.

Section 2. Alternative procedure for proposing and accepting an amendment
1. Any current student may petition an amendment at any time, if they obtain 300 or more student signatures.
2. An accepted petition will be voted on by the student body.
3. Approval or disapproval of the petitioned amendments will be decided by a simple majority of the voting student body.