



STUDENT HANDBOOK

::::: 2025-2026

Be seen. Be heard. Be you.



Welcome to Minot State University!

This student handbook has been designed as your guide to important resources to utilize on your path to a degree from Minot State University. We have a robust offering of student support services and opportunities to get involved, which may be key to your success at Minot State University.

The handbook contains three sections:

1. General Information

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

2. Student Rights and Responsibilities

This section contains official campus policies on a variety of topics which affect you as a student. These policies are subject to change.

3. 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.*

We are committed to serving your needs throughout your experience at Minot State University. Don't be afraid to ask for help. If you encounter questions or issues that you cannot resolve, stop by and visit me on the third floor of the Administration Building, Room 365. Best wishes on a great school year, and I look forward to the day when you walk across the stage at commencement!



Kevin Harmon, M.Ed.

Vice President for Student Affairs and Intercollegiate Athletics

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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. The individual academic departments should be contacted for course advisement, major/minor requirements, and substitution of courses.

ACADEMIC SUPPORT CENTER

Gordon B. Olson Library, lower level

Houses several programs dedicated to student success, including:

- Access Services, 701-858-3372
- Career Services, 701-858-3996
- TRIO Student Support Services, 701-858-4047
- Tutoring Center, 701-858-3360

BUSINESS OFFICE

Administration, 2nd floor, 701-858-3333

- Fees/tuition payment
- Student bank
- Check cashing
- Gifts and bequests

CENTER FOR EXTENDED LEARNING

Administration, 3rd floor, 701-858-3822

- Evening and weekend classes
- Online courses
- Home video
- Correspondence courses
- Seminars
- College for Kids

ENROLLMENT SERVICES

Administration, 1st floor, 701-858-3350

- Campus tours
- Application information
- Advise students on enrollment procedures

FINANCIAL AID

Administration, 2nd floor, 701-858-3375

- Scholarships, grants, and loans
- ACT Family Financial Statement
- Withdrawal/drop classes

GRADUATE SCHOOL

Memorial Hall 308, 701-858-3250

MILITARY RESOURCE CENTER

Model Hall 208, 701-858-4003

Provides guidance for Active Duty, Reserve, and National Guard servicemembers, veterans, spouses, and dependents.

NATIVE AMERICAN CULTURAL CENTER

Student Center, 3rd floor, Rm 305, 701-858-3365

Provides academic support services and advocacy to Native American/American Indian students.

PARKING OFFICE

Student Center, 1st floor atrium, 701-858-3010

Pick up parking permits (after purchasing online).

REGISTRAR'S OFFICE

Administration, 1st floor, 701-858-3345

- Official grades
- Graduation requirements
- Course schedules/registration
- Add/drop courses
- Campus Connection help
- Requests for official transcripts
- General education requirements
- Transfer credit evaluation
- Athletic eligibility evaluation

RESIDENCE LIFE OFFICE

Student Center, 2nd floor, 701-858-3363

- Residence halls and apartments
- Residence Hall Association

STUDENT ACTIVITIES

Student Center, 2nd floor, 701-858-3987

STUDENT HEALTH CLINIC

Lura Manor, lower level, south entrance, 701-858-3371

- Immunization requirements
- Health services
- Health promotion and prevention

UNIVERSITY COUNSELING SERVICES

Lura Manor, lower level, south entrance, 701-858-3371

- Crisis intervention
- Relaxation
- Personal counseling
- Alcohol screening
- Academic counseling
- Outreach
- Stress/depression assessment

Campus Buildings

ADMINISTRATION

The first floor houses the offices of Enrollment Services, Registrar, Marketing, Design and Print Services, and Vice President for Enrollment, Marketing, and Outreach.

The second floor houses the offices of the President, Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, Vice President for Administration and Finance, Director of Human Resources, Financial Aid, and the Business Office.

The third floor houses the office of the Vice President for Student Affairs and Intercollegiate Athletics, Center for Extended Learning, Academic and Institutional Projects, Dakota College at Bottineau, and Interactive Video Network (IVN) studios.

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, concerts, and other productions.

ASTRONOMICAL OBSERVATORY

Established in 1967 and relocated to north of the Amphitheater in 1988, the observatory houses a 16-inch diameter Schmidt-Cassegrain telescope used primarily by astronomy students.

CYRIL MOORE SCIENCE CENTER

Houses the Department of Science, a lecture-demonstration auditorium seating 233, and classrooms and labs for science courses.

DOME

Houses administrative offices for the Department of Athletics. Provides facilities for a wide variety of activities such as basketball, volleyball, wrestling, and indoor track with seating for over 10,000 people. The building has locker rooms, showers, classrooms, and other use areas.

AIR-SUPPORTED DOME

The "Bubble" is inflated over the Herb Parker Stadium and measures in at 86,000 square feet of usable "outdoor" space during the winter months.

FACILITIES MANAGEMENT NORTH

The base of operations for campus maintenance, custodial, carpentry, electrical, heating and cooling, motor pool, security, and horticulture.

GORDON B. OLSON LIBRARY

Contains over 450,838 volumes in its book, bound periodical, and document collections. Currently provides access to several thousand journals and is a select regional depository for federal and state government documents. In addition, the

library houses special collections of North Dakota materials, children's books, and microforms. The lower level houses the Northwest Arts Center as well as the Academic Support Center and TRIO Student Support Services.

HARTNETT HALL

Houses office and classroom space for art, professional communication, humanities, and theatre arts, as well as an Esports lab and a lecture and recital hall. Aleshire Theater, located on the first floor, can seat 200 for theatre productions and events.

HERBERT M. PARKER STADIUM

Football and soccer stadium with a seating capacity of 3,500 on the stadium's north side.

MEMORIAL HALL

Houses the Department of Communication Sciences and Disorders, the Department of Behavioral Sciences and Criminal Justice, and the Department of Nursing. Also houses the North Dakota Center for Persons with Disabilities, a university affiliated program.

MODEL HALL

Houses the Department of Math, Data, and Technology. There are two instructional computer labs, four-tiered multimedia classrooms, and a number of classrooms for lecture. The Military Resource Center is located on the second floor.

OLD MAIN

Houses the Department of Business, including the Severson Entrepreneurship Academy and the Slaaten Learning Center, as well as offices and classrooms for social sciences and performing arts. Information Technology Central (ITC), Honors Program, and Looyenga Leadership Center are located on the first floor. Ann Nicole Nelson Hall provides facilities for the performing arts and other campus and community events, with a seating capacity of 950.

STUDENT CENTER

The first floor houses a campus information center/post office/central receiving/parking office, the Minot State Barnes & Noble Bookstore, the Sodexo office, and the Men's and Women's Wrestling practice room.

The second floor is home to the Beaver Dam, Beaver Creek Cafe, Starbucks, and the offices of the Student Center director, student activities coordinator, Residence Life, and Student Government Association.

The third floor houses the Native American Cultural Center and the offices of Advancement, Alumni, and University Communications. It also features a conference center on that is used for numerous campus and community events.

SWAIN HALL

Houses the Department of Education and Inclusive Services as well as exercise physiology equipment, a workout therapy pool, and low-tech science labs.

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, intramural sports, personal training, student dances, and other student activities.

RESIDENCE HALLS

COOK HALL

Cook Hall is the largest residence hall on campus. It is co-ed by floor and can accommodate 187 students. Amenities include cardlock entry, internet, kitchen, microwaves on each floor, community style bathrooms, free laundry facilities and a large lounge with a TV, pool table, and table tennis.

CRANE HALL

Crane Hall is a modern co-ed residence hall with suites style housing, where two rooms share a bathroom. The hall is co-ed by suite and can accommodate 88 students. Amenities include full kitchens, free laundry facilities, and recreational lounges on every floor.

LURA MANOR

Lura Manor is a co-ed suite style residence hall and can accommodate 144 students. Amenities include study nooks, recreational lounges, microwave access on every floor, a few kitchen options, and free laundry facilities throughout the building. The Student Health Clinic and Counseling Services are located on the lower level.

MCCULLOCH HALL

McCulloch Hall is a co-ed by floor residence hall that can accommodate 154 students. Amenities include free laundry facilities, community-style bathrooms, a kitchenette, microwave access on every floor, and two recreational lounges with a TV, a pool table, and table tennis.

CAMPUS APARTMENTS

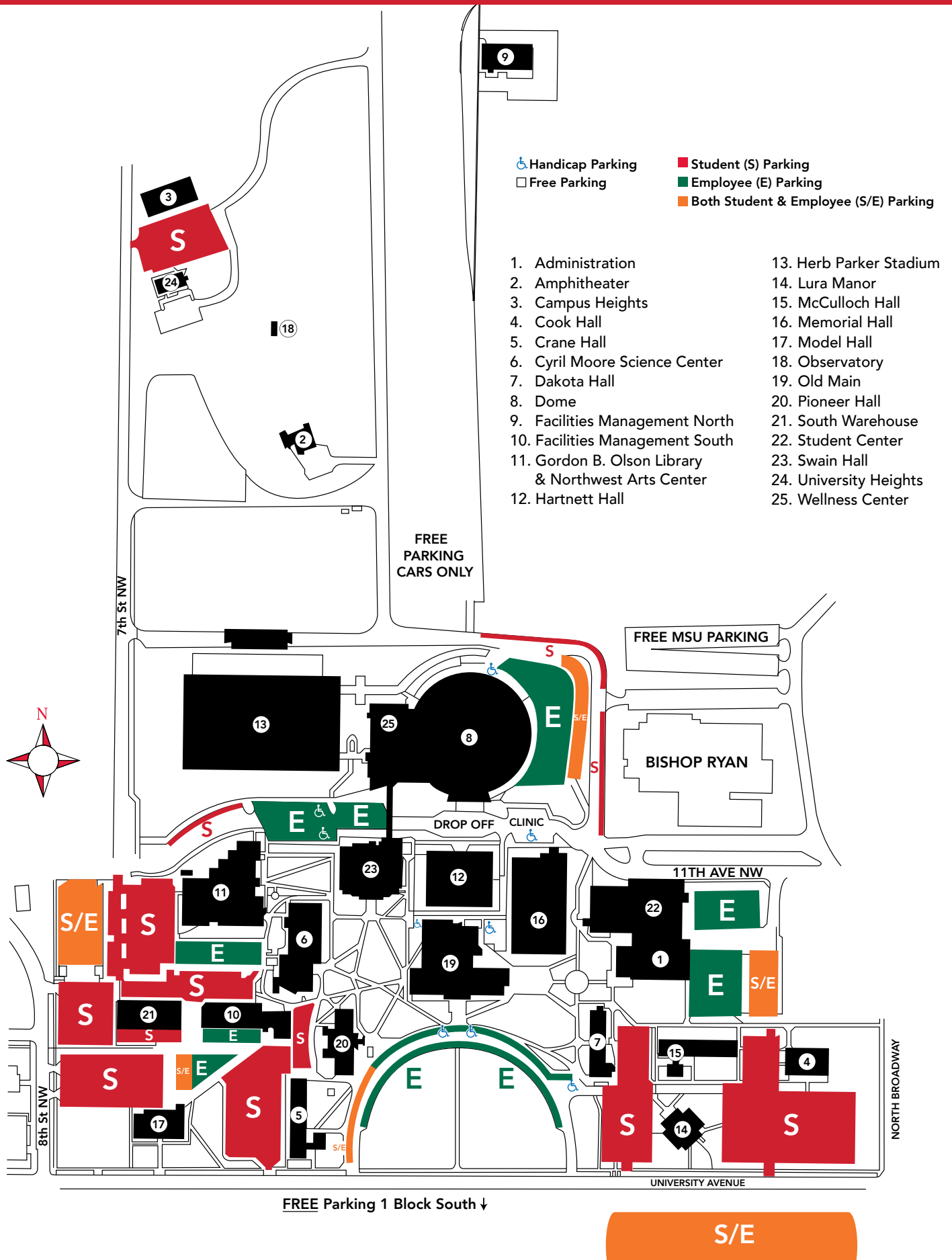
CAMPUS HEIGHTS

There are 30 student apartments in Campus Heights, two of which are designed for accessibility. Each floor has four two-bedroom apartments and six studio apartments. Campus Heights apartments are unfurnished except for stove, refrigerator and drapes. Amenities include cardlock access to the building and coin operated laundry facilities.

PIONEER HALL

Pioneer Hall features 40 one-bedroom apartments for students, four of which are designed for accessibility. Pioneer apartments are unfurnished except for stove, refrigerator, and drapes. Amenities include cardlock access to the building and coin operated laundry facilities.

Campus Map



GENERAL INFORMATION

Academic Support Center

Gordon B. Olson Library, lower level

The Academic Support Center is a one-stop location for tutoring and academic assistance programs, including:

ACADEMIC ADVISING

701-858-4040 • MinotStateU.edu/advising

Academic advising provides services to undeclared, general studies, pre-nursing, management information systems, all students in the Department of Business. The advising unit also assists all students with general advising questions and prepares advising resources for the campus. The academic advisor may assist students with:

- declaring a major
- understanding degree and General Education requirements
- selecting courses each semester
- developing a plan to achieve their academic, career, and personal goals
- understanding university policies and procedures
- accessing campus/community resources

ACCESS SERVICES

701-858-3372 • MinotStateU.edu/access_services

Access Services provides reasonable accommodations for students with disabilities. Accommodations may include but are not limited to:

- Extended time and modified testing environment
- Alternative text
- Note-taking assistance
- Screen reader
- Audio recording

Access Services also provides academic adjustments for students with temporary medical conditions.

CAREER SERVICES

701-858-3996 • MinotStateU.edu/careers

Career Services offers career guidance for students and alumni. Services and programs provided include:

- Career exploration
- Job search strategies: resumé/cover letter assistance and interview preparation
- Full- and part-time employment listings
- Internship information
- Events: career fairs, etiquette luncheon, professional headshots, and more

ENGAGEMENT HONOR ROLL

701-858-3360

MinotStateU.edu/asc/engagement_honor_roll.shtml

The Engagement Honor Roll is an opportunity for undergraduate students to receive recognition for engagement activities they participate in while students at Minot State, through inclusion of this distinction on their transcripts.

Engagement categories may include: community service (volunteerism), civic engagement, service learning, community-based problem-solving, leadership development, or other activities. A description of each category is available online. To be recognized, students must complete a minimum of 50 hours and submit activities using the online form by the indicated deadline.

PEER REVIEW SESSIONS

701-858-4051 • AskMSU.com/tutoring

Peer Review Sessions are regularly-scheduled, informal review sessions in which students learn how to integrate course content and study skills while working with other students. The sessions are facilitated by peer leaders. Students have the opportunity to develop proper study skills, compare notes, discuss lessons, and go beyond the lectures to focus on content relevancy.

STARFISH

701-858-3360 • MinotStateU.edu/asc/starfish.shtml

Starfish is a communication tool which allows instructors to give praise or raise concerns regarding students' academic performance. If students receive an email with a concern, they are encouraged to seek assistance from their professor, academic advisor, or student success personnel. Students are able to view support services and request assistance through their Starfish account. An online scheduling feature in Starfish allows them to schedule appointments with some academic advisors and other support staff.

TRIO STUDENT SUPPORT SERVICES

701-858-4047 • MinotStateU.edu/trio

The goal of the TRIO program is to help students achieve academic, personal, and professional success.

Benefits of being a TRIO student include:

- First-year student participants move in a week early and learn secrets to success at Minot State
- Academic coaches – to keep students on the right track working toward their goals
- Workshops on key topics – learning styles, study skills, stress management, and more

- Enhanced resources – study aids, workshops, mentoring, money management, stress management, and individual tutoring (if/when it's needed)
- Opportunities for educational, cultural, and historical trips

Eligibility

To qualify for TRIO, students must be a U.S. citizen, working on their first bachelor's degree, and meet at least ONE of these criteria:

- First-generation college student (neither parent nor guardian has received a four-year degree)
- Income eligible
- Documented disability

TUTORING

701-858-3360 • [AskMSU.com/tutoring](https://askmsu.com/tutoring)

Whether students are striving for an 'A' or struggling in a course, peer tutors are ready to assist. Free tutoring services are offered for select courses and tutors are available during scheduled drop-in hours. No appointment is necessary, and there is no limit to how many times students may meet with a tutor during the subject's availability.

Peer tutors are available Monday through Friday during designated hours, beginning the second week of classes. Students may also request tutoring for additional subjects. An online tutor option is available in a variety of disciplines.

Barnes & Noble College Bookstore

Student Center, 1st floor • 701-858-3390

[MinotStateU.bncollege.com](https://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 and supplies 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: purchased online at [MinotStateU.bncollege.com](https://minotstateu.bncollege.com), 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](https://amazon.com) and bn.com

The bookstore accepts cash, checks, major credit cards, Apple Pay, 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

Administration, 2nd floor • 701-858-3333

[MinotStateU.edu/busoffic](https://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

All students are charged the resident rate. The academic year is divided into two semesters (fall and spring) of 16 weeks each.

The tuition and fees listed below are for Minot State on-campus and distance education courses. The tuition and fees are capped at 12 credits up to 18 credits per academic career. Any credits above 18 will have an additional per credit charge. The total tuition and fee amount stated below includes student activity fees (detailed list below) that are charged for all on-campus courses, and an access fee which is a per-credit fee charged for all distance education courses to cover the added costs associated with the delivery of a course. Tuition and fees for the graduate and undergraduate careers are calculated separately.

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 2025-2026

Amount listed are actual for 2025-2026; amounts subject to change without notice. Summer charges additional.

Undergraduate (12-18 credits per semester)

Resident \$9,190.56/year

Graduate (12-18 credits per semester)

Resident \$11,505.84/year

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 Fees

The per semester fee for full time students is separated into two portions: The University Fee and the Student Government Association Fee. The University Fee supports activities that benefit the student body as a whole, while the Student Government Association Activity Fee goes towards supporting specific activities. The tables below show how each portion is currently allocated.

University Fee Allocation:

Athletics	\$91.00
Health and Wellness Center Bond.....	\$98.65
Health and Wellness Center Operations.....	\$91.09
Student Center Operations	\$23.40
Student Health	\$51.82

Student Infrastructure.....	\$87.12
Student Placement	\$18.86
*Total University Fees.....	\$461.94

Student Government Association Activity Fee Allocation:

Beaver Athletic Band.....	\$1.81
Club Sports.....	\$5.00
Diversity Council	\$1.81
Esports	\$2.50
Flat Tail Press.....	\$1.73
Hartnett Hall Gallery	\$0.73
Homecoming	\$11.53
KMSU Radio.....	\$3.52
Marching Band.....	\$3.63
Men's Club Hockey.....	\$16.32
Mentoring	\$4.18
Music	\$2.54
Native American Cultural Center.....	\$5.00
Northwest Arts Center	\$3.45
Student Activities Committee.....	\$35.39
Student Government Association.....	\$25.39
Student Government Association Club Funding	\$5.08
Student Publications	\$8.76
Student Travel	\$7.50
Theatre Arts.....	\$2.90
Tutoring.....	\$14.00
Women's Club Hockey.....	\$16.32
Writing Center	\$5.00
*Total Student Govt. Activity Fee	\$184.09

BOOKSTORE CHARGES

Any student whose financial aid application has been accepted on Campus Connection and who is registered for class is eligible to charge their books at the bookstore one day after they meet both criteria.

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 at MinotStateU.edu/cc. 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 Minot State email account 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 Minot State, 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 offers a tuition payment plan for students that do not qualify for financial aid or do not receive sufficient financial aid to cover the cost of attendance. The enrollment fee for the payment plan is \$50 for a semester. For fall and spring semester plans, payments must be made on assigned dates in three equal installments. Summer semester payment plans are made in two equal installments on assigned dates. For more information call 701-858-3333 or email janese.lehman@minotstateu.edu.

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 Minot State 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.

% Completed Class Days	Refund %
0% to 8.999%.....	100%
9.0% to 34.999%	75%
35.0% to 59.999%	50%
60.0% to 100%	0%

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

Minot State 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.

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 Access Services office by calling 701-858-3372.

- 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.

Administration	F1
Amphitheater	F2
Campus Heights Apartments	L
Cook Hall	L
Crane Hall	F1
Cyril Moore Science Center	F1
Dome	F1
Facilities Management North	F1
Facilities Management South/Motor Pool	L
Gordon B. Olson Library	F1
Hartnett Hall	F1
Herb Parker Stadium	F2
Lura Manor	F1
McCulloch Hall	L
Memorial Hall	F1
Model Hall	F1
Observatory	L
Old Main	F1
Pioneer Hall	L
Press Box	F1
Student Center	F1
Swain Hall	F1
Wellness Center	F1

Center for Extended Learning

Administration, 3rd floor • 701-858-3822
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 by video conferencing, at the Minot Air Force Base, and at other outreach sites within North Dakota.

ONLINE

Online classes provide you with a flexible means to complete your college coursework. CEL courses are eligible for financial aid, but are not eligible for some Minot State tuition waivers.

Registration in an online class requires a Minot State email account. On the first day of classes, the online coordinator will send login instructions to your Minot State email account. If you would like more information about what is involved in online courses, visit MinotStateU.edu/online and click on 'Online Tutorial'.

NETTUTOR

NetTutor is an online tutoring service available to all MSU students. Students can meet with a live tutor on-demand, schedule an appointment, or drop off a question or paper for a tutor to

review. The goal is to help students discover their own unique learning process to find solutions. During live sessions, tutors will engage students while meeting them where they are – whether they are “stuck” halfway through a problem, ready to review their next essay draft, or misunderstand an important concept. At the end of a session, students will be able to explain what was covered in their own words and take what they have learned to work independently.

To access NetTutor, log in to Blackboard and click on one of your courses or on The Beaver Dam - MISU Campus News & Info course. Click on 'Student Help and Resources' in the Tools menu on the left, then click on the 'NetTutor' link.

Subjects available:

- Mathematics
- Languages
- Humanities
- Computer science
- Reading
- Communication
- Business
- Student success
- Social sciences
- Sciences
- English
- Health
- Technology
- Writing
- Economics

NetTutor services will be provided to you as a Minot State student free of charge. You may continue to use the NetTutor service as long as you remain a registered student at Minot State.

MINOT AFB

Minot State offers classes at the Minot Air Force Base that are open to all Minot State 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 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. Required placement scores apply at all North Dakota University System (NDUS) institutions.
3. 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.

Test	Test Component	Min. Score	Comments
ACCUPLACER	Writing	256	
ACT	English subtest	18	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.
ACT Aspire	English subtest	426	Intended for placement of early entry students while in high school.
ACT Compass	Writing Skills	77	This assessment will no longer be available after Nov. 30, 2016.
ACT Plan	English subtest	15	The ACT Plan has been replaced with the ACT Aspire assessment
EdReady (NROC)	English Placement	TBD	
Pearson (CLEM, CREAM, & others)	Writing subtest	70%	CLEM: Includes English Units 1-6
SAT (old)	Writing subtest	430	SAT tests taken prior to March 5, 2016
SAT (new)	Evidence-Based Reading and Writing	480	SAT tests taken on March 5, 2016 and later
Smarter Balanced	Grade 11/12 English Language Arts (ELA)	3	

4. 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.

Test	Test Component	Min. Score	Comments
ACCUPLACER	Next Generation Advanced Algebra and Functions	237	

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

5. Enrollment in advanced college level, degree credit courses may require additional placement at some institutions.
6. 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.
7. 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.
8. Campuses may elect to apply the following placement scores in reading and science based courses:

Subject Area	ACT sub-test	Aspire subtest	SAT	Compass	Accuplacer
Reading	21	424	N/A	88**	85
Science	24	432	N/A	N/A	N/A

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

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

Minot State students who did not achieve the required ACT score may take the Accuplacer placement exam free-of-charge for the first attempt (subsequent attempts incur a fee of \$20 for Math or English and \$30 for both). 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, third 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 Minot State, it is the responsibility of the student to ensure fulfillment of a program requirement through the department/division chair.
- Minot State 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 Minot State Academic Testing Center located on the third floor of the Administration building. Contact the Academic Testing Center at 701-858-3830 or testingcenter@minotstateu.edu to schedule an exam. There is a \$20 administration fee payable to Minot State via cash, check, or charge on the day of the exam (waived for military person).

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.

Dining Services

Sodexo • Student Center, 1st floor
701-858-4465 • minot.sodexomyway.com

Your dining experience is more than great food. It is a 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.

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, and soft-serve ice cream with assorted toppings. Our own bakery on campus provides daily deliveries of pastries and desserts. An endless variety of beverages 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, second floor, between the hours of 8 A.M. – 4:30 P.M.

DINING SERVICE MEAL PLANS 2025-2026

Dining plans are flexible, convenient, and loaded with options. Students who like to dine frequently may have unlimited visits in the Beaver Creek Café. This unique format offers unlimited continuous service to students for convenience and value.

- **Unlimited Plan** – \$2,760/semester
 - Unlimited number of times you can swipe into the cafeteria
 - Includes \$100 Dining Dollars
- **Block 224** – \$2,217/semester
 - 224 meals/semester
 - Includes \$250 Dining Dollars

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 second floor of the Student Center, during the following hours:

Monday – Friday: 7 A.M. – 9 P.M.

Saturday & Sunday: Brunch 9 A.M. – 2 P.M.
Dinner: 5 – 8 P.M.

Dining Dollars is a declining balance program that allows students to make purchases at ALL food service locations across campus. Dining Dollars are not re-loadable.

Dining plans are purchased and activated at the Student Center Director's office located on the second floor of the Student Center. All dining plans, as well as included Dining Dollars expire at the end of the semester.

We also have numerous meal plan options for commuter students, as well as staff and faculty.

MEAL CARDS

As a member of the Minot State Community you are provided with a Minot State 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 Minot State ID card. Lost, stolen, or broken ID cards can be replaced at the Student Center Director's office. A replacement fee may be charged.

DINING LOCATIONS AND TIMES

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.

A convenience store, located on the second floor of the Student Center, allows staff, students and faculty to grab their favorite beverages, snacks or light lunch items.

DIETARY REQUIREMENTS AND 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 Minot State ID card, available to students, faculty and staff. Beaver Bucks can be used at Beaver Creek Café, C-Store, Beaver Dam and Barnes & Noble Bookstore. 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 Director's office, Monday through Friday during regular business hours. Beaver Bucks transfer from semester to semester.

Financial Aid

Administration, 2nd floor

701-858-3375 • MinotStateU.edu/finaid

Minot State University makes every effort to provide financial assistance to eligible applicants through loans, grants, scholarships, student employment, 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 is considered for a variety of federal, state, and 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 their 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 offered to students. Offers 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 is redetermined annually.

WHO MAY APPLY

Students applying for federal financial aid must:

1. Be a U.S. Citizen or an eligible non-citizen.
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 school code is 002994. All students (including first-year students, returning, and transfer students) are encouraged to complete the FAFSA online at StudentAid.gov.

Students enrolling Summer Semester will be offered financial aid once the student has registered for classes. Financial aid will depend on the student's eligibility and credits enrolled.

MinotStateU.edu/finaid/eligibility/summer-financial-aid.shtml

WHEN TO APPLY

To receive priority consideration for financial aid for the upcoming academic year, Minot State 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 8 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 and Federal Work Study) as well as the Federal Pell Grant, Federal Direct Loan Programs and the North Dakota State Grant. Applications for financial aid will be accepted after April 15, but funding

may be limited to the Federal Pell Grant and Federal Direct 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, 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 or a signed copy of their Federal Tax Return and other requested documentation. Tax Return Transcripts can be obtained at [IRS.gov](https://www.irs.gov). Financial aid will not be offered until Verification is complete. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both. Verification forms and additional information is available online at MinotStateU.edu/finaid/verification.shtml.

HOW FINANCIAL AID IS OFFERED

Financial aid offers 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 student aid index (SAI) as determined by the FAFSA. A need exists if the student aid index 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/supplies, food, housing, transportation, and other miscellaneous personal expenses. The student aid index formula considers:

- 1. Income of the student, spouse, and/or parent
- 2. Assets of the student, spouse, and/or parent
- 3. Family size
- 4. 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 website at 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 offers 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 on the date tuition and fees are due. Fee payment 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 this time.

Students whose charges are less than the financial aid received are encouraged to have the excess financial aid direct deposited into their bank account. If a student does not complete a direct deposit request, an excess aid check will be issued by the Business Office and mailed to the student's mailing address listed in Campus Connection.

First-Year Experience (FYE)

MinotStateU.edu/fye/index.shtml

The First-Year Experience (FYE) is required for all students in their first semester or who transfer to MSU with less than 24 semester hours. This powerful learning experience will inspire the transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger community.

First-Year Learning Communities are composed of two or three courses that are connected by a theme. Class sizes are small, and instructors work together to create meaningful assignments around the theme and across the courses. All learning communities include UNIV 110: First-Year Seminar which is a general education requirement for graduation.

New students will register for a FYE at New Student Orientation. If students have questions or want to change their FYE, they should first visit with their academic advisor and then contact the Academic Support Center for assistance in making changes.

Gordon B. Olson Library

Information: 701-858-3296 | Circulation: 701-858-3201

MinotStateU.edu/library

LIBRARY HOURS *Can be accessed by calling 701-858-3200.*

Fall and Spring Semesters

Monday – Thursday	7:30 A.M. – 10 P.M.
Friday	7:30 A.M – 4:30 P.M.
Saturday	1 – 5 P.M.
Sunday	1 – 9 P.M.

Summer Semester

Monday – 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
- Purchase Papercut print cards

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: MinotStateU.edu/library/interlibrary_loan.shtml.
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.

- Students/Staff/Faculty: present valid Minot State 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) *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
- TEXTBOOK RESERVE: 2 hours, materials may not leave the library

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 three 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

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 \$10.00 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 \$5.00. 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 record 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 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.*

Receiving Materials

When the requested material arrives, the patron will be notified by Minot State email. Loan items will be held until the due date. In the case of articles received electronically, they will be sent directly to the patron's Minot State email account. Articles that we cannot send electronically will be held at the Circulation Desk and the patron will be contacted upon their arrival.

If a patron continually fails to pick up items, s/he will not be able to order materials via interlibrary loan.

If the library cannot fill a request, the patron will be notified by Minot State email.

RESEARCH HELP

If you need help with your research, we encourage you to contact us – please don't be shy; we answer questions for a living and we enjoy doing it. Librarians provide research help any time the library is open. To find out the library's hours, call 701-858-3200 or go to MinotStateU.edu/library/pages/hours.shtml.

Visit the Research Help page, at MinotStateU.edu/library/research_help.shtml, where you can find live video and non-video tutorials covering subjects such as logging in and searching our most popular databases. The page also has a link to an Information Request Form.

Honors Program

Old Main 101 • 701-858-3574

MinotStateU.edu/honors

The Minot State 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.

ELIGIBILITY

- First year students need a high school GPA of 3.25 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

Student Center, 2nd floor – across from Beaver Dam
701-858-3364 • MinotStateU.edu/sc/id.shtml

Your Minot State 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 Minot State ID Card Office. If you lose your ID card, a replacement can be purchased for \$20.00.

As the holder of a Minot State 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 Minot State ID Card Office can also help you deposit money on your card or change your meal plan.

TERMS AND CONDITIONS:

Your ID card is the official identification card of Minot State 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 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

MinotStateU.edu/itcentral

Whether living on campus, commuting, or taking classes from a distance, technology will be a big part of your University experience.

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.

SUPPORT SERVICES

Phone: 701-858-4444

Email: helpdesk@minotstateu.edu

Website: MinotStateU.edu/itcentral/help.shtml

Online Work Order: MinotStateU.edu/helpdesk

Hours: Monday – Friday: 7:30 A.M. – 4:30 P.M.

Contact the Minot State Help Desk by phone or send an email to helpdesk@minotstateu.edu. Include your full name, contact number or email address, and a description of the problem.

Help Desk Services at a Glance

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

SECURE RESOURCES

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 MinotStateU.edu/cc and click on 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 'MSU'.

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. The account is available for 18 months after your final enrolled class is completed.

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 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 User ID 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 at no charge to you for Mac, PC, and mobile devices, which includes Microsoft Word, Excel, PowerPoint, OneNote, Outlook, etc. Go to 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 Logins, then Blackboard from the drop-down menu.

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 'MSU'. Log in using your Campus Connection UserID and password.

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, 1201.2)

COMPUTER LABS AND KIOSK LOCATIONS

Open-Access Labs

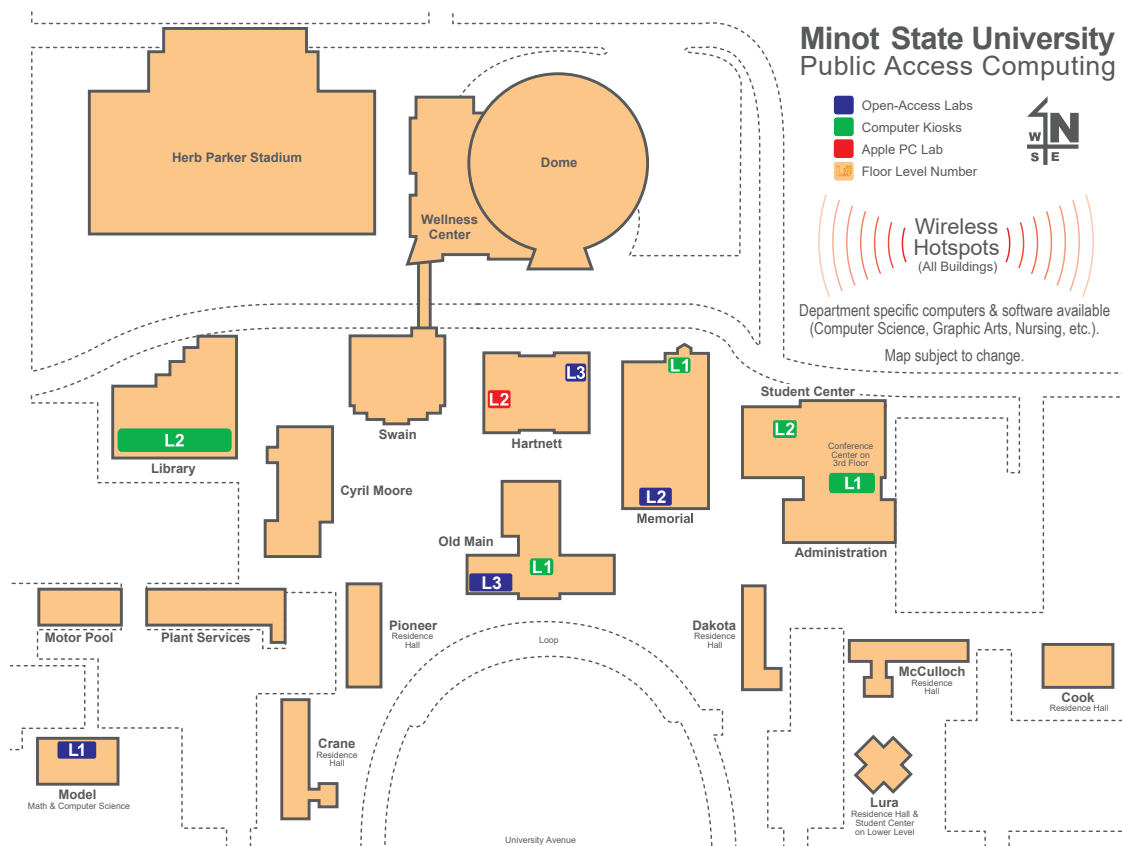
- Hartnett Hall 342
- Memorial Hall 228
- Model Hall 116 and 119
- Old Main 314

Computer Kiosk Locations

- Library - Reference Area/Learning Commons
- Memorial Hall - 1st floor
- Old Main - 1st floor Study Zone
- Student Center - 1st floor atrium & Beaver Dam

Printer Kiosk Locations

- Library - 2nd floor
- Old Main - 1st floor
- Student Center - 1st floor atrium & Beaver Dam



Military Resource Center

Model Hall 208 • 701-858-4002

MinotStateU.edu/veterans

The Military Resource Center is your point of contact for Department of Defense (DoD) and United States Department of Veterans Affairs (VA) educational benefits. The office exists to ensure VA and DoD educational benefited individuals, currently serving, veteran, spouse, or dependent, are able to put those earned benefits to use at Minot State University. The MRC provides academic and financial guidance along with access to physical and mental health wellbeing support, that includes campus and community service referrals as needed. The office assists entitled individuals and their families with finding answers to the questions they may have about individual or transferred military educational benefits. We will sit down with you to help navigate the application process and completion of any additional benefit requirements, including DoD, ESO, or VA, approval, prior to enrolling in classes.

Native American Cultural Center

Student Center, 3rd floor • 701-858-3365

MinotStateU.edu/mss/nacc.shtml

The Native American Cultural Center provides academic support services and advocacy to Native American/American Indian students, while serving as a home away from home. Student services include individual counseling, academic and financial advising/referrals, transitional problem solving, advocacy for student concerns, employment assistance and job listings, and liaison with tribal nations and colleges. Amenities include computers and printers, copy machine, telephones/long distance, and a social center.

The center, along with the Native American Cultural Awareness Club, hosts campus and community events to promote public awareness, understanding, and appreciation of Native American people and their culture.

New Student Orientation

MinotStateU.edu/orientation

Programming for new students is comprised of New Student Orientation and Welcome Weekend. These events introduce students to Minot State through information sessions, campus tours, academic advising, and class registration. New Student Orientation is available in a variety of formats, dependent upon student needs. Welcome Weekend, the second part of new student programming, takes place just prior to the start of the fall and spring semesters.

Office of International Programs

Administration, 3rd floor • 701-858-4155

MinotStateU.edu/international

INTERNATIONAL STUDENTS

Students on F-1 visas must follow very specific United States Citizenship and Immigration Services (USCIS) regulations to maintain F-1 status for the duration of their academic program.

Travel

You must carry the following documents with you each time you enter or exit the U.S.

- Valid passport
- Valid U.S. visa stamp (except for Canadian citizens)
- Valid I-20 issued by Minot State and signed by the DSO at the end of each semester
- Valid I-94
- Verification of Enrollment from the Registrar's Office (suggested but not required)

You must apply for an extension of your I-20 at least two weeks before the expiration date. You may remain in the U.S. even if your visa stamp expires *as long as you maintain F-1 status*. However, if you leave the U.S., you must apply for a new visa stamp to gain reentry. To be safe, students should consider carrying these documents at all times, even within Minot.

Enrollment Requirements

- Undergraduate students must complete 12 credits in the fall and spring semesters, including at least nine face-to-face credits.
- Graduate students must complete nine credits in the fall and spring semesters, including at least six face-to-face credits.
- There is no F-1 enrollment requirement for the summer semester.
- Being dropped from classes for non-payment, non-attendance, or academic suspension can result in the termination of your F-1 status. In very specific circumstances, students may apply for reduced course load authorization to be recorded on their I-20 (such as graduating seniors or documented short-term medical issues).
- You must receive prior approval from the International Student Coordinator before taking classes at other SEVIS certified schools. You may not take classes at the Minot Air Force Base.

Work Regulations

- **On-Campus Work:** F-1 students can work on-campus up to 18 hours per week (Sunday through Saturday) when classes are in session during the fall and spring semesters. During the summer, you may work up to 38 hours per week.
- **Curricular Practical Training (CPT):** To complete an off-campus internship or practicum, you must be approved for CPT and earn required academic credit toward your major. CPT is limited, and not all majors are eligible. Working off-campus without specific authorization on your I-20 is a violation of your F-1 status.

- **Optional Practical Training (OPT):** You may apply with USCIS for Optional Practical Training authorization to work within your field for one year after completing your degree.
- **Volunteering:** You may not volunteer to work a job that is normally a paid position, and you cannot trade a service (i.e. babysitting, yard work, housesitting, etc.) in exchange for any type of compensation (i.e. food, housing, gift cards, small gifts, etc.). 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.

SEVIS Database

F-1 regulations require that you email the International Student Coordinator with the following updates within ten days of the change. The International Student Coordinator will enter the updates into the Student and Exchange Visitor Information System (SEVIS) database.

- Academic major
- Graduation date (apply for an extension at least two weeks before your I-20 expiration date)
- Minot address, phone number, or permanent address in home country
- Updates to your legal name or your source of financial support

Violations of F-1 Visa Status

F-1 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 U.S. Students may lose their status for a variety of reasons including, but not limited to:

- Remaining in the U.S. beyond the time authorized or failing to depart within 60 days of completion of studies.
- Failing to apply for an extension of stay or transfer as required.
- Failing to attend school, failing to complete a full course of study, or failing to make academic progress.
- Working improperly or without authorization.
- Being convicted of an offense involving moral turpitude.
- Obtaining any form of U.S. Government assistance that would render the student a “public charge.”

Other Requirements

- **Taxes:** According to U.S. tax law, every F-1 student must file a U.S. tax return every year even if you do not work on-campus. You must also file any taxes required by your home country.
- **Health Insurance:** All non-Canadian F-1 students must purchase the health insurance plan designated by the North Dakota University System.

Disclaimer: The Office of International Programs is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this handbook, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, USCIS may change its interpretation of these immigration laws/regulations

and eligibility requirements for benefits at any time. We will do our best to provide you with the most current guidance. Each case is fact-specific and we advise that you contact an experienced immigration attorney if you have questions regarding your situation.

STUDY ABROAD

Minot State offers an array of opportunities to study abroad. You’ll find options that are affordable, exciting, and rewarding. Follow these steps if you are interested in studying abroad:

1. **Visit the Office of International Programs website** at MinotStateU.edu/international/study_abroad.shtml. Minot State works with several program providers to provide quality educational experiences overseas. You can start the process by researching locations and options.
2. **Select a Study Abroad program.** You can choose from semester, academic year, and summer programs, as well as short term programs led by Minot State faculty members.
3. **Contact the Program Provider.** When you’re ready to learn more about your favorite program(s) listed on the Minot State Study Abroad website, contact the organization for personalized assistance in choosing a program that is right for you.
4. **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.
5. **Apply!** Download a [Minot State Study Abroad Application](#) and submit the completed form and all required pieces to the Office of International Programs by the appropriate deadline.

Application Deadlines

March 15 Fall semester
October 15 Spring semester
March 15 Summer

Program Requirements

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

Parking

Student Center, 1st floor atrium • 701-858-3010
MinotStateU.edu/parking

All students and employees wishing to park on campus must display a permit **Monday – Friday 8 A.M. – 4:30 P.M., 12 months per year.** Go to 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. 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.

Registrar's Office

Administration, 1st floor • 701-858-3345

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 eForm requests
- Assist with Campus Connection
- Approve and process course overload requests (19 or more credits)
- Verify enrollment, grades, and degrees
- Post official grades and degrees
- Issue official transcripts (service charge required)
- Process transfer credits
- Process forms including student directory and applications for graduation
- Answer questions related to academic policies and procedures
- Evaluate athletic eligibility

CAMPUS CONNECTION

What is Campus Connection?

It is a portal for all North Dakota University System students. Campus Connection makes it possible for you to access your records seven days per week, 24 hours a day. You can review personal academic records, register for and drop courses, view financial information, your grades, and your unofficial transcript, along with other records.

How do I use Campus Connection?

Various training materials have been and will continue to be developed and are located online at MinotStateU.edu/records/how-to.shtml.

COURSE REGISTRATION

Registration usually opens in March for the Summer and Fall terms, and October for Spring term. Students may enroll at any point from when it opens through the semester's **Last day to add**, which is typically one week into the semester. See <https://catalog.minotstateu.edu/undergraduate/calendar>. You can view the schedule of classes in Campus Connection at least two weeks before registration begins to start planning your own schedule. Contact the Registrar's Office for specific information on course offerings and registration procedures. Instructions for registering for classes are available at MinotStateU.edu/records/how-to.shtml.

ADDING COURSES

How do I add a course?

Courses can be added in the Manage Classes tile in Campus Connection through the last day to add. More instructions on how to add a course through Campus Connection are on the Registrar's Office how-to page: MinotStateU.edu/records/how-to.shtml.

How do I add a course that is full or restricted?

Full or restricted courses require instructor approval to add. Students must submit a Registration Action eForm through Campus Connection.

Whose approval is required and when?

Instructor's and the department chair's approval is required after the last day to add a course has passed and when unusual circumstances exist. To add after the last day to add, you must complete a Registration Action eForm and enter the instructor and chair as the Approvers. All Registration Action eForms requesting to add must be processed by the end of the business day prior to the first day of final exams.

How do I register for more than 18 credits?

An Overload Request eForm must be submitted with approval from your advisor and department chair to enroll in 19-22 credits for fall or spring. A minimum cumulative GPA of 3.0 is required.

DROPPING COURSES

How do I drop a course?

Courses can be dropped in the Manage Classes tile in 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. Instructions on how to drop a course through Campus Connection are on the Registrar's Office how-to page: MinotStateU.edu/records/how-to.shtml.

When will a grade of "W" show on my transcript?

A grade of "W" will be recorded on your official Minot State transcript if the class is dropped by the students or administratively 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. Instructor's and the department chair's approval is required for late course drops. To request a late drop, you must complete a Registration Action eForm and enter the instructor and chair as the Approvers. All late course drop Registration Action eForms must be processed by the end of the business day prior to the first day of final exams.

What if I want to drop all my courses?

Students who wish to drop all of their courses for a term must submit a Cancel/Withdraw to Zero eForm. Contact the Financial Aid office regarding withdrawal procedures or view them online at MinotStateU.edu/finaid/withdrawl.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 MinotStateU.edu/busoffice/pages/dropping-and-withdrawing.shtml.

Can I be removed from my course(s) without my approval?

Lack of attendance does NOT guarantee an automatic removal. Each student is responsible for every course they enroll in. 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 [Section Two: Class 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 Registration Action eForm must be completed with both the instructor and department chair's approval.
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 be added to a course if any student in the course drops and 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 third 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 letting them know. 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, you 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 $4 \times 4 = 16$. 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 eForm detailing the work to be completed, expected completion date, and what the grade will be if the work is not completed must be submitted and approved by the instructor by the time final term grades are due. If a grade change is not received by the Registrar's Office within 14 days 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 Minot State 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 Minot State courses and must have been completed prior to enrolling at Minot State to be eligible for the repeat policy.
- When repeating a course through Minot State, the most recent grade will be included in GPA calculations whether or not it is higher than the original grade.
- 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 for 16-week courses. Ds, Fs, and Us are considered deficient grades. Students can access their midterm grades via Campus Connection under the Academic Records tile. 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. More information is available on the Grade Appeals webpage: MinotStateU.edu/records/pages/Grade-Appeals.

The process to appeal for a better grade is available in the undergraduate catalog, online at catalog.MinotStateU.edu/undergraduate.

Requests are submitted through Campus Connection and more information is available in the Registrar's Office.

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, GPA's, academic progress requirements and general information related to policies and procedures please review the undergraduate catalog, online at 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 GER as specified in the catalog, using online, distance, or on-campus courses.
2. Successfully pass AP/CLEP/DANTES or department exams.
3. Successfully complete an AA or AS degree from an accredited institution.
4. 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 undergraduate catalog.
5. 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, online at catalog.MinotStateU.edu/undergraduate
2. 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. If you are having trouble accessing your account or forwarding your email to another account, contact the IT Help Desk at 701-858-4444.

- Be aware of key dates. Refer to the calendar in your undergraduate catalog, online at catalog.MinotStateU.edu/undergraduate.
- Check your Campus Connection schedule frequently for changes.

Residence Life/On-Campus Housing

Student Center, 2nd floor, room 221 • 701-858-3363
MinotStateU.edu/life

RESIDENCE HALLS

There are four residence halls located in the heart of campus. They are all within walking distance to everything Minot State. Each residence hall has internet, card lock access, security cameras, lounge areas for recreation and entertaining, free laundry facilities, and kitchens. Cook and McCulloch halls are set up with community style bathrooms, while Lura and Crane are set up in suites where two rooms share a bathroom.

Additionally, Minot State is a tobacco free campus, has a First-Year Live-On Requirement, and all students living in the halls are required to have a meal plan. Single occupancy is available as space allows on a first-come-first-served basis and comes with an additional charge.

APARTMENTS

There are three apartment buildings on campus; Pioneer Hall and Campus Heights are dedicated to students and University Heights is dedicated to faculty and staff. Our student apartment buildings are open to all students who do not meet the first year live-on requirement. Apartments are unfurnished and are set up as efficiency, one bedroom, and two bedroom. Amenities include internet, water, heat, electricity, card lock access, security cameras, and free laundry. Applications are available at the Residence Life office.

Student Center

Student Center Director's Office • Student Center, 2nd floor
701-858-3364 • MinotStateU.edu/sc

The Student Center provides 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, convenience store, and the Beaver Dam.

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 floor. The Barnes & Noble Bookstore is located on the lower level. Also housed in the Student Center are the offices of Alumni and Advancement, University Communications, Native American Cultural Center, Student Government Association, post 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.

Student Government Association

Student Center, 2nd floor • 701-858-3091

MinotStateU.edu/sga

The Minot State Student Government Association is the governing body for the students at Minot State University. It consists of four 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, two off-campus senators, and one graduate studies senator. If any students are interested in running for a freshmen senator position, please stop by our office located in the Beaver Dam.

Student Health Clinic

Lura Manor, lower level, south entrance

701-858-3371 • MinotStateU.edu/health

Hours: Monday-Friday, 8 A.M. – 4:30 P.M.

Walk-ins welcome, Self-scheduling is now available at:

minotsu.medicatconnect.com

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 Clinic is to improve the status of health and the quality of life of the Minot State 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 needed

PROFESSIONAL STAFF

A registered nurse is available to provide basic first aid, vaccinations, tuberculosis testing, immunization record review and medical recommendations throughout the community. A nurse practitioner is available periodically throughout the fall and spring semester. Their visits are free of charge; fees may occur for testing purposes.

The Student Health Center has a partnership with Northland Health Centers to provide medical services. Students will receive a \$50 credit per enrolled semester for medical services located at 1600 2nd Ave SW, Suite 19, Minot, ND. Call 701-852-

4600 to schedule an appointment. This credit does not apply to dental or behavioral health services, nor does it apply to medical services received elsewhere.

SERVICES PROVIDED

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. At the discretion of the Director of the Student Health Clinic 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
- Immunization program:
 - MMR
 - Influenza
 - Meningitis
- Sexually transmitted disease testing and treatment
- Urinalysis
- Co-management of pre-existing conditions with student's physician
- Blood pressure monitoring
- Health education
- Tuberculosis (TB skin test)
- 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

MINOT STATE STUDENT HEALTH PORTAL

Access the Minot State Student Health Portal at

minotsu.medicatconnect.com. Log in using your Campus Connection username and password to:

- Secure communication with the Student Health Clinic
- Upload and submit required immunizations, TB (tuberculosis) Screening form, and Parent Consent for minor form
- Obtain immunization records
- Schedule, reschedule, or cancel appointments
- Complete health history forms, i.e. Tuberculosis screening, STD screening, and annual physicals
- Access patient education materials

FUNDING

The Student Health Clinic 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.

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 student

members.

3. Draft a club constitution and mission statement. A sample document is available upon request.
4. Schedule a meeting with 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!

University Counseling Services

Lura Manor, lower level, south entrance • 701-858-3371

Fax 701-858-4341 • MinotStateU.edu/counseling

Hours: Monday – Friday, 8 A.M. – 4:30 P.M.

The mission of Minot State University Counseling Services 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, prevention and intervention, and referral. Counseling sessions are kept in strict confidence within legal and ethical limits. No information about you will be released outside of the counseling office without your permission.

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 PROVIDED

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

You may be referred to the Student Health Clinic, Access 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.

SCHEDULING AN APPOINTMENT

Counseling services are available during fall, spring, and summer semesters, Monday – Friday, 8 A.M. – 4:30 P.M. Appointments are preferred and may be scheduled online through the Student Health Portal at minotsu.medicatconnect.com, by phone at 701-858-3371, or in-person. 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.

COMMUNITY RESOURCES

The appropriate response to all campus mental health emergencies is dialing 911 (9-911 from campus phones). You may also call University Counseling Services, Monday – Friday, 8 A.M. – 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.....	701-857-8500
Trinity Medical Center	701-857-5000
Emergency Trauma Center	701-857-5260
Domestic Violence Crisis Center (after 5/weekends)	701-857-2200
	(daytime) 701-852-2258
First Link Crisis Line	211
Suicide Lifeline	800-273-8255

Wellness Center

701-858-4084 • MinotStateU.edu/wellness

Hours: Monday – Friday: 6 A.M. – 10 P.M.

Saturday: 10 A.M. – 6 P.M.

Sunday: 12 – 8 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 Minot State 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
- Rower
- Ellipticals
- Recumbent & upright bikes
- Stepmill
- Upper body ergometer

Weight equipment includes:

- Multipurpose cables
- Plate loaded strength equipment
- Free weights
- 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 Minot State students. Class offerings are designed so you can work at your own intensity level.

Climbing Tower

Our 35-foot tall rock wall offers top roping and bouldering options that provide numerous creative routes for the beginner, intermediate, and expert climber. We also offer climbing classes for anyone interested in expanding their knowledge and skills in rock climbing.

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 promote wellness, fellowship, sportsmanship, and provide 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.

Writing Center

701-858-3060 • MinotStateU.edu/writingcenter

The Writing Center assists students of all writing levels in becoming stronger, independent writers by offering strategies and tools which can be used for future papers. Tutors will not rewrite or correct every mistake in a paper, but they will offer suggestions for revisions and strategies which can be used in future writing assignments. Students are encouraged to schedule appointments early and frequently throughout the writing process. Face to face or online appointments are available and can be scheduled via the website. There is no additional fee for these services. Tutors in the Writing Center can help students with the following:

- Generate ideas for papers
- Understand writing assignments
- Revise drafts
- Organize their thoughts
- Cite sources
- Use proper punctuation and grammar

STUDENT RIGHTS AND RESPONSIBILITIES

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.

PROCESS

- Step 1: Student commits academic dishonesty.
- Step 2: Instructor will enforce their academic honesty policy according to their syllabus.
- Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President for Student Affairs and Intercollegiate Athletics (VPSAIA), and the student.
- Step 4: After three Academic Honesty flags have been raised on one student across their academic career, an investigation is opened by the VPSAIA. Student disciplinary action may result in accordance with the Student Handbook.

Activities Policy

In general, Minot State students attending Student Activities Committee functions will be admitted free of charge. However, under certain circumstances, Minot State students may be charged a nominal fee. Minot State students who fail to present their Minot State ID, will be charged the guest price. When a student or guest fails to maintain a reasonable standard of

conduct, they become subject to disciplinary action or refusal of admittance to event.

Amnesty/Responsible Action/ Good Samaritan Protocol Policies

North Dakota Good Samaritan Law

The Good Samaritan Law was passed to encourage friends, family members, and bystanders to call 911 in the event of an overdose. The Law provides protection from prosecution for ingestion or possession of a substance or possession of drug paraphernalia for a maximum of three people, including the person overdosing. In order to be immune from prosecution, you need to:

- Call 911
- Remain onsite until assistance arrives
- Cooperate with law enforcement and emergency medical service personnel

North Dakota Century Code 19-03.1-23.4

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 completed an academically-related activity in their online courses. 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 their enrollment status. If the student would like to re-enroll in the course(s), they 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 their 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 their 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 University Communications 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, they 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 their 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

1202.1 Acceptable Use of Information Technology SBHE Policy

1. This policy applies to:

- a. Current faculty, staff, and students of the NDUS;
- b. Individuals connecting to a public information service provided by the NDUS; and
- c. Other individuals or organizations specifically authorized by the NDUS or an NDUS Institution to access or use NDUS IT resources.

2. The IT resources of the NDUS support the academic, research, instructional, outreach, and administrative activities of the University System and the use of these resources is a privilege extended to members of the NDUS community. This policy outlines

the responsible and appropriate use of these IT resources.

3. Definitions

- a. **Data:** Information collected, created, maintained, transmitted, or stored by or for the NDUS and its Institutions to conduct business. It includes, but is not limited to, information in electronic, paper, video, and audio formats.
- b. **Institution:** Any of the eleven colleges or universities within the NDUS.
- c. **Confidentiality:** Access to information is limited to those persons authorized to use the information.
- d. **Integrity:** Maintaining and assuring the accuracy and consistency of data over its entire life-cycle.
- e. **Availability:** The systems used to store information, the controls used to protect information, and the communications channels used to access information must be functioning correctly.
- f. **Information Technology (IT) Resources:** All NDUS or Institution owned, operated, leased, or contracted systems and services including, but not limited to, computers, databases, storage, servers, networks, input/output connecting devices, telecommunications infrastructure and equipment, software, and applications.

4. Responsibilities

- a. **Comply with the law and NDUS policy.** An individual's use of IT resources must not violate any federal, state, tribal, or local law, including, but not limited to, laws that prohibit threats, violence, obscenity, slander, and child sexual abuse materials. An individual's use of IT resources must also comply with all NDUS policies and procedures.
- b. **Respect the rights and privacy of others.** Individuals must be respectful of others within the NDUS and campus communities; value the right of privacy of other members; recognize and respect the diversity of the campus community; and comply with applicable policies, laws, regulations, and contracts regarding the use of information that is the property of others.
- c. **Respect intellectual property rights.** Individuals are prohibited from using, copying, storing, or redistributing copyrighted material (i.e., digital music, movies, images, or electronic publications) or otherwise violating copyright or patent laws concerning computer software licenses or documentation. Generally, materials owned by others cannot be used without the owner's written permission. Individuals should also be careful of the unauthorized use of trademarks. Unauthorized uses of such marks, including an Institution's name or logo, on websites or in domain names may constitute trademark infringement.
- d. **Refrain from unacceptable behavior.** Individuals must refrain from activities that damage IT resources or compromise the integrity of the network, computer systems, or data. This includes, but is not limited to, all items outlined in Section 5: Prohibited Use.

5. Prohibited Use

- a. **Unlawful or inappropriate communications.** Individuals shall not:
 - i. Impersonate another individual with intent to deceive or cause harm; or

- ii. Send illegal or inappropriate communications including, but not limited to, threats of violence, harassment, obscenity, or child sexual abuse materials.
- iii. Knowingly or intentionally distribute or publish a sexually expressive or intimate image of another without that person's consent.
- b. **Commercial or political use.** Use of IT resources for political purposes in violation of N.D.C.C § 16.1-10-02, private gain, private business purposes, or other personal use not related to job duties or academic pursuits is prohibited, unless such use is expressly authorized under NDUS or Institutional procedures, or, when not expressly authorized, such use is incidental to job duties or limited in time and scope, and such use does not:
 - i. Interfere with NDUS or Institutional operation of IT resources;
 - ii. Create additional costs; or
 - iii. Interfere with the user's obligations to the NDUS or Institution.
- c. **Use of resources without authorization.** Individuals must not knowingly attempt to access or acquire data without appropriate authorization by the system owner or administrator. Individuals must not compromise the privacy or security of information by knowingly accessing or sharing data that they are not authorized to access or share.
- d. **Interference with the operation of computer systems or networks.** Deliberate attempts to degrade or interfere with the performance or integrity of any IT resource are prohibited. Users also cannot prevent authorized individuals from accessing any resource.
- e. **Sharing of credentials.** Accounts, passwords, and other types of authorization assigned to individuals must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services.
- f. **Use of tools to assess security or attack computer systems or networks.** Unless authorized by the NDUS or Institution CIO, or NDUS or Institution IT Security personnel, individuals must not download and/or use tools that are used to assess the security of IT resources, or that are used to monitor communications (e.g., vulnerability scanners, network sniffers, port scanners, etc.). Individuals may not attempt to circumvent or subvert any system's security measures or data protection schemes, or exploit vulnerabilities to gain access to IT resources.
- g. **Data use.** Individuals are expected to handle data in an ethical and transparent manner. This includes promoting accuracy, ensuring validity, and actively mitigating bias. Compliance with all relevant policies, laws, regulations, and contractual obligations related to data and artificial intelligence (AI) usage is mandatory.
- h. **Attempting to alter an NDUS IT resource.** Individuals who do not have the appropriate authorization must not alter or attempt to alter the hardware or software configuration of any NDUS or Institution IT resource. Individuals are prohibited from physically damaging any IT resource, whether intentionally or through negligence, unless specified to do so through appropriate data management standards and device de-commissioning.

- i. **Harassment.** Individuals may not use NDUS or Institution IT resources to harass any other person or group. Prohibited activities include:
 - i. Harassing, terrifying, terrorizing, intimidating, threatening, or offending another individual by conveying obscene language, pictures, or other inappropriate materials or threats of bodily harm, injury, or death to another;
 - ii. Using an IT resource to contact another person repeatedly regarding a matter when an individual does not have a legal right or Institutional purpose to communicate, once the recipient has provided reasonable notice that they desire such communication to cease;
 - iii. Using an IT resource to disrupt or damage the academic, research, administrative, or related pursuits of another individual or group; or
 - iv. Using an IT resource to invade or threaten the privacy, academic or otherwise, of another.
- j. **Export Control.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is prohibited. The appropriate Institutional contact should be consulted prior to export of any material that is in question.
- k. **Encryption of Data.** No data protection schemes may be used to intentionally deprive a business unit or Institution from access to data or computing equipment to which they are entitled.
- l. **Academic Dishonesty.** Use of NDUS or Institution IT resources to commit acts of academic dishonesty will be handled through the appropriate Institutional procedures.
- m. **Violation of Institution Policies.** Individuals shall follow the policies and procedures of the Institution(s) to which they are a student, faculty, staff or affiliate.

6. Policy Compliance and Sanctions:

- a. Individuals who use IT resources to violate NDUS or Institution policy, law, or contractual agreement, may be subject to limitation or termination of user privileges as well as appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate NDUS or Institution office or law enforcement agency, according to NDUS or Institution procedures.
- b. The NDUS or Institution may deny access to IT resources if it determines this action is necessary to protect the confidentiality, integrity, or availability of these resources or to protect itself from liability.
- c. Notice of violations and appeals of decisions will follow applicable NDUS or Institutional procedures.

REFERENCES: N.D.C.C § 16.1-10-02

HISTORY: New policy, SBHE Meeting minutes, June 17, 2016; Amended, SBHE Meeting minutes, May 23, 2018; Amended, SBHE Meeting minutes, June 25, 2024.

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 Minot State Student Affairs Office, the Student Health Clinic, or the University Counseling Services office.

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 Minot State 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 Minot State students. Each person will be held responsible for their 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 Minot State 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.

If your BAC is between .08% and .17% your license (or North Dakota driving privileges if you are licensed elsewhere) will be suspended under the following guidelines:

- a. First DUI: 91 days suspension
- b. Second DUI in seven years: 365 days suspension
- c. Third DUI in seven years: two years suspension

If your BAC is .18% or higher, your license (or North Dakota driving privileges if you are licensed elsewhere) will be suspended under the following guidelines:

- a. First DUI: 180 days suspension
- b. Second in seven years: two years suspension
- c. Third in seven years: three years suspension

If you refuse to take a BAC test or a preliminary breath test (PBT), your license will be revoked for one to three years, depending on your record of past DUI offenses. A work driving permit can only be issued to first offenders who have served at least 30 days of the 91 days suspension. This is also a separate CRIMINAL OFFENSE treated identically to a DUI itself.

Refusal to take the preliminary breath test will no longer be a criminal offense. The driver will still be subject to administrative consequences (license/driving privilege revocation), but not criminal consequences. Refusal to take the CHEMICAL BAC test (post arrest testing, or the "BAC test" you say above) will still be a criminal offense.

Work permits cannot be issued to repeat offenders or to those who have refused to take a BAC or PBT test. If you drive while your license is suspended, you will serve four consecutive days in jail and be fined up to \$1,500. The cost of reinstating your ND license or ND driving privileges after a DUI suspension is \$100 (in addition to any fees from other states/provinces)

2. What Happens If You're Convicted?

In addition to losing your drivers license, you also face mandatory minimum fines and/or jail sentences:

- a. First conviction: \$500 fine, if your BAC is between .08% and .17%. If your BAC is .18% or higher: \$750 PLUS two days imprisonment.
- b. 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.
- c. Third conviction within five years: \$2,000 fine and 120 days in jail. SUPERVISED PROBATION for one year and 24/7 sobriety program participation.
- d. 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 their 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.

3. What Happens If You Cause Death or Serious Injury?

If you cause another person's death while DUI, you will face a mandatory MINIMUM three years in prison (ANY previous DUI related convictions the minimum is ten years in prison). The maximum sentence under this statute is 20 years.

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, Methaualone (Quaaludes), 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 amobarbital 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 Equantil, Darvon, Darvocet, Pacidyl, Tranzene, Serax, Ionamin (yellow jackets)
- **Schedule V:** Compounds that contain very limited amounts of codeine, dihydrcodeine, ethylmorphine, opium and atropine, such as terpine Hydrate with codeine, Robitussin AC

To Possess (other than marijuana):

Maximum penalty: Class A misdemeanor, for which a maximum penalty 360 days imprisonment, a fine of \$3,000, or both, may be imposed, for a first offense.

A class C felony for a second or subsequent offense with a maximum penalty of five years in prison or \$10,000 fine or both may be imposed.

To Manufacture, Sell, Deliver (or have intent):

Maximum penalty:

- 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 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, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing to the human body a controlled substance.

Possession of drug paraphernalia to manufacture, produce, etc. controlled 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 ingestion 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
3. Malnutrition
4. Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of the liver, mouth, throat and stomach
5. Degeneration of muscle and bone
6. Blackouts, memory loss

7. Hallucinations
8. Poor concentration
9. Personality disorders and increased tension, anger, isolation.
10. DTs (delirium tremens: shaking and hallucinations due to withdrawal from alcohol)

EFFECTS OF DRUGS

Sources: National Survey on Drug Use and Health (samhsa.gov)
Monitoring the Future (monitoringthefuture.org.)

Club Drugs

Brief Description: Typically used by teenagers and young adults at bars, clubs, concerts, and parties. The most common club drugs include Ecstasy (MDMA), GHB, Rohypnol, ketamine, methamphetamine, and acid (LSD).

Street Names: XTC, X (MDMA); Special K, Vitamin K (ketamine); liquid ecstasy, soap (GHB); roofies (Rohypnol).

Effects: Chronic use of MDMA may lead to changes in brain function. GHB abuse can cause coma and seizures. High doses of ketamine can cause delirium, amnesia, and other problems. Mixed with alcohol, Rohypnol can incapacitate users and cause amnesia.

Statistics and Trends: The NIDA-funded 2007 Monitoring the Future Study showed that 0.7% of 8th graders, 0.7% of 10th graders, and 1.0% of 12th graders had abused Rohypnol; 0.7% of 8th graders, 0.6% of 10th graders, and 0.9% of 12th graders had abused GHB; and 1.0% of 8th graders, 0.8% of 10th graders, and 1.3% of 12th graders had abused ketamine at least once in the year prior to their being surveyed.

Cocaine

Brief Description: A powerfully addictive drug that is snorted, sniffed, injected, or smoked. Crack is cocaine that has been processed from cocaine hydrochloride to a free base for smoking.

Street Names: Coke, snow, flake, blow, and many others.

Effects: A powerfully addictive drug, cocaine usually makes the user feel euphoric and energetic. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

Statistics and Trends: In 2006, 6 million Americans age 12 and older had abused cocaine in any form and 1.5 million had abused crack at least once in the year prior to being surveyed. The NIDA-funded 2007 Monitoring the Future Study showed that 2.0% of 8th graders, 3.4% of 10th graders, and 5.2% of 12th graders had abused cocaine in any form and 1.3% of 8th graders, 1.3% of 10th graders, and 1.9% of 12th graders had abused crack at least once in the year prior to being surveyed.

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.

Inhalants

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), hydro-morphone (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 University Counseling Services office or one of the following agencies.

Alcoholics Anonymous—515 Club 701-838-2740
515 5th Ave NW, Minot, ND 58701

Alcoholics Anonymous—700 Club 701-839-6091
700 16th Ave SW, Minot, ND 58701

Alcohol Education/Alcoholic Counseling:

North Central Human Service Center 701-857-8500
1015 S. Broadway, Suite 18, Minot, ND 58701

Eaton and Associates 701-839-0474
1705 4th Ave NW, Minot, ND 58703

Minot AFB Mental Health Clinic 701-723-5527
10 Missile Ave, Minot Air Force Base, ND 58705-5000

Psychological Services 701-852-9113
600 22nd Ave NW, Minot, ND 58701

Trinity Mental Health Services 701-857-5998
1900 8th Ave SE, Minot, ND 58701

Village Family Services 701-852-3328
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 Minot State 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 Minot State 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 Minot State Financial Aid Office immediately so you can get any aid you're eligible for.

Emotional Support Animal Policy

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

Minot State Residence Life and Housing provides reasonable accommodations to residents with disabilities who have a verifiable need for the accommodation. The purpose of a disability accommodation is to remove or lessen a barrier to access. A reasonable accommodation does not put an undue burden on either party.

Federal disability laws, including the Fair Housing Act, the Americans with Disabilities Act, and §504 of the Rehabilitation Act of 1973, define disability as a physical or mental impairment that substantially limits one or more life activities (e.g. walking, breathing, learning, etc.) The disability must be permanent (of continual or long duration) to be protected by these laws.

A **Reasonable Accommodation** is a change, exception, or adjustment to a rule policy, practice or service, or a structural modification to an area or common area, that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common spaces.

What is "Reasonable?" A reasonable accommodation may be denied if it imposes an undue financial and administrative burden on the housing provider, or if it fundamentally alters the nature of the housing providers operations.

Minot State may or may not provide adjustments to housing policies due to a medical condition that does not rise to the level of disability but does cause daily discomfort. Verification of the need for the accommodation or adjustment due to medical condition requires clinical support provided by an appropriate professional.

1. You will be asked to provide basic information about your accommodation request.
2. Please print the [Housing Reasonable Accommodation Request](#) and have it completed. Disabilities that are not easily apparent must have supporting documentation. If you don't have current documentation, you may have your medical provider or the professional with expertise in the area of your disability and knowledge of your current condition fill out this brief form to support your request. This form does not need to be completed for a verified Service Animal, but it does for an Emotional Support Animal.

3. Students requesting a Service Animal or an Emotional Support Animal need to complete the [Assistance Animal Agreement/Registration](#) and meet with the Residence Life Office staff.
4. Once the document is returned to the Housing Office, you may be contacted to discuss the request.
5. A letter of confirmation will be sent to your Minot State email. It is our practice to process requests within 10 business days.

By submitting an accommodation request, you acknowledge that Minot State Residence Life and Housing staff will be reviewing information you provide regarding your medical history. You also understand that any request for accommodation to policy does not take effect until approval is received.

This accommodation request only relates to on-campus housing. For accommodations related to academics or other areas of campus please visit [MinotStateU.edu/access_services](https://minotstateu.edu/access_services).

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 and Intercollegiate Athletics, within five business days. The decision of the VPSAIA 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 Access 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 Access 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:

1. The individual must provide written consent for Access 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.
2. Comply with applicable Local, State, and Federal Laws concerning the ownership of an animal.
3. 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.
4. 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 of the immunizations 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.
5. 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.
 6. Animals and their accoutrements (i.e. heat lamp) must not pose a direct threat to the safety of others.
 7. The Owner is responsible for prompt clean up and disposal of the animal's waste.
 - The animal's 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.
 8. Animals must sleep in the owner's room or apartment. Minot State can inspect the residence on a regular basis to determine if there is infestation or other damage to the property.
 9. Animals must not be disruptive to other students including:
 - Excessive noise.
 - Other behaviors that may be disruptive.
 10. Minot State University is not responsible for an animal during a fire alarm, fire drill, or natural disaster/building emergency.
 11. The Owner will name someone (not a student in residence) as the emergency contact should someone else need to care for the ESA unexpectedly.
 12. 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.
 13. The Owner must notify the Residence Life Office and the Access 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 Access Services Coordinator.
 14. 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.
 15. Animals must be under the Owner's control at all times. This means:
 - All animals are to be on a leash, harness, or within a carrier device at all times when outside of the designated living quarters.
 16. 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.
 17. It is the Owner's responsibility to keep a dog or cat on flea and tick control.
 - The Owner will be responsible for the cost of eliminating any pest infestation as a result of the animal.

- The University will contract an appropriate pest control company and bill the student directly if there is a problem.
18. 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.
 19. 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.
 20. Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

Financial Aid Office Policies

Federal regulations require institutions participating in federal financial aid programs to create and follow a number of policies including the following items.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

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:

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 and transfer undergraduate credits.
2. **Attempted/Completed Credits.** Students must successfully complete a minimum of 66.667% of the cumulative attempted 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 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.

A student with extenuating circumstances may appeal their financial aid status by submitting documentation explaining and verifying the extenuating circumstance to the Financial Aid Office. Documentation received will be reviewed and students will receive notification by email of the outcome of their appeal.

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/financialaid/Policies-and-Consumer-Information.shtml](https://minotstateu.edu/financialaid/Policies-and-Consumer-Information.shtml).

CANCELLATION OF REGISTRATION/WITHDRAWING TO ZERO CREDITS

Students who find it necessary to completely withdraw to zero credits must complete the Cancellation/Withdraw to Zero Credits Form in [Campus Connection](#) > Student Homepage > eForms > Registrar's Office > Cancel/Withdraw to Zero. Students who withdraw from all courses after the start of a semester will be subject to the Return of Title IV Funds Policy and the University's refund policy.

RETURN OF TITLE IV FUNDS POLICY

Students who withdraw from school and who have received federal funds may have to repay a portion of those funds back to the federal aid programs. The portion of funds that must be returned is calculated by dividing the number of calendar days attended by the number of calendar days in the term. The return of funds will be calculated through 60% of the term, which is approximately the first 70 calendar days of a fall or spring semester.

Example: The term is 116 calendar days in length and the student decides to withdraw on the 21st calendar day of the term. The student has earned 18.1% of the funds received and must repay 81.9% of the funds. If the student received \$2,600 the student would have to repay \$2,129.40.

The impact this federal regulation will have on students who withdraw from school is that they will have to repay, at the time of withdrawal, a portion of the funds they received for the term of attendance. 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.

Students who receive institutional scholarships may have to repay a portion of those funds based upon the return of funds formula. The full Return of Title IV Funds Policy is available online at MinotStateU.edu/finaid/Policies-and-Consumer-Information.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 (fall, spring, or summer term), Minot State will presume the student completed the course and thus completed the period of enrollment. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire semester, Minot State will assume the student has unofficially withdrawn and will seek documentation of the student's last date of academic participation in their courses. The determination of unofficial withdrawals will occur after grades are posted at the end of each semester by creating a list of all students who received all F's, I's, or U's for the payment period (semester). For unofficial withdrawals, the withdrawal date used for calculating Return of Title IV funds is the later date of either the midpoint of the period of enrollment or

the last date of academic participation in any course as reported by the student's faculty members.

Based on the determined unofficial withdrawal date, a Return of Title IV funds calculation will be completed to determine the amounts and types of federal financial aid to be returned and Minot State will return the unearned Title IV funds to the Federal Aid programs. All unearned financial aid funds to be returned will be the responsibility of the student to repay to Minot State. A letter will be mailed to the student at the time of calculation notifying the student of their obligation to repay Minot State for the unearned portion of the federal financial aid they received for the semester and a point of contact from the Minot State Business Office will be identified in the letter. Students who unofficially withdraw will be placed on Financial Aid Warning following a term in which they received all F, I, or U grades unless they were already on Financial Aid Warning at the start of that semester. In that case, they will be placed on Financial Aid Disqualification.

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 Minot State Barnes & Noble Bookstore or through the Bookstore website one business day after enrolling and accepting financial aid, beginning three 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 Minot State 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 Minot State 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, Minot State

has consolidated that information on the Student Consumer Information website: MinotStateU.edu/finaid/Policies-and-Consumer-Information.shtml.

First-Year Live-On Policy

Minot State residence life can provide both opportunities and proximity to support 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 our first-year students the best possible start to their college life.

Minot State requires undergraduate students who have earned fewer than 24 post high school semester hours and are under 20 years of age prior to the first day of the current semester, to live on campus.

Students who live within the 25 mile radius of Minot can try living on campus until October 1. If at that time they choose to move home, they can complete the exemption form and will only be charged for the time stayed.

An exemption form can be found on our website at MinotStateU.edu/life. If you have any questions about this policy, please call the Residence Life Office at 701-858-3363 or visit MinotStateU.edu/life.

Gender Inclusive Housing Policy

Gender inclusive housing is offered at Minot State University. Minot State is committed to offering supportive and inclusive communities to its residents. Gender Inclusive Housing supports Minot State's non-discrimination policy with respect towards sex, sexual orientation, gender, and gender identity.

Gender Inclusive Housing is available to all prospective and current students that are eligible to live on campus. Gender inclusive housing reduces assumptions about gender identity surrounding housing assignments on campus. Gender inclusive housing includes students who are transgender, non-binary, questioning their gender identity, who are not comfortable with a same sex roommate, or do not want a same sex roommate. Gender Inclusive housing offers more options than traditional co-ed housing.

For more information on Gender Inclusive Housing at Minot State please visit MinotStateU.edu/life.

PROCESS FOR GENDER INCLUSIVE ASSIGNMENT

1. Complete the Gender Inclusive Housing application and agreement through Campus Connection.
2. Agree to live in a gender inclusive environment to a room assignment in which a mutual roommate assignment will be made without consideration to the individual's sex, gender or gender expression.
3. 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.

4. Contact information (e-mail) will be provided to all students requesting a gender inclusive assignment. Students are encouraged to connect with each other and request each other as roommates through the Gender Inclusive roommate selection process.
5. Students are able to select an available room/suite in Lura Manor that will make an entire suite Gender Inclusive, during the LLC/ Gender Inclusive room assignment process.

CONDITIONS FOR PARTICIPATION IN GENDER INCLUSIVE HOUSING

1. The following policy and conditions are applicable to students who elect to live in a gender inclusive housing option and reside with a person of a different gender (regardless of sexual orientation, gender identity, or gender expression). The student acknowledges that they understand the terms of the policy and conditions and agree to be bound by them.
2. Students must apply with their prospective roommate(s) following the same processes and deadlines of all students entering the Housing Lottery.
3. Issues relating to room reassignments and vacancies will generally follow the procedure set forth in the Residence Life policy "Room Change Requests".
4. If a roommate cancels their housing or moves out of the room for any reason, the remaining roommates must identify a new roommate to fill the vacancy. The Residence Life Office will define the time allocated to find a new roommate. This window of time will vary depending on time of year and the status of the housing waitlist. Typically, a resident will be allowed a minimum of 24 hours, but not more than one week to identify another eligible roommate. If another roommate(s) is not identified within the time period, Residence Life reserves the right to assign an interested student to the vacancy or to relocate the remaining resident(s) to another Gender Inclusive vacancy. Housing has the right to consolidate gender inclusive spaces as needed.

STUDENT AGREEMENTS

1. In the absence of extenuating circumstances, I will communicate to my roommate(s) any plans to change rooms or cancel my agreement as soon as I make that decision.
2. Minot State University has established standards of conduct to which all students are held accountable, including conduct standards relating to abusive, threatening, intimidating, or harassing actions (including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression) and sexual misconduct. I understand that resources are available to me in the event that I believe that aspects of my living situation constitute a violation of these standards of conduct.
3. The intent of Gender Inclusive Housing is not for couples in a romantic relationship to live together. Minot State discourages students of any sexual orientation who are in a relationship from living together in a residence hall housing unit, although we do not question the student's motives for wanting to live in a gender-neutral housing option.

4. Students that wish to move to another assignment or wish to no longer live in Gender Inclusive Housing may follow the normal room change process as established during the normal academic year.
5. It is my choice if I want to tell my parents or guardian about my decision to live in a gender inclusive housing option. Minot State Residence Life will not disclose, without consent, information regarding a student's Gender Inclusive selection. The Residence Life and Housing Office encourages students to talk with their parent(s) and/or guardian(s) about one's housing choice so that they can be in support of this decision.

Gender Inclusive Housing Policy Co-Authored by: Elizabeth Dugan, Jay Gaare, Hannah Nantt, and Tessa Stewart (2017-2018 Prism Officers); and Minot State Residence Life and Housing

Missing Student 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

1. Anyone who suspects a student may be missing should notify the Student Affairs Office or the Director of Residence Life immediately.
2. Any report of a missing student, should be directed to the Student Affairs Office.
3. 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:
 - a. Notify the Minot Police Department within 24 hours after determining that the student is missing.
 - b. 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.
 - c. Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
 - d. Notify the President.
 - e. Make a determination as to the status of the missing student.

4. The VPSAIA shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.
5. 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.

STUDENT NOTIFICATION OF THIS POLICY

- Included on the Minot State 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 online version of the Student Handbook

Parental Notification Policy

The University has a responsibility to help students whenever Minot State 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 Minot State 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 keeping with this policy, Minot State 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, oc-

cupation, 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.

Publications, Banners, and Chalking Policy

Distribution of Temporary Information Through Publications, Banners, or Chalking

I. GENERAL POLICY

1. Minot State University supports freedom of speech while providing guidance on the distribution of publications, banners, or chalking. This policy aims to:
 - a. ensure safety,
 - b. safeguard entrances and exits to and from University facilities,
 - c. provide clear and consistent directional signage,
 - d. minimize disruption of the educational mission, and
 - e. minimize litter and reduce clutter on University properties.
2. Persons or groups distributing information are prohibited from:
 - a. coercing others by demands, threats, or other means to accept publications;
 - b. interfering with or impeding the normal flow of either vehicular or pedestrian traffic on campus; or
 - c. interfering with, disrupting, or otherwise advocating disruption or violation of any other lawful activity of any other person(s).
3. Removal
 - a. Facility managers (facilities management staff, department facility representatives) may remove materials that violate law, regulation, or University policy.

II. POSTINGS

1. Publications may be posted on bulletin boards in Minot State University facilities expressly provided for public use. Use of departmental bulletin boards may require departmental approval. On campus grounds, distribution by posting is prohibited except at areas designated for posting. With approval of the student center director, materials may be posted on University-wide bulletin boards. Posters may be displayed on departmental bulletin boards with their permission.

2. Publications, including posters, flyers, and signs, must be posted in a way that makes them easy to remove and does not cause damage to or deface the surfaces to which they are attached. Materials may not be posted with paste, glue, adhesive backing, or other similar means. The use of staples and tape is permissible, where usage does not cause damage.
3. Postings will be limited to one item per event, per bulletin board; violators may lose future distribution privileges. Postings cannot interfere with another that has already been posted, unless a posting is outdated (e.g. event date has passed) or exceeds the one posting per board limit.
4. The distributor of the publications is responsible for the removal of publications. Failure to remove outdated material, determined by the next date of publication or date of event, on a regular basis may result in billing for removal costs and/or loss of distribution privileges.
5. Posters, flyers, and signs for outdoor posting will be no larger than 14 inches by 22 inches (or equivalent area). Materials larger than this limit must comply with the guidelines in the banners section.

III. CHALKING

1. General Policy on Chalking
 - a. Chalking on campus is limited to members of recognized student groups and University departments or offices.
 - b. Chalking is permitted only in open areas on a horizontal surface, such as sidewalks or plazas not covered by an overhang.
 - c. Chalking must be only for a campus-wide event or program, an event open to all students, or services provided by a University department.
 - d. Chalking must bear the name of the sponsoring University department or registered student group.
 - e. The material used to mark the walk must be water-soluble chalk (sidewalk chalk).
 - f. Chalking may be in place for a maximum of 10 days.
 - g. Violations of this procedure constitute grounds for removal of the material by campus facilities management.
2. Restrictions
 - a. The use of markers, paints, oil-based products, or sprayable chalk is prohibited.
 - b. Chalking is prohibited on all vertical surfaces, as well as on the specific surfaces listed here: buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees.
 - c. Chalking cannot interfere with another message that has already been chalked.

IV. DISTRIBUTION OF PUBLICATIONS

1. Unless otherwise restricted, publications are limited to foyer and lobby areas via bins and racks. Distributing published materials in stairways, classrooms, offices, hallways, doorways, ramps, elevators, or escalators is prohibited. Distribution-free zones are established outside Minot State University facilities to maintain facility ingress and egress. Material may not be distributed within a 20-foot radius area immediately outside facility entrances.

2. Within Minot State University academic facilities, publications may be distributed only in lobby or foyer areas via bins and racks. Publications distribution is prohibited in nonacademic Minot State University facilities, including all University parking areas, parking ramps, and surface lots.
3. Non-university entities and recognized student organizations wishing to distribute publications in a bin or rack must contact the Student Center Director at 701-858-3364 or leon.perzinski@MinotStateU.edu. The designated unit will initiate an agreement with a timeline governing the use of the distribution bin/rack and then assign space in the designated areas in the following priority:
 - a. publications published by or for the Minot State University or its programs,
 - b. publications by a recognized student organization,
 - c. all other publications on a first-come, first-served basis.

V. BANNERS

1. Banners are defined as written or printed stationary or fixed matter that are larger than 14 inches by 22 inches (or equivalent area).
2. Banners in Minot State University properties and facilities must promote a University event sponsored by a department or recognized student organization. Units planning to display a banner must follow this procedure:
 - a. Determine sponsoring Minot State University unit and arrange funding.
 - b. Include the event name, date, time, and name of the sponsoring department or recognized student group.
 - c. To ensure Minot State University communications are consistent, accurate, and reflect the qualities and brand pillars of the University, all external Minot State University academic brochures, publications, advertisements, and similar items promoting specific academic programs, departments, or special events will necessitate a visual review by the marketing office prior to printing.
3. Banners smaller than 14 inches by 22 inches should follow guidelines in the postings section.

Required Immunizations and Health Records

The North Dakota University System policy requires:

1. All students to be vaccinated and provide documentation of two doses of measles, mumps, and rubella.
2. All newly admitted students ages 21 and younger must provide documentation of a meningitis vaccination (MCV4, Menveo, MedQuadfi, Men ACYW, or Menactra) given after the 16th birthday.
3. All students are encouraged to complete the Tuberculosis (TB) Screening Questionnaire Form. All international students are required to complete the TB Screening Questionnaire Form.
4. All students under the age of 18 years must have a parent or guardian complete the Parent Consent for Minor form to receive services at the Minot State Student Health Clinic.

Go to MinotStateU.edu/health and choose 'Health Record Requirements' to see instructions on how to submit all required

immunization and health record documentation through the Minot State Student Health Portal.

Documentation must be provided by August 1st for Fall Semester, January 1st for Spring Semester, and May 1st for Summer Semester. Failure to comply with the immunization requirements will result in a hold on your account restricting you from registering for the following semester. If you have questions, call the Student Health Clinic at 701-858-3371.

Service Animals Policy

INTRODUCTION

Minot State University (Minot State) follows the ADA and the most recent guidance from the Department of Justice (DOJ) regarding service animals. In accordance with ADA and DOJ, Minot State 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 mental illness to take prescribed medications, calming 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 Access Services Office or campus security.

If the service animal resides in a residence hall, it will fall into the Minot State 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:

1. 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.

2. Do not pet a service animal without first asking permission; touching the animal might distract it from its work.
3. Speak first to the handler.
4. Do not deliberately startle a service animal.
5. Do not feed a service animal.
6. Do not separate or attempt to separate a handler from their service animal.
7. 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:

1. The animal cannot pose a direct threat to the health and safety of persons on the Minot State campus.
2. 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.
3. 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.
4. 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.
5. The handler is responsible for the care of the animal keeping the animal in good health and well-groomed.
6. In keeping with appropriate University policies and procedures, the handler may be charged for damage caused by the handler or the service animal.
7. A student with a disability planning to have a service animal in residence in campus housing should consult with Access Services.
8. 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.
9. The handler must assure that the service animal does not block identified fire/emergency exits.
10. 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.
11. 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, please contact the Access Services office at 701-858-3372 or access.services@minotstateu.edu.

Significant Infectious Diseases Policy

ADMINISTRATION

Significant Infectious Diseases

1. 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.
2. AIDS: Prohibiting Discrimination Against Faculty/Staff, Students or Others Using University Services.
 - a. 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 Minot State, they will notify the Access Services Coordinator.
 - b. Faculty/Staff – Confidentiality of faculty or staff members with HIV/AIDS will be maintained. Faculty and staff members diagnosed as having AIDS will be protected from discrimination in their employment and will be considered as handicapped persons with a life limiting disease as defined by the Rehabilitation Act of 1973.
 - c. Students – Confidentiality of students with HIV/AIDS will be maintained. Students diagnosed with HIV/AIDS will be protected from discrimination in their educational program, housing accommodation, food services and related student services or opportunities. They will be considered handicapped persons with a life-limiting disease as defined by the Rehabilitation Act of 1973.
 - d. Services Provided by the University – University faculty/staff or students, as part of their work or their education program, will not discriminate against individuals diagnosed with HIV/AIDS who receive their services at Minot State. Universal precautions are followed treating each person as potentially being at risk for carrying a significant infectious disease.
 - e. Protocol – AIDS-related protocol established by the Centers for Disease Control, U.S. Public Health Service, will serve as a primary, but not exclusive, source of information in reviewing individual cases. Applicable federal and state laws, rules, and regulations as well as University equal opportunity policies covering handicapping conditions will be followed in applying this policy.
3. AIDS-Related Complex
No special employment or educational discrimination provisions are recommended for persons with AIDS-related complex (ARC).

4. **Hepatitis B**
No special employment or education discrimination provisions are recommended for persons with Hepatitis B except that standard medical protocol for prevention and treatment shall be followed.
5. **Preventive Medical Protocol**
The University will practice universal precautions in handling bodily fluids and waste and shall adopt standard medical preventive protocol procedures to protect specific employee groups or students who may have potential exposure to such significant infectious diseases either in the workplace or in an educational setting.
6. **Reportable Diseases and Illnesses**
Mandatory reportable conditions will be reported within seven days to the North Dakota Health Department unless otherwise specified.
7. **Confidentiality**
 - a. 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.
 - b. 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.
 - c. 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 June 2018

Speech, Expression, and Assembly Policy

I. CATEGORIES OF SPEAKERS AND USERS

1. *"Academic or administrative unit"* means any office or department of Minot State University.
2. *"Event"* means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.
3. *"Faculty member and staff member"* includes any person who is employed by Minot State University.
4. *"Off-campus person or organization"* means any person, organization, or business that is not an academic or administrative unit, a student, faculty, or staff organization, or a student, faculty member, or staff member.
5. *"Student"* means a person who is currently enrolled Minot State University or has been enrolled at Minot State University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows. A student may also be a faculty or staff member. Circumstances will dictate whether an individual is considered a student or faculty or staff member for the purposes of application of this policy.
6. *"Minot State University person or organization"* includes aca-

demically and administrative units, student, faculty, and staff organizations, and individual students, faculty members, and staff members; this phrase describes the most inclusive category of potential speakers on campus; every person and organization of any kind is either an "off-campus person or organization" or a "Minot State University person or organization."

II. GENERAL DEFINITIONS

1. *"Amplified sound"* means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound but are subject to general rules on disruption.
2. *"Day"* means an 8 A.M. to 5 P.M. calendar day, and excludes weekends, Minot State University holidays, and days on which regularly scheduled classes are suspended due to emergent situations. If a deadline defined in this chapter falls on a Saturday, Sunday, or Minot State University holiday, that deadline will be moved to the next day.
3. *"Room or space"* includes any room or space, indoors or outdoors, owned or controlled by Minot State University.

III. GENERAL PROVISIONS

1. Minot State University recognizes that students and faculty have a fundamental right to free speech and expression under the First Amendment to the United States Constitution and Article I, Section 4 of the North Dakota Constitution, and as a result the SBHE and institutions under its control shall ensure that students have the freedom to speak, write, listen, challenge, learn, and discuss any issue, subject to reasonable and constitutionally-recognized limitations.
 - a. Non-faculty staff of Minot State University are also free to exercise their right to free speech and expression, as set forth above, provided that such activities do not substantially interrupt or inhibit their duties, and such exercise of free speech and expression shall be subject to the Political Activities Policies of the SBHE and Minot State University.
2. Minot State University will not engage in viewpoint- or content-based discrimination or suppression of speech, and will, to the greatest extent possible, permit and facilitate the open discussion and debate of ideas and issues, regardless of the content of those issues.
3. As a general rule, Minot State University will not use the concept of civility or mutual respect as a basis to suppress or limit the discussion of ideas, regardless of content, except as reasonably necessary to an educational activity.
4. Minot State University and its faculty and employees shall generally not seek to shield individuals from the free speech or expression of others, except as reasonably necessary to an educational activity.
5. Except as set forth elsewhere in this policy, the generally accessible, open, outdoor areas of the campus are traditional public fora for free speech by both Minot State University and off-campus persons and organizations, subject to reasonable and constitutional time, place, and manner restrictions.
6. Minot State University designates the following areas as restricted or designated forums:
 - a. those areas inside buildings which have not otherwise

been treated as traditional public fora;

- b. areas within a 50 ft. radius from residential buildings during evening and overnight hours;
- c. areas within a 50 ft. radius from academic buildings during times when classes are held in that building;
- d. areas which must be restricted due to reasonable safety and security concerns, as designated by the Director of Safety and Security;
- e. areas which must be restricted to enable the flow of pedestrian or vehicle traffic, as designated by the Director of Safety and Security;
- f. areas within a 50 ft. radius from building entrances and exits to provide for safe and convenient ingress and egress from those buildings; and

Minot State University may require reservations or permits for the exercise of free speech or expression, including assemblies, within these restricted or designated forums.

7. Minot State University designates the following areas as closed to free speech, expressive activity, and public assembly:
 - a. Demonstrations, amplified sound, and signage are prohibited in all non-public areas, as is any activity that interferes with academic or operational functions.

IV. PROHIBITED ITEMS AT ASSEMBLIES

1. Dangerous weapons, as defined by N.D.C.C. § 62.1-01-01(1) as any switchblade or gravity knife, machete, scimitar, stiletto, sword, dagger, or knife with a blade of five inches or more; any throwing star, nunchaku, or other martial arts weapon; any billy, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slingshot; any bow and arrow, crossbow, or spear; any weapon that will expel, or is readily capable of expelling, a projectile by the action of a spring, compressed air, or compressed gas, including any such weapon, loaded or unloaded, commonly referred to as a BB gun, air rifle, or CO2 gun; and any projector of a bomb or any object containing or capable of producing and emitting any noxious liquid, gas, or substance.
2. Firearms, except as permitted by law. See N.D.C.C. § 62.1-02-05.
3. Body-armor or makeshift body-armor, helmets and other garments, such as sporting protective gear, that alone or in combination could be reasonably construed as weapons or body-armor, without written permission from the Director of Safety and Security.
4. Open flame, unless approved in advance by the Director of Safety and Security.

V. GENERAL RULES ON MEANS OF EXPRESSION

1. Disruption
 - a. No speech, expression, or assembly may be conducted in a way that disrupts or interferes with any teaching, research, administration, or other authorized activities on the campus; free and unimpeded flow of pedestrian and vehicular traffic on the campus; or signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.
 - b. Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical

interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any distracting sound may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. Occasional heckling in the speaker's pauses may not disrupt a political speech, but persistent heckling that prevents listeners from hearing the speaker does disrupt a political speech. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. We cannot escape relying on the judgment and fairness of Minot State University authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important for administrators to remember that their judgments must not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.

2. Potentially disruptive events can often proceed without disruption if participants and administrators cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges.

VI. DAMAGE TO PROPERTY

1. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of the Minot State University or of any person who has not authorized the speaker to damage or deface their property.

VII. AMPLIFIED SOUND

1. General Rule on Amplified Sound
 - a. Minot State University academic or administrative units and student, faculty, or staff organizations may use amplified sound on campus at designated times and locations, with advance permission from the Vice President for Administration and Finance (VPAF), subject to the following restrictions.
2. Location and Times of Weekday Amplified Sound Areas
 - a. The Director of Safety and Security may prescribe rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of weekday amplified sound areas, to mediate any conflict with Minot State University functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.
 - b. Student, faculty, or staff organizations or academic or administrative units wishing to use a weekday amplified sound area must reserve a particular area at a particular time. Reservations must be made with the Student Center Director on a form prescribed by the Student Center Director.
 - c. The Student Center Director may limit the number or frequency of reservations for each student, faculty, or staff

organization or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound on weekdays.

- d. Minot State University persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.
3. Amplified Sound on Evenings and Weekends
 - a. With advance permission, Minot State University organizations may use amplified sound in any outdoor location on campus after 5 P.M. on weekdays, and after 8 p.m. on weekends.
 - b. The Student Center Director may prescribe reasonable and nondiscriminatory rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of amplified sound on evenings and weekends, to mediate any conflict with Minot State University functions and other nearby activities, and to manage environmental impact.
(See Noise Ordinance Chart in Section d. below)
 - c. Use of amplified sound on evenings and weekends requires advance permission from the President's Staff., which is comprised of the Minot State President, Director of Athletics, Vice Presidents for Student Affairs, Academic Affairs, Advancement, and Administration and Finance. Student, faculty, or staff organizations and academic or administrative units will apply through a process prescribed by the President's Staff.
 - d. If amplified sound is authorized for an event on a Sunday, Monday, Tuesday, Wednesday, or Thursday evening, the sound must be turned off by midnight on the following day. If amplified sound is authorized for an event on a Friday or Saturday evening, the sound must be turned off by 1 A.M. on the following day.

CITY OF MINOT NOISE ORDINANCE		
	Residential (R1, R2, R3, R4, PD-MH)	Commercial (C1, C2, C3, C4)
Max. number of decibels permitted from 7 A.M. until 11 P.M. daily	55	65
Max. number of decibels permitted from 11 P.M. until 7 A.M. of the following day	50	60

4. Amplified Sound Indoors
 - a. Amplified sound sufficient to be heard throughout the room may be used in any room in any building, but the President's Staff may limit or prohibit sound that would be disruptive outside the room. Reservations may be required.

VIII. PUBLIC ASSEMBLIES WITHOUT AMPLIFIED SOUND

1. General Rule on Public Assemblies
 - a. "Publicly assemble" and "public assembly" include any

gathering of persons, including discussions, rallies, and demonstrations.

- b. Minot State University persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. No advance permission is required. If the expected attendance at an event with a guest speaker is 25 or more people, advance notice of no less than two weeks is required.
 - c. The buildings owned or controlled by Minot State University are not open for demonstrations, assembly, or speech. In furtherance of the University's educational mission, the buildings owned or controlled by the University are open only to faculty, staff, and students and their organizations.
 - d. Off-campus persons and organizations may not engage in expressive activities at Minot State University except in accordance with these rules.
2. Reservation of Space
 - a. Minot State University persons, organizations, and academic or administrative units who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space by contacting the appropriate office on the list found at MinotStateU.edu/plant/facility-rental.shtml. Individual faculty, staff, and students may not reserve an indoor space, except as related to an educational activity of Minot State University. Off-campus persons or organizations may only reserve a particular room or space for a public assembly with the advance approval of the Student Center Director.
 - b. Reservation requests from recognized student, faculty, and staff organizations or academic or administrative units shall receive precedence over requests from individual persons, unrecognized organizations, or any off-campus persons or organizations.
 - c. A Minot State University person, organization, or academic or administrative unit with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any person, organization, or academic or administrative unit with a reservation to begin using the room or space promptly at the beginning of its reserved time. Reservations for outdoor spaces are not required but are strongly encouraged. Reservations for indoor spaces are required, although this requirement may be waived by the President or their designee.
 3. Fees for Reserving Space
 - a. The VPAF may prescribe a fee schedule for reserving specified campus spaces. For information on renting space on campus, go to MinotStateU.edu/plant/facility-rental.shtml. The schedule must not be wholly or partially based on viewpoint- or content-based criteria, but may include security and logistic fees based on the venue, the anticipated attendance, historical protest activity at events of similar attendance, and other content-neutral factors. The criteria used to establish the fee schedule shall be made publicly available.
 - b. Minot State University may not retain funds beyond its actual expenses unless the reserving party or group charges

admission to the event. The fee schedule must be applied equally to all persons or organizations, without reference to the content or viewpoint of the proposed assembly, except as otherwise governed by campus policies.

- c. The President or their designee may waive any applicable fee for an assembly contributing to the educational mission of the institution or engaging in charitable work.
 - d. Academic and administrative units are not subject to the fee schedule.
4. Notice and Consultation
- a. Minot State University persons or organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be.
 - b. Students or student organizations planning a public assembly with a guest speaker and expected attendance of more than 25 participants, including potential counter-demonstrators, are required to provide advance notice of no less than two weeks to the Student Center Director. Students or student organizations planning smaller assemblies or large assemblies without a guest speaker are encouraged to consult the Student Center Director if there is uncertainty about applicable Minot State University rules, the appropriateness of the planned location, or possible conflict with other events. The Student Center Director can help the planners avoid unintended disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.
 - c. Registered faculty organizations that are planning a public assembly with a guest speaker and an expected attendance of more than 25 participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the Vice President for Academic Affairs (VPAA).
 - d. Registered staff organizations that are planning a public assembly with a guest speaker and an expected attendance of more than 25 participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the VPAF.
 - e. The notice and consultation requirements of this subchapter do not apply to academic or administrative units.
 - f. The notice and consultation requirements of this subchapter may be waived by the President or their designee.

IX. GUEST SPEAKERS

1. Definitions

- a. "Guest speaker" means a speaker or performer who is not a student, faculty member, or staff member, but who is invited to speak by a Minot State University person or organization.

2. Who May Present

- a. Minot State University persons and organizations and academic and administrative units may present guest speakers on Minot State University property. In the case of speakers invited by students or student organizations, advance permission from the Student Center Director is required. Faculty organizations are required to seek advance permission from the VPAA. Staff members and staff

organizations are required to seek advance permission from the VPAF.

3. Location and Form of Presentation

- a. A guest speaker may present a speech or performance, or lead a discussion of specified duration, at a time announced in advance, in a fixed indoor location or in a fixed outdoor location approved by the Director of Safety and Security.
- b. A guest speaker may not accost potential listeners who have not chosen to attend the speech, performance, or discussion.

4. Application

- a. All students, faculty members, staff members, student organizations, faculty organizations, and staff organizations that wish to present a guest speaker must apply through a prescribed process, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- b. A student or student organization that wishes to present a guest speaker will apply to the VPSAIA through a process prescribed by the VPSAIA, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- c. A faculty member or faculty organization that wishes to present a guest speaker will apply to the VPAA through a process prescribed by the VPAA, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.
- d. A staff member or staff organization that wishes to present a guest speaker will apply to the VPSAIA through a process prescribed by the VPSAIA, at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.

5. Obligations of Presenting Person or Organization

- a. A Minot State University person or organization that presents a guest speaker must make clear that:
 - i. the person or organization, and not Minot State University, invited the speaker; and
 - ii. the views expressed by the speaker are their own and do not necessarily represent the views of Minot State University, the North Dakota University System, or the State of North Dakota.
- b. The person or organization that presents a guest speaker is responsible for paying any fees assessed pursuant to the schedule set forth in this policy.
- c. Institutional funds provided to a Minot State University organization may not be used to pay for any costs or expenses related to the presentation of a politically-oriented guest speaker unless approved in advance by an organization's faculty advisor and President's Staff, in consultation with the University's legal counsel.

6. Equal Treatment

- a. Guest speakers reserving space at Minot State University facilities may be subject to the same terms and conditions governing the use of the facilities for other outside groups. If a room, space, or facility is made available to any guest speaker invited by a University person or organization, then that room, space, or facility must be made equally available to all such speakers or groups.

7. Disinvitation

- a. If a Minot State University person or organization complies with this policy when presenting a guest speaker, the University may not prohibit or disinvite that guest speaker based on the anticipated content or viewpoint of the guest speaker's speech, performance, presentation, or other form of expression

X. RESPONDING TO SPEECH, EXPRESSION, AND ASSEMBLY

1. General Rule on Responding
 - a. Minot State University persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules herein.
 - b. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, such as signs, tables, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the VPAF will expedite approval of exhibits and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.
4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not permissible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not permissible to respond with amplified sound in that location. In either case, it is permissible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

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 make an appointment with the instructor or staff member who is directly involved with the concern. Usually the concern can be resolved satisfactorily through honest and open communication with the faculty or staff member. **Meeting with the instructor or staff member should be the first step in resolving the concern.**

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:
 - 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 faculty or staff member who is most directly associated with the matter. Usually the concern can be resolved satisfactorily through

honest and open communication with the faulty or staff member.

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. If the concern has not been addressed satisfactorily by meeting with the faculty or staff member, the student should bring the concern to the supervisor (staff) or chair of the academic department (faculty). The supervisor or chair will often be able to resolve the concern satisfactorily.
4. 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 and Intercollegiate Athletics, located in the Administration Building, third floor.

Formal complaint procedure

1. If after visiting with the staff or faculty member and the supervisor or chair, it has not been possible to resolve the 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 (form.jotform.com/72996849416981), 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 their 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 their 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 their 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; and
- 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; and
- 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 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 their 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 is committed.

In all disciplinary proceedings it shall be recognized that Minot State 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 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 their behavior so 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 taken by civil authorities, the Vice President for Student Affairs or their 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 Minot State 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 MinotStateU.edu/title9/keep-u-safe/forms.shtml.
- B. Allegations of violations of disciplinary rules or regulations shall be referred to the Vice President for Student Affairs and Intercollegiate Athletics (VPSAIA) or designate.
- C. Upon receipt of allegations of violations of disciplinary rules or regulations, the VPSAIA or designee 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 VPSAIA or designee 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 VPSAIA or designee 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 VPSAIA or their designee.

- G. The VPSAIA or designee 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 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 their 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 designee 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, suspensions, 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 VPSAIA or designee 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 their 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. **Fine** – 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. **Warning** – 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** – the formal removal of a student from University housing.
 6. **Suspension** – 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** – 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** – 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 ensure an adequate opportunity to prepare for the hearing.
 2. To present information on their own behalf, including written and oral statements and physical exhibits when appropriate.

3. To hear all information presented and to question all who present it.
4. To be advised by an advisor or attorney for consultation during questioning.
5. To receive a timely written decision.
6. To appeal decisions involving the imposition of specified restrictions, probation, suspension, or expulsion.

V. EMERGENCY SUSPENSION AND CONDITIONS

The University is committed to providing an optimal educational environment for all of its students. Any person who has information that indicates the continued presence of a student on the University campus poses a substantial threat should provide the information to the vice president of student affairs. The VPSAIA or designee will convene the Behavioral Intervention Team (BIT) to review information that indicates:

1. A student's behavior poses a significant threat of danger and/or injury to self or others,
2. A student's behavior poses a threat of disruption to the educational process for others, and/or
3. A student's behavior poses a threat of destruction of property.

Upon review, the BIT will provide a recommendation to the VPSAIA or designee. The BIT has the authority to recommend an emergency suspension and/or other conditions. The VPSAIA or designee has the authority to impose an emergency suspension and/or other conditions.

An emergency suspension is the immediate suspension, pending action on charges, of a student's right to be present on campus and/or to attend classes (including on-campus, on-site, practicum, or on-line environments). Unless otherwise noted, the student will be able to communicate with members of the University community at a distance during the emergency suspension period.

Other conditions that may be imposed include, but are not limited to:

1. Restricting a student from physically being on campus or specific campus locations. If permitted, a student may request from their faculty member(s) consideration in adjustments of course timelines or methods of teaching or testing. Faculty member(s) are under no obligation to agree to such requested accommodations,
2. Requiring further evaluation of the student through appropriate experts. In such a case, the VPSAIA or designee may postpone a final decision until after further evaluation results are received.

Emergency suspension and/or other conditions are effective immediately following the notification of the student. The VPSAIA or designee may initially notify the student verbally of an emergency suspension and/or other conditions. The VPSAIA or designee will notify the student in writing within three business days.

Emergency suspension and/or other conditions remain in effect until the conclusion of the student conduct process or until lifted by the VPSAIA or designee.

A student may request, in writing to the VPSAIA, a review of an emergency suspension and/or other conditions that have been imposed. After receiving such a request, the VPSAIA or designee will meet with the student within five business days. At this time, the student may present and/or provide additional information for consideration by the VPSAIA or designee. The student may have a personal advocate during the emergency suspension review process. A process advisor will be assigned to the student upon the student requesting a review of the emergency suspension and/or conditions or upon the initiating of a student conduct process, whichever initiates first.

Upon review of the information, the VPSAIA or designee will determine if the emergency suspension and/or other conditions should remain in effect until the matter is resolved. The student will be notified in writing of the review decision within three business days. The VPSAIA or designee may notify the student of the decision verbally prior to the student receiving the written notification.

Student Rights to Privacy

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 they verify 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.

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to you as "Directory Informa-

tion.” Students may request to prevent the release of directory information to third party individuals by notifying the Minot State Registrar’s Office by completing the Student Rights to Privacy form found on the Registrar’s Office website. Failure to notify the Registrar’s Office as outlined indicates implied consent to release directory information. All or a portion of directory information may be released publicly in printed, electronic, or other forms at the discretion of Minot State University on a case-by-case basis.

Directory information includes the following data elements:

- Student name (not to include preferred name)
- Hometown (city, state)
- Campus email address
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment Status (withdrawn, half-time, or full-time)
- Names of previous institutions attended
- Participation in officially recognized activities and sports (released as part of team roster)
- Height, weight, and photos of athletic team members (released as part of team roster)
- Honors/awards received (academic honors/awards released at the end of the term and graduation released at the end of the term or as part of graduation/commencement events)
- Degree earned (all degrees earned)
- Date degree earned (dates of all degrees earned)
- Directory photos, photographs, and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT 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 their right to a hearing regarding the request for amendment. Additional information regarding the hear-

ing 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. a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health services staff);
 - b. a person or company with whom the University has contracted, e.g. attorney, auditor, collection agency;
 - c. a person serving on an institutional governing board;
 - d. a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

Other disclosures allowable without written consent are:

- a. 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;
- b. to authorized representatives of federal, state, or local educational authorities;
- c. to accrediting agencies;
- d. in connection with a health or safety emergency;
- e. to comply with a judicial order or lawfully issued subpoena;
- f. 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

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations:

- | | |
|----------------------------------|----------------------|
| • Academic School Offices | • Career Services |
| • Director of Residence Life | • Registrar’s Office |
| • Student Affairs Office | • Access Services |
| • Student Government Association | • Library |

Title IX – Sexual Harrassment Policy

Title IX safeguards individuals from discrimination based on sex in education programs or activities that receive federal financial assistance. Specifically, Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity receiving federal funding.

Minot State University does not tolerate any form of harassment. The University strongly encourages anyone who has experienced, has knowledge of, or has witnessed gender-based harassment, sexual harassment, sexual assault, domestic or dating violence (interpersonal violence), stalking, sexual exploitation, or other forms of sexual and related misconduct involving students, staff, or faculty to report the incident immediately. Information about the University's policies and procedures for handling complaints of sexual harassment or other sexual misconduct can be found here: <https://www.minotstateu.edu/title9>.

To report sexual and related misconduct – including gender-based harassment, sexual harassment, sexual assault, domestic and dating violence, stalking, sexual exploitation, or other sexual misconduct – please use one of the following options:

- Submit an incident report online: <https://www.minotstateu.edu/title9/incident-reporting.shtml>
- Contact the Title IX Office: lisa.dooley@minotstateu.edu or 701-858-3447
- Contact the University Campus Security: 701-500-2423
- Call 911 (Minot Police Department) for emergency assistance

The University strongly supports a complainant's wish for confidentiality. However, students should be aware that disclosures of gender-based harassment, sexual harassment, sexual assault, domestic or dating violence, stalking, sexual exploitation, or other forms of sexual and related misconduct made to staff or faculty members will be reported, as required by Minot State Policy, to the Title IX Coordinator. While all University offices and employees who cannot guarantee complete confidentiality will make every effort to protect your privacy, information shared with non-confidential resources will only be shared as necessary for investigation and resolution. The Title IX Coordinator will prioritize maintaining your privacy to the greatest extent possible.

For confidential assistance, please review this list of confidential resources:

- Contact the University's Counseling Services: 701-858-3371
- Contact the University's Student Health: 701-858-3371

CONSENSUAL RELATIONSHIPS

Consensual dating, romantic, or sexual relationships between faculty members or others in positions of authority over students are discouraged, as such relationships may pose a conflict of interest if they could potentially interfere with an individual's ability to pursue academic, advising, or professional goals. According to Minot State University Policy SBHE 603.1, a consensual relationship is defined as a dating, romantic, or sexual relationship in which both parties appear to have consented, but where a clear power imbalance exists within the University between the

two individuals. The University emphasizes discouraging all such consensual relationships and requires disclosure if they occur. If you have experienced or witnessed harassment, or sexual misconduct—including sexual harassment, sexual assault, dating or domestic violence, or stalking—at Minot State, we encourage you to report it. The Office of Title IX is available to provide support and guidance. They can assist students in exploring their options, including how to file a formal complaint and arrange supportive measures.

Please contact:

Dr. Lisa Dooley

Title IX Coordinator | Office of Title IX & Student Conduct
MINOT STATE UNIVERSITY

500 University Avenue West

Minot, ND 58707

Memorial Hall, 4th Floor, Office 412

701-858-3447

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, "tobacco use" 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 Minot State 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:

1. Normal blood pressure, pulse, and body temperature
 2. Minimize chances of heart attacks
 3. Cilia in the lungs re-grow, increasing the lungs ability to handle mucus, clean themselves, and reduce infection
 4. Coughing, sinus congestion, fatigue, and shortness of breath decreases
 5. Overall energy level increases
 6. Decrease chances of lung, throat, kidney, and pancreas cancers
 7. Fresh breath
 8. Whiter teeth
 9. 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.

Resources: American Lung Association; NDQuits; Dakota Wellness Program - Sanford

Direct inquiries to: HR Director/EEO/AA/Deputy Title IX Coordinator, Administration 2nd Floor, 701-858-4610, hr@MinotStateU.edu

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 and complete a security questionnaire.
 - 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 the following the appeal process. Appeals may be made to the office of the Director of Enrollment Services. The appeals committee will consist of the Vice President for Student Affairs and Intercollegiate Athletics, the Vice President for Academic Affairs, and the Director of Enrollment Services. The decision of this committee will be final.

Updated August 2017

Additional Policy Statements

Minot State University does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act ("GINA"); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

Minot State prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law and/or Minot State policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

Questions, comments, or complaints regarding sexual discrimination or sexual harassment may be directed to the Title IX Office. All other forms of discrimination (e.g. racial) or harassment may be directed to the Vice President for Student Affairs and Intercollegiate Athletics or the Director of Human Resources, as appropriate. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Revised April 23, 2024

ARTICLE I – Mission

Section 1. Mission

1. The purpose of Student Government Association shall be to promote the general welfare of the students, increase student involvement within the university, foster communication between students, staff, and administration of Minot State University and provide an official voice through which student opinion may be expressed.

ARTICLE II – Membership

1. Officers and senators must maintain a 2.5 cumulative grade point average on a 4.0 scale.
2. Officers and senators must maintain full-time student status.
3. Membership shall consist of all registered students who have paid activity fees to Minot State University, hereafter "MSU." Membership shall be represented by elected and appointed officials of Student Government Association, hereafter, "SGA."
4. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization based on the grounds of race, color, creed, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, marital status, disability, source of income, status as a veteran, or other such factors that cannot be considered lawful in admission to, access to, treatment in, or employment in this organization's programs and activities. Inquiries concerning the application of Title IX may be referred to the MSU Title IX Coordinator.

ARTICLE III – Organizational Structure

Section 1. The Senate

1. The Senate shall consist of the following officials:
 - a. Senators
 - b. Officers
 - i. President
 - ii. Vice President of Finance
 - iii. Vice President of Internal Affairs
 - iv. Vice President of State Affairs

Section 2. Senator Representation

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. Two Senators representing students living on-campus
 - d. Two Senators representing students living off-campus

- e. Two Senators representing students in the freshman class
- f. Two Senators representing student athletes
- g. One Senator representing International Students
- h. Two Senators representing the student body at large
- i. One Senator representing graduate students

Section 3. Advisors

1. Advisors 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 IV – Roles & Responsibilities

Section 1. Responsibilities of the Senate

1. In general, members shall:
 - a. Uphold appropriate academic and personal conduct to represent MSU and SGA.
 - b. Meet periodically with their constituents and represent them effectively.
 - c. Serve actively on three or more Senate or administrative committees.
 - d. Attend all meetings of the senate or send a proxy.
 - e. Attend a majority of SGA-sponsored events each semester.
 - f. Maintain one office hour per week between the hours of 8:00 A.M. and 4:30 P.M., Monday-Friday, unless otherwise approved by the Vice President of Internal Affairs.
 - g. Present senator report(s) at a minimum of one meeting per month.
 - h. Aid their successor with transitioning into office.

Section 2. Officer Roles

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.
 - c. Call meetings of the Senate as necessary or as directed by the Senate.
 - d. 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.
 - e. Create ad hoc committees as needed, with approval of the Senate.
 - f. Appoint members to committees as necessary with approval of the Senate.
 - g. Appoint members as necessary to fill the senate with approval of the Senate.
 - h. Maintain a minimum of seven office hours a week.

2. The Vice President of Finance shall:
 - a. Be the financial officer of the Senate.
 - 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.
 - d. Chair the CSO Committee.
 - e. Assist the President and advisors in the creation of the budget and disperse to the Senate.
 - f. Ensure payment of bills and completion of contracts.
 - g. Document an accurate record of collections, disbursements, and allocations.
 - h. Serve as a representative on the Student Fee Committee.
 - i. Maintain a minimum of six office hours a week.
3. The Vice President of Internal Affairs shall:
 - a. Record and publish minutes of Senate, CSO and Constitutional Review meetings.
 - b. Track office hours completed by all members of the Senate.
 - c. Maintain a current schedule of committees and committee members and track member attendance.
 - d. Notify the President of members in violation of membership requirements, and notify the Senate, with approval from the President.
 - e. Organize annual senate pictures.
 - f. Develop internal and external marketing efforts to enhance campus vibrancy.
 - g. Maintain SGA website, social media, and campus calendar.
 - h. Abide by the MSU Institutional Review Board policies when surveying the student body.
 - i. Maintain a minimum of six office hours a week.
4. The Vice President of State Affairs shall:
 - a. Be the direct liaison between MSU SGA and the State North Dakota Student Association, hereafter "NDSA."
 - b. Chair the NDSA committee and, as Chair:
 - i. Attend every NDSA meeting.
 - ii. Provide a report to the SGA regarding the NDSA meeting attended.
 - iii. Ensure MSU delegate preparedness.
 - iv. File vehicle requests and book lodging.
 - v. Provide NDSA attendance list to the Vice President of Finance.
 - c. Organize an annual State NDSA meeting hosted by the MSU SGA.
 - d. Submit a final written report at the last SGA meeting of the year.
 - e. Maintain a minimum of six office hours a week.

Section 3. Senator Roles

1. Senators representing academic colleges shall:
 - a. Meet with the chair's council of their respective colleges or the Vice President for Academic Affairs and report to the Senate biannually.
2. On-Campus Senators shall:
 - a. Maintain a relationship with on-campus residents and represent their needs and concerns at senate meetings as needed.
3. Off-campus Senators shall:
 - a. Maintain a relationship with off-campus residents and represent their needs and concerns at senate meetings as needed.

4. Freshman Senators shall:
 - a. Be exempt from the GPA requirements for their first semester.
 - b. Maintain a relationship with first-year students represent their needs and concerns at senate meetings as needed.
5. Athletic Senators shall:
 - a. Maintain a relationship with student athletes and represent their needs and concerns at senate meetings as needed.
6. International Senators shall:
 - a. Maintain a relationship with international students and represent their needs and concerns at senate meetings as needed.
7. Senators at Large shall:
 - a. Maintain a relationship with the general student body and represent their needs and concerns at senate meetings as needed.
8. Graduate Senators shall:
 - a. Maintain a relationship with graduate students and represent their needs and concerns at senate meetings as needed.

Section 4. Advisor Role

1. Advisors shall:
 - a. Provide leadership, guidance, mentorship, and liaisons.
 - b. Facilitate transition of SGA officers and senators.
 - c. Ensure at least one advisor is present at each Senate meeting or provide a proxy.
 - d. Objectively mediate interpersonal conflicts between SGA members.
 - e. Represent SGA in any conflicts with MSU faculty or staff.
 - f. Inform the Senate of infractions of the Constitution or standing rules.
 - g. Call officer meetings as deemed necessary and prudent.

ARTICLE V – Elections

Section 1. Elections

1. Officers and senators shall be selected through election by the student body or through appointment for one-year terms.
2. Full-time students enrolled at MSU, including candidates, may vote in SGA elections.
3. Candidates seeking any officer position must have served as a member of the Senate for one academic year or gain approval of the Senate.
4. Candidates may run for one Officer position and one Senator position but shall only hold one.
5. The interim between election and taking office shall serve as a mandatory training period.

Section 2. Campaigning

1. Candidates may campaign for office.
2. Campaigning materials must be removed from the polling location the day 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 campaign guidelines shall be set by the Election Committee, with approval of the Senate.

Section 3. Advisors Appointments

1. The Senate shall appoint or re-appoint Advisors every other Spring Semester in even years following the General Election 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. Those appointed shall take office immediately upon appointment.

ARTICLE VI – Meetings

Section 1. Meeting Guidelines

1. Robert's Rules of Order Newly Revised shall be the parliamentary authority.
2. The Senate shall meet at least two times per month during the academic year, except during vacations and exam periods.
3. One-half of the officer team shall constitute quorum at officer meetings.
4. Two-thirds of the Senate plus one shall constitute quorum at all meetings of the Senate.
5. Except when otherwise noted, one-half of those present plus one shall constitute a majority.
6. All Senate meetings shall be open to the public.

Section 2. Attendance of General Meetings

1. Meeting attendance for senate members is mandatory.
 - a. An excused absence must be requested to the President 48-hours prior to the meeting. If the absence is questionable then the Board will vote whether it is excused or unexcused.
 - b. All members are required to coordinate a proxy to represent them in an absence.
2. If any member is absent without proxy or excusal by the President from three Senate meetings during their term, then that member must meet with the President and Vice President of Finance.
 - 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 of Finance 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.

Section 3. Attendance of Officer Meetings

1. If an officer member is absent without excusal by the President from two officer meetings during their term, then that member must meet with the President and Vice President of Finance.

ARTICLE VII – Recognition

Section 1. Senator of the Month

1. Senator of the Month nominations will take place at the first meeting of the month.
2. Senators will only be eligible for nomination if they have completed all their required office hours and have no unexcused absences for that month.

3. Those elected as the Senator of the Month will receive:
 - a. Access to the Senator of the Month parking spot.
 - b. Recognition on all SGA social media platforms.

ARTICLE VII – Finances

Section 1. In General

1. SGA shall be funded through the Student Activity Fee. The senate shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the student body.
2. All contracts and bills related to or paid through SGA funds must have signatures obtained from one officer and one advisory of the SGA.
3. Monies collected from Student Activity Fees will be deposited in an on-campus account.
4. Any changes made past 10% of student fees per semester requires a two-thirds senate vote.

Section 2. Payment of Officers

1. Officers shall be placed on the payroll on April 16th of the year in which they are elected and remain there 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, the officer shall be placed on payroll the day they were appointed.
3. Any paid position within the Senate will follow MSU employee Guidelines.

Section 3. Use of Funds

1. Acceptable utilizations of these monies may include, but are not limited to:
 - a. Providing on and/or off campus student entertainment.
 - b. Supporting intramural sports.
 - c. Providing monies for legislative affairs.
 - d. Acquiring advertising materials for SGA initiatives.
 - e. Supporting clubs through CSO.
 - f. Compensating officers for their service to SGA and the MSU student body.

ARTICLE IX – Vacancies, Complaints & Discipline

Section 1. Resignation

1. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the officer team.
2. 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. If an SGA member should vacate their position, they will be expected to return all tangible items. All SGA Members will be held to this standard unless the student is graduating or has completed their coursework before the end of the academic year. If SGA items are not returned, the cost of these items will be charged to their Minot State University account.

Section 2. Vacancies

1. If a senator position is vacant, the President shall appoint with the approval of the senate.
2. If the office of President becomes vacant, the Vice President of Finance shall assume the position and appoint their replacement from among the members of the Senate. If the

Vice President of Finance declines or is unable to fulfil the duties of the President, SGA will facilitate an internal vote to determine next steps.

3. If an officer position becomes vacant, the President shall appoint someone to fill the position among the members of the Senate with the approval of the Senate.

Section 3. 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).

Section 4. Complaints

1. No disciplinary action shall be considered unless a formal, written complaint is submitted by a member of the SGA to the 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.
 - a. If the complaint is regarding the SGA President, the Vice President of Finance shall take on the duties of the President.
 - b. If the complaint is regarding the SGA President from the Vice President of Finance, the Vice president of Internal Affairs shall take on the duties of the President.
3. The member for whom the complaint is against will be provided with 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. The President shall consult with the complainant and the subject senator (separately) to fully understand the relevant issues prior to presenting the complaint to the officer team. The advisors shall be used as consult as needed and may be present at the interviews
4. The officer team will review written statements provided and hear from the President regarding the initial consultation. An advisor will be present during all such meetings. Should the complaint be against an officer, that member will be recused from the process except as the subject senator.
5. The officer team may choose to consider the written documents only or interview anyone with information about the matter. Interviews will not be conducted as a hearing. The officer team 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 will be written and include a brief justification and/or reasoning behind it. The President is not required to accept the recommendation of the officer team.

Section 5. Discipline

1. The recommendation 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 member with copies to the complainant. With any disciplinary action, the member has the right to attach written comments for the record.
3. With any action that involves the loss of pay or removal from office, the member has the right to appeal the action.
4. When the final decision involves removal from office, the member can resign. If this option is exercised, the right of appeal is forfeited.

Section 6. Appeals

1. Any member subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.
2. To appeal, the member must file a written appeal to the President within seven calendar days of the decision. The appeal may not introduce added information that was not previously documented and presented to the officer team.
3. Upon receipt of the appeal notification, the President will convene the full Senate to review and discuss the original complaint, the response provided by the member, the officer recommendation, and the President's final decision. Senate members may make inquiries of the 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 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 member will return to office.
5. A lesser form of discipline may be implemented based on a separate motion passed by a simple majority of the Senate.

ARTICLE X – Committees

Section 1. In General

1. SGA Representatives shall report to the Senate regarding standing committees.
2. Ad hoc committees may be formed as necessary and prudent.

Section 2. Clubs & Student Organizations (CSO)

1. This committee's charge shall be to:
 - a. Distributing designated funds to the clubs and student organizations of MSU, with approval of the Senate, as deemed appropriate.
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. A club representative must have perfect attendance at CSO meetings in the current semester to apply.
 - b. The proposal shall be submitted one week before the initial CSO meeting.
 - c. The student organization's most current constitution

shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting.

- d. The student organization's proposal must abide by all university funding policies.
- e. The organization must not be already receiving student activity fee monies.

Section 3. NDSA Committee

1. This committee's charge shall be to:
 - a. Represent the MSU student body at the monthly NDSA meetings with no less than six delegates and provide a report to the Senate.
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 revise the SGA Constitution with approval of the Senate, as necessary.
2. Membership and committee chair shall be appointed by the President, with senate approval.

Section 5. Student Outreach Committee

1. This committee's charge shall be to:
 - a. Administer surveys 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 Internal Affairs
 - b. Vice Chair: shall be elected within the committee.
 - c. Four additional members of the SGA.

Section 6. Election Committee

1. The Election Committee shall be formed by the President in the spring semester.
2. The Election Committee shall facilitate the Spring Election before the final Friday in March.
3. This committee's charge shall be to:
 - a. Organize and facilitate the Spring General Election
 - b. Recommend and facilitate a Fall or Midterm General Election if necessary.
 - c. Facilitate and regulate nominations, campaigning, and the election process
 - d. May make recommendation to president to filling all vacancies in the Senate.
4. Membership shall include:
 - a. Chair: SGA Advisor
 - b. One Senator representing the College of Arts & Sciences.
 - c. One Senator representing the College of Education & Health Sciences.
 - d. One Senator representing the College of Business.
 - e. Two Senators representing the Senate at large.

ARTICLE XII. ENABLING ACT

1. This Constitution shall take effect upon approval by two-thirds of the members present at the meeting, assuming quorum is met.



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