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:

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

- **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.

- **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 lower level of the Administration Building, Room 164. 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

Minot State University is proud to be a tobacco free and alcohol free campus.
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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  
- Center for Engaged Teaching and Learning (CETL), 701-858-4040  
- POWER, 701-858-4047  
- Tutoring Center, 701-858-3360  
- Writing Center, 701-858-3060

**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

**Registrar's Office**  
**Administration, 1st floor, 701-858-3345**  
- Grades  
- Graduation requirements  
- Course schedules/registration  
- Add/drop courses  
- Request for transcript  
- International student information  
- General education requirements  
- Transfer credit evaluation  
- General college advising

**Residence Life Office**  
**Dakota Hall, south entrance, 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

**Veterans Services**  
**Dakota Hall, lower level, 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.
**ADMINISTRATION**

Offices of the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Assistant Vice President for Academic Affairs, Associate Vice President for Graduate, Online, Distance and Continuing Ed, Director of Academic Assessment, Center for Extended Learning, International Programs, Business Office, Registrar’s Office, Academic and Institutional Projects, Financial Aid, University Communications, Enrollment Services, Dakota College at Bottineau, and Human Resources are housed here. Also included are three Interactive Video Network (IVN) studios located on the third floor.

**AMPHITHEATER**

This outdoor facility was built by students, alumni, and other university supporters. Located in the hills in the northern part of the campus, it provides a beautiful setting for summer theatre, musicals, 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. It is open for viewing on specified evenings.

**CYRIL MOORE SCIENCE CENTER**

This building houses administrative offices for the life and physical sciences. A lecture-demonstration auditorium seating 233, and classrooms, laboratories, and research facilities for biology, chemistry, geoscience, physics, and science education are located here.

**DOME**

The administrative office of the Department of Athletics is housed in this building. This structure also provides facilities for a wide variety of activities such as handball, racquetball, basketball, volleyball, tennis, wrestling, and indoor track with seating for over 10,000 people. The building has lockers, showers, classrooms, and offices, plus other use areas. A seasonal air-supported bubble next to the dome enables the turf to be utilized for a number of additional events such as weekend tournaments in youth, adult and collegiate soccer and softball, and non-tournament usage such as MSU softball, soccer, baseball and football, area schools soccer, softball, baseball, football, public walking and jogging, community events, Minot Recreation Commission activities, a golf driving range, and much more.

**FACILITIES MANAGEMENT**

This building is the base of operations for campus maintenance, custodial, carpentry, electrical, heating and cooling, motor pool, security and horticulture.

**HARTNETT HALL**

The administrative offices of the College of Arts and Sciences and the Division of Humanities are located in this building. There are classrooms and studios for art, broadcasting, communication arts, English, and foreign languages. A 200-seat theater for lectures, recitals, and theater productions and an art gallery displaying works of nationally recognized, contemporary American artists are also housed there, as well as the office of the Red and Green (student newspaper) and a computer lab.

**LIBRARY**

The Gordon B. Olson Library houses basic library facilities and two computer-lab centers. Containing over 420,000 volumes in books, bound periodicals, and government documents, it also houses special collections of North Dakota materials, a children's collection, media materials (over 14,000 video recordings, filmstrips, slides, and other non-print material) and microfilms. The library currently subscribes to over 600 periodicals and is a depository for United States Government and State of North Dakota publications. The library building provides study accommodations for 800 students. The lower level of the Library houses the Northwest Arts Center, Walter Piehl Gallery, Native American Artifact Collection, and the Academic Support Center.

**MEMORIAL HALL**

In 1996, Memorial Hall was remodeled and expanded. It houses the Rural Crime and Justice Center, five academic departments, the Graduate School, and the North Dakota Center for Persons with Disabilities. The five departments located in Memorial Hall are communication disorders; special education; criminal justice; nursing; and addiction studies/psychology/social work. A computer lab is in this building.

**MODEL HALL**

Completely renovated in 1990, this building houses administrative offices for mathematics and computer science. There are two instructional computer labs, four-tiered multimedia classrooms, and numerous classrooms for lecture.

**OLD MAIN**

This first building on campus underwent a $8.6 million remodel between 2001-2003. It provides classroom and office space for the College of Business, and the Divisions of Music and Social Science. It also houses the office of Information Technology and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts with a seating capacity for 950.
RESIDENCE HALLS

COOK HALL
Cook Hall is the largest residence hall on campus. This hall is co-ed by floor and provides a lively atmosphere which entices students to create life-long friends. Also, in Cook Hall is the Wellness Living and Learning Community, which is designed to engage students through the 8 Dimensions of Wellness.

CRANE HALL
A $4.4 million remodel of Crane Hall was completed in 2006. It is now an ultramodern co-ed residence hall with two-room suites for four students with private bathrooms. There are also full kitchens, laundry facilities, and recreational lounges are present on every floor. The hall accommodates 88 students.

DAKOTA HALL
Dakota Hall is the most historic residence hall on campus, as it was built in 1931. This hall is co-ed by floor and its amenities include microwave access, laundry facilities, and recreational lounges on every floor, community-style bathrooms, and kitchens on the third and fourth floors. Residence Life/Housing and the Veterans Center are located on the lower level.

LURA MANOR
Lura Manor is a co-ed, gender inclusive suite-style residence hall where two rooms share a bathroom facility. There are also study nooks, recreational lounges, and microwave access on every floor, a kitchenette, and three laundry facilities throughout the building. The Student Health Center and University Counseling are located on the lower level.

MCCULLOCH HALL
McCulloch Hall is a co-ed residence hall by floor and is located near the Student Center. McCulloch Hall’s amenities include a large laundry facility, community-style bathrooms, microwave access on every floor, two recreational lounges, and a kitchenette.

CAMPUS APARTMENTS

CAMPUS HEIGHTS
There are thirty student apartments in Campus Heights, two of which are designed for accessibility. Each floor has four two-bedroom apartments and six efficiency apartments. The efficiency apartments do not have a separate bedroom. Campus Heights apartments are unfurnished except for stove, refrigerator and drapes.

PIONEER HALL
Pioneer Hall features 40 one-bedroom apartments for married students, four of which are designed for accessibility. Priority for assignment in Pioneer Hall is for students over the age of 21 that are married. Pioneer apartments are unfurnished except for stove, refrigerator, and drapes.
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
701-858-3265 • MinotStateU.edu/advising

Students who are undeclared or pursuing the Bachelor of General Studies (BGS) degree will receive academic advising assistance through this office. Advisor holds will be placed on students’ accounts each term, requiring students meet with their advisor prior to class registration. Students assigned to an advisor in the Academic Support Center will use the online appointment scheduling feature in Starfish (accessed via Blackboard) to schedule advising appointments. 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 assists students in making reasonable accommodations and/or adjustments to ensure there is no discrimination on the basis of disability as established under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Minot State is committed to protecting the privacy of students with disabilities.

Students seeking accommodations/services must initiate the request by completing the application form, which can be obtained by mail, fax, in person or online. Students are encouraged to apply for accommodations upon admission to the university. The following documentation must be sent to Access Services:
- Statement of disability on the letterhead of a qualified professional
- State how the disability functionally limits the student in the academic environment
- Recommendations for specific accommodations and rationale for the recommendations

Possible accommodations may include:
- Exam accommodations: oral testing, extended time and distraction reduced testing environments
- Alternative media: various formats for textbooks and print enlargement
- Note-taking assistance: personal designated note-taker or audio recording of lectures
- Sign Language interpreting/transcribing: captioning services and audio-enabled PowerPoint presentations

CAREER SERVICES
701-858-3996 • MinotStateU.edu/careers

Career Services is committed to assisting new and current students, as well as alumni, with major/career exploration and their job search. A variety of career assessment and decision-making resources are available to assist students in the major and career exploration process. In addition, guidance on job search strategies such as cover letter/resume assistance and mock interviews are available. Specialized class presentations, career workshops, job fairs, and an etiquette luncheon are also coordinated by Career Services.

ENGAGEMENT HONOR ROLL
701-858-3360
MinotStateU.edu/cetl/engagement_honor_roll.shtml

The Engagement Honor Roll is an opportunity for 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.

FIRST-YEAR EXPERIENCE (FYE)
701-858-3177
MinotStateU.edu/cetl/first_year_experience.shtml

The First-Year Experience (FYE) learning community helps students transition to university life and is required for first-year students and transfer students with less than 24 credits. This powerful experience includes themed classes, peer mentors, and chances to connect with other students and the campus community. The FYE allows students to interact with faculty and staff who are focused on student success and provide learning experiences that are impactful, challenging, and relevant. Class sizes are typically restricted to 15-25 students. The same students register for the same courses in the learning community making it easy to form study groups. An experienced student serves as a peer mentor for each FYE and connects students to support services, clubs, and other activities.

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.
NEW STUDENT PROGRAMS
New Student Orientation and Welcome Weekend
701-858-4039 • 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.

STARFISH
701-858-3360 • MinotStateU.edu/cetl/starfish.shtml

Starfish is a communication tool to support academic success. Starfish enables instructors to give praise or raise concerns regarding academic performance within a course and notifications are sent to Minot State email accounts. Academic advisors and necessary support personnel are also notified. Students are encouraged to meet with the instructor and/or advisor or seek assistance from appropriate campus/community resources (i.e. tutoring, writing center, counseling, etc.). Students may also schedule appointments online with faculty and staff who have made online scheduling available.

SUPPLEMENTAL INSTRUCTION
701-858-4050 or 701-858-3360 • MinotStateU.edu/cetl/pages/supplemental-instruction.shtml

Supplemental Instruction (SI) is an academic assistance program, utilizing peer-assisted study sessions, which focuses on student success. SI sessions are regularly-scheduled, informal review sessions in which students can compare notes, discuss readings, develop organizational tools, and predict test items. Students will learn how to integrate course content and study skills while working together. The sessions are facilitated by SI leaders; students who have previously done well in the course and who attend many class lectures, take notes, and help students meet the expectations for the course. SI session days and times will be announced in the classes for which they are offered.

POWER
701-858-4047 • MinotStateU.edu/power

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

- A first-generation college student (neither parent or guardian has completed a four-year college degree) **OR**
- Income eligible (family taxable income is within 150% of federally determined guidelines) **OR**
- Have a documented disability

If interested in applying for the POWER program, students should fill out an application, available online, and return it to POWER.

TUTORING
701-858-3360 • MinotStateU.edu/cetl/peer_tutoring.shtml

The drop-in tutoring program provides students with learning tools and resources integral to academic success, with the intent students will become independent learners. Highly qualified and trained peer tutors are available for select courses during scheduled drop-in hours - no appointment is necessary. Students may make a tutoring request for courses not listed on the schedule. Hours vary each semester and there is no limit to how many times students may meet with a tutor. Schedules can be found online or in the Academic Support Center. Online tutoring is also available for select courses through SmarThinking (please see Center for Extended Learning for more information). There is no additional fee for tutoring services.

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

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

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

The Bookstore accepts cash, checks, major credit cards, 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
2nd Floor, Administration Building • 701-858-3333
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

Minot State charges all students 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 (summer charges additional)
Amount listed are actual for 2019-20; amounts subject to change without notice.

Undergraduate (12-18 credits per semester)
Resident ................................................................. $7,591.44

Graduate (12-18 credits per semester)
Resident ................................................................. $9,552.96

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

Student Activity, Technology and ConnectND Fees
Every semester each student who registers at Minot State is required to pay an Activity Fee, a Technology Fee, a ConnectND fee, and NDSA fee. The Activity Fee is $625.39 per semester for full-time students and is separated into two portions: the University Fee and the Student Government Activity Fee. The Technology Fee is $60 per semester for full-time students, the Connect ND fee is $66 per semester, and the ND Student Association fee is 48¢ per semester.

The University Fee generally supports activities for the benefit of the student body as a whole and is determined by the University President. The fee is allocated as follows:

Health and Wellness Center Bond .................................. $135.97
Student Health ........................................................... $61.99
Wellness Center Operations ........................................ $101.00
Student Placement .................................................... $26.00
Athletics .................................................................... $177.00
*Total University Fee .................................................... $441.96

The Student Government Activity Fee supports specific student activities. Any changes in the Student Government Activity Fee must be approved by the results of a vote taken of either the student body as a whole or its elected representative body. Changes must then also be approved by the University President. The allocation of the fee may be revised through the university’s student government and finance committee and is currently allocated as follows:

Theatre Arts ................................................................. $4.00
Student Tours ............................................................. $6.00
Student Government Association ..................... $35.00
Student Activities Committee ......................... $35.00
Student Publications ............................................. $12.08
KMSU Radio ............................................................... $3.85
Native American Cultural Center ...................... $4.00
Homecoming ............................................................. $9.00
Student Government Association Club Funding .... $7.00
MSU Men’s Club Hockey ......................................... $22.50
MSU Women’s Club Hockey ................................. $13.50
Mentoring ................................................................. $3.00
Tutoring ................................................................. $10.00
Flat Tail Press ............................................................. $1.00
Beaver Athletic Band ............................................... $2.50
Marching Band ............................................................. $5.00
Northwest Arts Center ............................................. $4.50
Music ................................................................. $3.50
Writing Center ........................................................ $2.00
*Total Student Govt. Activity Fee ..................... $183.43

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. Your account and financial aid information is available at MinotStateU.edu, through the Campus Connection hyperlink. After you login to Campus Connection click on Student Center and then on Account Inquiry or Student Account Detail. Also, be sure and check your 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 University offers a Payment Plan for your tuition, fees, and room and board charges. This program offers you the opportunity to spread your tuition payments, over three monthly installments. For more information call 701-858-3233 or email corrina.lemer@MinotStateU.edu. Not available for summer session.
REFUND OF TUITION AND FEES WHEN DROPPING A CLASS AND CLASS CHANGES

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

REFUNDS FOR WITHDRAWING STUDENTS

Any student who withdraws (i.e., drops all classes for the current term) from 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.

<table>
<thead>
<tr>
<th>% Completed Class Days</th>
<th>Refund %</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% to 8.999%</td>
<td>100%</td>
</tr>
<tr>
<td>9.0% to 34.999%</td>
<td>75%</td>
</tr>
<tr>
<td>35.0% to 59.999%</td>
<td>50%</td>
</tr>
<tr>
<td>60.0% to 100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Please note that you will only be refunded for the classes that you were enrolled in at the time of withdrawal. No refund consideration will be given for previously dropped classes. Also, if you add classes after the 100% refund dates, and subsequently drop that class, no matter the date, you will not be refunded for that class.

Campus Accessibility

BUILDING ACCESSIBILITY

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

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. A parking study is currently under way to evaluate parking in general and handicap parking needs to better provide for an accessible campus.

SPECIAL NEEDS

If you have a documented disability and desire on-campus housing, suitable accommodations are available. Rooms can also be modified. Students requiring room modification must register with the Access Services Office at 701-858-3372 or 1-800-777-0750, ext. 3372.

Center for Extended Learning

3rd Floor, Administration Building • 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 through interactive video or face to face at off campus locations like Minot Air Force Base, Bismarck, or Fargo.

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

ONLINE

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

Registration in an online class requires an 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 ‘Tutorial’.
SMARTTHINKING
SmarterThinking is an online tutoring service available to all current Minot State students. With online tutoring services from SmarterThinking, students receive on-demand, individual instruction and support from expert online tutors across a wide variety of subjects — from beginner to advanced — up to 24 hours a day.

How do students and e-structors interact?
Students can work in real-time with a tutor, submit questions or essays for a next-day response, or pre-schedule online appointments. To access SmarterThinking, log in to Blackboard and click the ‘SmarterThinking Online Tutoring’ link under the ‘Tools’ module on the left.

Subjects available:
- Business
- Career Writing
- Computers & Technology
- Mathematics & Statistics
- Reading
- Science
- Spanish
- Writing

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

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

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/mafbs.shtml.

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

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

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

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Test Component</th>
<th>Min. Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer</td>
<td>WritePlacer</td>
<td>5</td>
<td>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 &quot;C&quot; or higher. Students with a subtest score of less than 14 must complete a developmental course prior to taking ENGL 110 or equivalent course.</td>
</tr>
<tr>
<td>ACT</td>
<td>English subtest</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>ACT Aspire</td>
<td>English subtest</td>
<td>426</td>
<td>Intended for placement of early entry students while in high school.</td>
</tr>
<tr>
<td>ACT Compass</td>
<td>Writing Skills</td>
<td>77</td>
<td>This assessment will no longer be available after Nov. 30, 2016.</td>
</tr>
<tr>
<td>ACT Plan</td>
<td>English subtest</td>
<td>15</td>
<td>The ACT Plan has been replaced with the ACT Aspire assessment</td>
</tr>
<tr>
<td>EdReady (NROC)</td>
<td>English Placement</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Pearson (CLEM, CREAM, &amp; others)</td>
<td>Writing subtest</td>
<td>70%</td>
<td>CLEM: Includes English Units 1-6</td>
</tr>
<tr>
<td>SAT (old)</td>
<td>Writing subtest</td>
<td>430</td>
<td>SAT tests taken prior to March 5, 2016</td>
</tr>
<tr>
<td>SAT (new)</td>
<td>Evidence-Based Reading and Writing</td>
<td>480</td>
<td>SAT tests taken on March 5, 2016 and later</td>
</tr>
<tr>
<td>Smarter Balanced</td>
<td>Grade 11/12 English Language Arts (ELA)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

5. A following placement score is required for a student to enroll in an entry level, degree credit math course (e.g. College Algebra, Finite Math). Students without qualifying placement scores must successfully complete a developmental mathematics course before enrolling in a degree credit bearing mathematics course.
6. Enrollment in advanced college level, degree credit courses may require additional placement at some institutions.

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

8. Students who successfully complete a required developmental course or final course in a developmental sequence with a grade of "C" or higher that fulfills a prerequisite for ENGL 110 or MATH 103 will be deemed to have met the prerequisite to enroll in ENGL 110 or MATH 103. Students may request to retake a placement test to meet prerequisite requirements for ENGL 110 or MATH 103.

9. Campuses may elect to apply the following placement scores in reading and science based courses:

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

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

10. 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 two attempts (subsequent attempts incur a fee of $20). This computer based exam is untimed and designed to gauge your proficiency. Course placement information is provided immediately upon completion of the test. For more information or to schedule a testing appointment, contact the Center for Extended Learning, 3rd floor, Administration Building or call 701-858-3830.

**DSST AND CLEP**

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

**Minot State University CLEP and DSST Policy**

- Minot State University will not replace previously taken coursework on a student’s transcript, but credit will be applied when the minimum required score is obtained on a CLEP or DSST exam.

- Official score reports must be sent to the Registrar’s Office before any credits are posted to the student’s permanent academic record.

- Credits earned through CLEP and DSST exams do not carry a letter grade or honor point values, nor are they considered credits earned in residence. Such credits posted to the Minot State University transcript may not transfer to other institutions.

- The S/U grading option is used to transcript nationally recognized academic tests such as the CLEP and DSST. While individual test scores may be transcribed by 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 3rd floor of the Administration building, room #361. Contact the Academic Testing Center at 701-858-3830 or msu.testing@MinotStateU.edu to schedule an exam. There is a $20 administration fee payable to Minot State via cash, check, or charge on the day of the exam (waived for military personnel, see section below).

**CLEP and DSST for Military Personnel**

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

Military personnel can take exams at the Minot State Academic Testing Center, follow instructions in the scheduling section above. Taking CLEP and DSST exams at the testing center on MAFB is also an option. Testing on base is scheduled using an online scheduler at AskMSU.com/clepmafb. Contact the Testing Center at 701-858-3830 with questions.
**Dining Services**
Student Center Director’s Office • 2nd Floor, Student Center
701-858-3364 • 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. Join us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed for you.

**MEAL PLANS**
Students have a variety of options to accommodate their schedules; meals served in the Beaver Creek Café are all-you-care-to-eat. We offer three (3) entrees at lunch and dinner, including vegetarian options, and two (2) soups daily. A changing choice of side items is offered along with the main entrees daily. A rotating grill option and deli bar provide additional choices at lunch and dinner.

Our daily entrees for lunch and dinner have included pastas, tacos, wrapped sandwiches, baked potatoes, pancakes, omelets and pizza. A full salad bar is offered at lunch and dinner. Students will also find fresh fruits and vegetables, whole grain breads and cereals, dairy products, fish, poultry, lean meats, 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 from Coke, Pepsi, and Sunkist are also available.

The food service area is an integral part of the residence hall community. We offer a variety of options at affordable prices. By letting us do the menu planning, shopping, preparation and clean-up, students have more time for studying, campus activities, work or relaxation! All residence hall students are required to participate in a meal plan. The food service is managed by Sodexo. Additional information on various plans can be obtained from the Student Center Director’s Office in the Student Center, 2nd floor, between the hours of 8:00 a.m. and 4:30 p.m.

**DINING SERVICE MEAL PLANS 2019–2020**
Dining plans are flexible, convenient, and loaded with options. Students who like to dine frequently may have unlimited visits in the Beaver Creek Café. Upperclassmen (non-first year) may choose from either the platinum or gold plans. This unique format offers unlimited continuous service to students for convenience and value. We think students will appreciate the nutritional and dietary benefits of lighter and more frequent meals during the day. It’s great if a student likes to snack or keep irregular hours.

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

- **Unlimited Platinum:** includes $125 Flex Dollars and five guest passes
- **Unlimited Gold:** includes $50 Flex Dollars & three guest passes

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

Dining plan meals are served in the Beaver Creek Café, located on the 2nd floor of the Student Center, during the following hours:
- **Daily Service** – 7:00 a.m. to 1:00 a.m.
- **Late Night Continental Service** – 10:00 p.m. to 1:00 a.m.

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

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

**Deadlines for dining plan changes**
- **Fall Semester** — September 4, 2019
- **Spring Semester** — January 23, 2020

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

**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 and ice cream.

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 & SICK TRAYS**
Do you have particular dietary needs? No problem! Our Dining Services team can accommodate most special dietary requirements. If you are vegetarian 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 The Beaver Creek Café, C-Store, Beaver Dam and Barnes & Noble Bookstore at Minot State. 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
2nd Floor, Administration Building
701-858-3375 • MinotStateU.edu/finaid

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

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

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

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

HOW TO APPLY
Students applying for financial aid must complete a Free Application for Federal Student Aid (FAFSA). When completing the FAFSA, applicants must list Minot State 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 fafsa.gov. Students applying for financial aid for the summer term will also be required to complete an institutional financial aid application. The summer financial aid application is available online at MinotStateU.edu/finaid.

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 1 to meet the priority deadline. Students who meet the priority deadline will receive consideration for the campus based aid programs (Federal Supplement Educational Opportunity Grants and Federal Work Study) as well as the Federal Pell Grant and Federal Direct Loan Programs. Applications for financial aid will be accepted after April 15, but funding may be limited to the Federal Pell Grant and Federal loan programs.

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

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

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

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

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

HOW FINANCIAL AID IS DISBURSED
Students must meet admissions, attendance and satisfactory academic progress requirements prior to receiving financial aid.

All loans, grants, scholarships and work study awards are subject to change, depending on enrollment status, other resources, participation criteria and availability of funds. If attending the academic year, grants, scholarships and loans will be disbursed in two allotments during the period of time for which the student is enrolled. Aid is disbursed each semester during the fee payment
due date and thereafter. Fee payment due date information can be obtained at the Financial Aid Office or Business Office. The students’ accounts will be credited and any excess aid will be disbursed by the Business Office during fee payment.

Students whose charges are less than the financial aid received are encouraged to have the excess financial aid direct deposited into his or her bank account. If a student does not complete a direct deposit request, an excess aid check will be issued by the Business Office where the student may pick it up or request to have it mailed.

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

LIBRARY HOURS  Can also be accessed by calling 701-858-3200.
Fall and Spring Semesters
Monday – Thursday 7:30 A.M. – 10:00 p.m.
Friday 7:30 A.M. – 4:30 p.m.
Saturday 9:00 A.M. – 1:00 p.m.
Sunday 1:00 A.M. – 9:00 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

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.

• Minot State Students/Staff/Faculty: present valid MSU 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

Renews
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
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. Hold 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 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 three days prior to the due date. This is so we have time to contact the lending library and ask for a renewal.

Overdue Fines and Fees
Failure to return items on time jeopardizes the library's chances of borrowing from another library in the future. The fine for a late ILL is $1.00 per day up to $10.00 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 MinotState 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.

For further information, contact the Access Services Librarian or the interlibrary loan staff at 701-858-3201 or ill@minotstateu.edu.

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.

You may also contact the librarians by email:
patty.hunt@minotstateu.edu
ben.bruton@minotstateu.edu
jane.laplante@minotstateu.edu

We also have:
• A 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.
• A link to an Information Request Form which you can fill out with your questions.

Honors Program
Model Hall 208 • 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 3.5 or higher (on a 4.00 scale), or a minimum composite ACT score of 25, or a total SAT score of 1200 or above to apply.
- Current Minot State students and Transfer students need a university GPA of 3.30 or higher.
- Students not meeting the admission criteria can still apply using the alternate admission process. See our website for details.

ID Cards
2nd Floor, Student Center — 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. As a distance student, access to online services and resources is extremely important.

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

SUPPORT SERVICES
Phone: 701-858-4444 or 800-777-0750, ext. 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.
Weekends and Evenings: on-call hours

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 brief 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, click on Campus Connection, then Claim Your Account. You will begin the 'claim' process by answering a few security questions. Follow the on-screen instructions. This step will take 3 – 5 minutes to complete. Upon completion, you will have the option to create a password for your account. Follow the instructions provided.

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

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

Emergency Notification
NottiFind 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 NottiFind is mandatory for all faculty, staff, and students. Log into Campus Connection and click on the ‘Emergency Notification Update’ link to add/update your emergency notification information. Students determine contact method (i.e., landline, cell, email, SMS/text). Campus Connection will remind students to verify their information every 90 days. All contact information is considered confidential and can only be used for emergency notification purposes.

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

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

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

Now that you have access to Office365, you also have access to Microsoft Office 365 ProPlus at no charge to you for Mac, PC and mobile devices. ProPlus includes Microsoft Word, Excel, PowerPoint, OneNote, Outlook, etc. Go to portal.office.com and click on the “Install Office” link. Your license is valid for as long as you are a student.
Online Courses (Blackboard)
Minot State University Online offers fully online undergraduate and graduate degrees, certificate programs, and 200+ courses. Access to Blackboard is available from the University homepage. Click Current Students, Blackboard Login.

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

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

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

POLICIES
All employees, students, and other users of North Dakota University System computing and network resources shall comply with applicable laws, policies, and procedures. (See Policies section, 1901.2)

Native American Cultural Center
3rd Floor, Student Center • 701-858-3365
MinotStateU.edu/mss/nacc.shtml

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

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

Campus and community events are developed to promote public awareness, understanding and appreciation of Native American people and their culture.

Office of International Programs
1st Floor, Administration
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 as long as you enroll in five or fewer summer credits.
• 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
If you are interested in Studying Abroad, here are the steps you should take:

1. **Visit the Office of International Programs.** During an advising session you will get an overview of the programs available and the process of applying to them.

2. **Meet with your academic advisor.** Let them know that you would like to study abroad during your time at Minot State so they can help you determine the best time to fit it into your academic plan. Your advisor might also suggest courses that you could take while abroad to continue gaining credit towards graduation.

3. **Select a Study Abroad Program.** You can choose from semester, academic year and summer programs, as well as exchange programs with MSU’s international partner institutions.

4. **Apply!** Pick up a Study Abroad Application from the Office of International Programs, or download it from the International Programs web site.

Visit the Office of International Programs to learn more about the exciting opportunities to Explore the World with Minot State!

**Application Deadlines**
- February 15, 2023 — Summer
- September 15, 2023 — Fall Semester & Academic Year
- February 15, 2024 — Spring Semester
- February 15, 2024 — Summer

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

**Packing**

**Parking**

1st Floor atrium, Student Center • 701-858-3318
msu.parking@MinotStateU.edu
MinotStateU.edu/parking

**ENFORCEMENT HOURS**
Monday – Friday 8 a.m. – 4:30 p.m., 12 months per year

All staff, faculty, and students wishing to park on campus must display a permit.

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 (Minot State). 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**

1st Floor, Administration Building • 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 slips
- Assist with Campus Connection
- Approve and process course overload requests (19 or more credits)
- Verify enrollment, grades and degrees
• Post grades and degrees
• Issue official transcripts (service charge required)
• Process transfer credits
• Process forms including student directory and application for graduation
• Answer questions related to academic policies and procedures

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

How do I use Campus Connection?
Various training materials have been and will continue to be developed and are located online at MinotStateU.edu/records/pages/how-to.shtml.

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

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

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

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

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

DROPPING COURSES
How do I drop a course?
Courses can be dropped using Campus Connection through the last business day of the 12th week for a regular 16-week session in fall/spring and the last business day of the sixth week for a summer or 8-week session. For detailed instructions on how to drop a course through Campus Connection, go to MinotStateU.edu/onestop and select Registration/Records > Dropping Classes.

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 after the seventh class day of a 16-week fall/spring session or the fourth class day of the summer and 8-week session (i.e. the last day to drop and receive a 100% refund). The grade of “W” will not affect your grade point average.

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

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

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

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

COURSE WAITLISTS
What does it mean to be on a waitlist for a course?
A waitlist allows a student to indicate an interest in a course that is presently full.
How do I get on the waitlist?
Students can add themselves to a waitlist using Campus Connection through the 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 detailing the change. Students are responsible for checking their schedules to determine whether they have been moved from the waitlist to enrolled.

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

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

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

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

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

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

What is the process to repeat a course for a better grade?
Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:
• All courses must be repeated through 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.
• Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
• Students cannot repeat courses for an improved GPA after a degree has been posted.
• Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar’s Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

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

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

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

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

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

Information is available and requests are submitted through the Registrar’s Office on the first floor of the Administration Building or go to MinotStateU.edu/onestop and select Registration/Records > Forms > Grade Appeal Form.

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 2019–20 undergraduate catalog, found at MinotStateU.edu/catalog_u.
GRADUATION REQUIREMENTS – GENERAL EDUCATION

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

How do I complete the General Education Requirements (GER)?
1. Successfully complete the 38-credit GER as specified in the catalog, using online, distance, or on-campus courses.
2. Successfully pass AP/CLEP/DANTES (inquire at the Registrar’s Office) or department exams (inquire at the department).
3. Successfully complete the GER of another North Dakota institution under the terms of the North Dakota University System General Education Transfer Agreement (GERTA).
4. Successfully pass approved transferrable courses at other accredited institutions.

Where do I find a list of approved General Education courses?
1. Minot State University undergraduate catalog
2. Online: MinotStateU.edu/onestop > Registration/Records > Catalog
3. Department or advisor of your chosen major

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

Residence Life/Housing
Dakota Hall South Entrance • 701-858-3363 MinotStateU.edu/life

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

Pioneer Hall: There are 40 one-bedroom apartments in Pioneer Hall, where priority is given to full-time students that are married and over the age of 21. Single students may also live in Pioneer Hall. Four units are designated for those with accessibility needs. Each of the upper three floors has twelve one-bedroom apartments. These apartments are unfurnished except for stove, refrigerator, and drapes.

Campus Heights: There are 30 student apartments in Campus Heights, two of which are designed for persons with accessibility needs. Each floor has four two-bedroom apartments and six efficiency apartments. Priority for two-bedroom apartments is given to those who have dependents in their care. The efficiency apartments have no separate bedroom. These apartments are unfurnished except for stove, refrigerator, and blinds.

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

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

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

Student Government Association
2nd Floor Student Center • 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
General information – 24

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 off-campus senators, and one graduate studies senator. If any students students are interested in running for a freshmen senator position, please stop by our office located in the Beaver Dam.

**INTRAMURALS**

Wellness Center • 701-858-4084

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

**Student Health Clinic**

Lura Manor, lower level, south entrance
701-858-3371 • MinotStateU.edu/health

_**Hours:**_ Monday–Friday, 8:00 a.m. – 4:30 p.m. (appointments preferred, walk-ins welcome)

**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 needs are identified

**PROFESSIONAL STAFF**

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

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

**SERVICES PROVIDED**

At the discretion of the Director of the Student Health 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
  - Birth control
  - Pap smears
  - Pregnancy testing
- Immune screens (Measles, Mumps, Rubella, and Varicella)
- Immunization program:
  - HPV
  - MMR
  - Tetanus
  - Hepatitis
  - Influenza
  - Meningitis
  - Pneumococcal
- Sexually transmitted disease testing and treatment:
  - Gonorrhea
  - Chlamydia
  - HIV
  - Hepatitis C
- Urinalysis
- Blood draws
- Co-management of pre-existing conditions with student's physician
- Blood pressure monitoring
- Laboratory work sent to a selected laboratory (patient pays cost of lab fee and testing)
- Health education
- Tuberculosis (TB skin test and Quantiferon Gold)
- 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 Screeningm, 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.

For more information about NDUS Immunization Requirements and Student Health Clinic Services, go to MinotStateU.edu/health.
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, 8:00 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, short-term intervention and referral. Counseling sessions are kept in strict confidence within legal and ethical limits.

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

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

Some typical difficulties that students bring to counseling:

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

SERVICES PROVIDED

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

You may be referred to the Student Health 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, 8:00 a.m. – 4:30 p.m. Appointments are preferred. Emergency walk-ins will receive priority and be addressed immediately.

CLIENT RIGHTS

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

COMMUNITY RESOURCES

The appropriate response to all campus mental health emergencies is dialing 911 (9-911 from campus phones). You may also call University Counseling Services, Monday – Friday, 8:00 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

Veterans Services

Dakota Hall, lower level • 701-858-4003
MinotStateU.edu/veterans

Veterans Services offers a single point of contact for veterans and active duty military personnel, as well as their dependents, to assist them with all aspects of admission to Minot State. Services provided include guidance with, or referrals to, academic and financial assistance as well as to physical and mental health well-being and support.
Wellness Center
Adjacent to the Dome • 701-858-4084
MinotStateU.edu/wellness

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

The 60,000 square foot facility supports all dimensions of wellness and provides exclusive areas for locker rooms, exercise equipment, weight rooms, intramural gym space, group exercise classes, and rock climbing. The Wellness Center contributes to the university’s commitment to mind, body, and spiritual wellness. It is available to all 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
- Ellipticals
- Stepmill
- Rower
- Recumbent & upright bikes
- 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**
The 35-foot climbing tower extends to all three floors of the Wellness Center. Attached by an archway to a nearby bouldering wall, the climbing structures offer 2,000 square feet of climbing surface, 700 hand holds and a multitude of climbing routes for all levels.

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

**INTRAMURALS**
Intramural sports are organized recreational leagues that allow students to participate in team and individual events and activities. Intramurals promotes wellness, fellowship, sportsmanship, and provides the opportunity for recreational activities. Participating in the intramural program is a great opportunity to develop the essential qualities of leadership, cooperation, communication, planning, self-reliance, and a sense of fair play, while having a good time. Currently enrolled students may participate in as many activities as they wish, on teams or as individuals.
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 his/her academic honesty policy according to his/her 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 of Student Affairs, and the student.
Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

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 his/her enrollment status. If the student would like to re-enroll in the course(s), he/she must obtain approval of the instructor and chair overseeing the course in the form of add slip, along with the department/division stamp.

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

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

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

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

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

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

Please note: Notifying the Vice President for Student Affairs Office or faculty members through the 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, he/she must first bring the concern to the course instructor. The instructor will review the student concern and respond to the student within 14 days.

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

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

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

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

History: April 2006

Computing Policy and Procedures

1202.1 Acceptable Use of Information Technology Resources Policy

SBHE Policy

INDEX

1. POLICY

Computing and networking resources are provided to support the academic, research, instructional, outreach, and administrative objectives of the North Dakota University System (NDUS) and its Institutions. These resources are extended to accomplish tasks related to the individual’s status with the NDUS or its Institutions.

When using NDUS Information Technology (IT) resources, individuals are expected to act in a responsible manner just as they would when using the physical resources of the NDUS. This includes adhering to all laws and regulations, respecting others’ rights to privacy, and respecting others’ ability to make use of the resources. This policy sets forth NDUS’ expectations regarding use of IT resources, outlines the user’s responsibilities, and provides some examples of inappropriate use. While there are specifics provided in this policy, it is not meant to be an exhaustive outline of all acceptable use scenarios.

This policy applies to (1) current faculty, staff, and students of the NDUS; (2) individuals connecting to a public information service provided by the NDUS; and (3) other individuals or organizations specifically authorized by the NDUS or an NDUS Institution to access or use NDUS IT resources.
2. PURPOSE OF POLICY
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. POLICY DETAILS
a. Responsibilities
i. Comply with the law and NDUS policy. An individual’s use of IT resources must not violate any federal, state, or local law, including, but not limited to, laws that prohibit threats, violence, obscenity, slander, and child pornography. An individual’s use of IT resources must also be in compliance with all NDUS policies, regulations, procedures, and standards.

ii. 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 NDUS and Institution policies, state and federal laws, industry regulations, and contracts regarding the use of information that is the property of others.

iii. Abide by all applicable copyright laws and observe 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. Certain uses of such marks on websites or in domain names can constitute trademark infringement. Unauthorized use of an Institution’s name in these situations can also constitute trademark infringement.

iv. Refrain from unacceptable behavior. Individuals should refrain from any and all 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 2: Inappropriate Use.

b. Inappropriate Use
i. Unlawful or inappropriate communications. Individuals shall not:
   1. Impersonate another individual with intent to deceive or cause harm; or
   2. Send illegal or inappropriate communications including, but not limited to, threats of violence, harassment, obscenity, or child pornography.

ii. Commercial or political use. Use of IT resources for political purposes, 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: (1) interfere with NDUS or Institutional operation of IT resources; (2) create additional costs; or (3) interfere with the user’s obligations to the NDUS or Institution. Refer to N.D.C.C 16.1-10-02.

iii. Use of resources without authorization. Individuals must not 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 accessing or sharing data that they are not authorized to access or share.

iv. 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.

v. 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.

vi. 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.

vii. 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 decommissioning.

viii. Harassment. Individuals may not use NDUS or Institution IT resources to harass any other person or group. Prohibited activities include: (1) harassing, terrifying,
terorizing, intimidating, threatening, or offending another individual by conveying obscene language, pictures, or other inappropriate materials or threats of bodily harm, injury, or death to the recipient or the recipient’s immediate family; (2) 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 he or she desires such communication to cease; (3) using an IT resource to disrupt or damage the academic, research, administrative, or related pursuits of another individual or group; or (4) using an IT resource to invade or threaten the privacy, academic or otherwise, of another.

ix. Export Control. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate Institutional contact should be consulted prior to export of any material that is in question.

x. Encryption of Data. No data protection schemes may be used to intentionally deprive a unit or Institution from access to data or computing equipment to which they are entitled.

xi. Academic Dishonesty. Use of NDUS or Institution IT resources to commit acts of academic dishonesty will be handled through the appropriate Institutional procedures.

xii. Respect the policies of NDUS member Institutions. Individuals shall follow the policies and procedures of the NDUS institutions to which they are a student, faculty, staff or affiliate.

c. Policy Compliance and Sanctions

i. 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 Institutional procedures.

ii. The NDUS or Institution may deny access to information technology resources if it appears necessary to protect the confidentiality, integrity, or availability of these resources or to protect itself from liability.

iii. Notice of violations and appeals of decisions will follow NDUS or Institutional procedures.

History: New Policy. SBHE Minutes, June 17, 2016; Amended, SBHE minutes, May 23, 2018.

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

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.

6. The university prohibits the use 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 his/her own behavior. While laws vary from town to town and state to state, some regulations govern all American citizens. You should be aware of all federal, and local laws, as well as 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 his or her driver’s license can be reinstated. DUI convictions, refusals to take DUI tests, and driving with a BAC of .08% or more in another state apply in North Dakota.

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, Methaqualone (Quaaludes), Pencyclidine (PCP), and MDA.
- **Schedule II:** Morphine, Demerol, Codeine, Percodan, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics
- **Schedule III:** Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Duriden, 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, Serox, Ionamin (yellow jackets)
- **Schedule V:** Compounds that contain very limited amounts of codeine, dihydorcodeine, ethylmorphine, opium and atropine, such as terpine Hydrate with codeine, Robitussin AC

To Possess (other than marijuana):
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 Manufacture, Sell, Deliver (or have intent): 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 $3,000, 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.
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 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.

In 2006, 560,000 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 0.7% of 8th graders, 0.7% of 10th graders, and 0.8% of 12th graders had abused heroin at least once in the year prior to being surveyed.

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 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.

Statistics and Trends: 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 GHB; 0.7% 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 sniffed, inhaled, 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.

Effects:

b. Impaired thinking and reasoning process, poor concentration

c. Loss of inhibitions, exaggerated feelings of anger, fear, anxiety

Heavily 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.

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 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.

Inhalents

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

Street Names: Whippets, poppers, snappers.

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

Statistics and Trends: The NIDA-funded 2007 Monitoring the Future Study showed that 10.3% of 8th graders, 24.6% of 10th graders, and 3.7% of 12th graders had abused inhalants 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.
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. **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. Nicotine is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

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

### PCP/Phencyclidine

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

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

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

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

### Prescription Medications

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

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

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

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

### Steroids (Anabolic)

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

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

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

Minot State University offers counseling services which can be used for referrals to appropriate support agencies for individuals seeking assistance in drug and alcohol evaluation, intervention, treatment, and aftercare. Students may initiate help for themselves or others by contacting the University Counseling Services office.

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

Alcoholics Anonymous—515 Club
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**

**INTRODUCTION**

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

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

When living in, or applying to live in university housing, students should submit their ESA request to the Access Services Coordinator, at the same time complete their residential housing application to Minot State Housing. The animal MUST NOT be in residence prior to approval per this policy. The approval of a request is specific to each animal, and is not transferable to another animal. Students who are requesting an accommodation of an Emotional Support Animal must reapply with the Access Services Coordinator each academic year.
DEFINITIONS

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

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

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

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

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

EMOTIONAL SUPPORT ANIMAL POLICIES AND PROCEDURES

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

The review process may take up to 60 days or more. Students should submit their request to the Access Services Coordinator at least 60 days prior to the date the student would like to bring the animal into on-campus housing. This timeframe will allow for the Residence Life and Housing Office, in collaboration with the Access Services Coordinator, to make the appropriate accommodations for the requesting student.

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

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

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

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

If an Emotional Support Animal request is granted, the Residence Life and Housing staff will make a reasonable effort to notify the other residents of the building where the Emotional Support Animal will be located. This notice will be limited only to information regarding the presence in the building as an accommodation to a student with a disability. There will be no disclosure of the student’s disability. Students who are adversely affected by animals (i.e. respiratory diseases, asthma, severe allergies) are asked to contact 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 animals waste must be bagged and taken to an appropriate residence hall or apartment dumpster.
   • Owners with cats must properly maintain litter boxes. In consideration of the health of the cat and the occupants of the apartment or residence hall room, cat litter box contents must be changed with new litter regularly in accordance with manufacturer recommendations.
   • No waste is to be disposed of in any trash receptacle inside any building, or through any sewer system inside each building (sinks and toilets). Outside dumpsters should be used.

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 his/her housing obligations for the remainder of the housing contract.

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

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

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

2. Attempted/Completed Credits
   Students must successfully complete at least 66.667% of the cumulative attempted credits.
   • Attempted credits include any credits students are enrolled in as of each semester’s census date (the last day to drop a full semester course and receive a 100% refund; approximately the tenth calendar day of fall or spring term or fifth calendar day of summer term) and any credits added after the census date. Credits dropped or withdrawn from after the census date and failed credits are considered attempted but not completed.
• Successfully completed credits include those courses in which a student receives a passing grade (A, B, C, D, P, or S). Credit hours that are not considered successfully completed include all courses with a grade of F (Failed), I (Incomplete), W (Withdrawn or dropped), or U (unsuccessful).
• Remedial courses are counted as both attempted and completed credits.

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

4. Appeal Process
A student with extenuating circumstances may appeal their financial aid status by submitting documentation explaining and verifying the special circumstance to the Financial Aid Office.

A detailed copy of Minot State University’s satisfactory progress policy for financial aid eligibility may be obtained from the Financial Aid Office or online at MinotStateU.edu/finaid/policies.shtml.

TYPES OF AID AFFECTED BY FINANCIAL AID DISQUALIFICATION:

REINSTATEMENT OF ELIGIBILITY
Students who have become ineligible for financial aid can reestablish eligibility by:

1. Successfully completing coursework without federal financial aid to bring their cumulative GPA and rate of completion to the minimum required standard of 2.0 GPA and 66.667% successful completion.

2. Filing an appeal of the Financial Aid Disqualification.
   - The appeal form can be found online at MinotStateU.edu/finaid.
   - The appeal must include the completed appeal form, letter of explanation, plan of study, and appropriate documentation of extenuating circumstances.
   - Appeals are reviewed by the Financial Aid Office and the results are communicated.

For more information, visit our website at MinotStateU.edu/finaid/policies.shtml or contact the Minot State Financial Aid Office.

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 the 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 the fall and spring semesters.

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 may 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 funds (scholarships) may have to repay a portion of those funds based upon the return of funds formula. The complete policy is available at MinotStateU.edu/finaid/policies.shtml.

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

If a student earns a passing grade in one or more classes in a semester (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 his or her 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 Disqualification following the term in which they received all F’s, I’s, or U’s.

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
Freshman Housing Policy

Gender inclusive housing is to be offered at Minot State University starting the academic year of 2018-2019. 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 offers an environment where students are allowed to feel safe living in resident halls.

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.

When selecting to live in Gender Inclusive Housing, each resident holds a shared responsibility of creating an environment in which all residents are respected and valued- regardless of: age, size, gender, sexual orientation, identity, identity expression, disability, race, ethnicity, color, creed, national origin, cultural background, socio-economic status, or religious affiliation or conviction.

**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/consumer_information.shtml.

**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.

**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, Residential 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 Duggan, Jay Gaare, Hannah Nantt, and Tessa Stewart (2017-2018 Prism Officers); and MSU Residence Life and Housing

Harassment Policy

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

Harassment is defined as verbal, nonverbal, social media, or physical conduct towards another person or identifiable group of persons that is severe, persistent, or pervasive and has the purpose or effect of:

a. Creating an intimidating or hostile education environment, work environment, or environment of participation in a University activity;

b. Unreasonably interfering with a person's educational environment, work environment, or environment of participation in a University activity; or

c. Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

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

Missing Student Policy

POLICY

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

PROCEDURE

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 Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

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 annual paper 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 the Administration Building.

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, occupation, race, religion, or sexual orientation when the emphasis is contextually irrelevant.

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

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

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 official 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 the campus facilities management unit.

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, newstands, 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 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, or Menactra) given after the 16th birthday.

3. All Students are required to complete the Tuberculosis (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 or other accommodations and services, please contact Access Services at 701-858-3371.

Sexual Harrassment, Discrimination and Sexual Misconduct Policy

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

- Titles IV and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments Act of 1972
- The Violence Against Women Act of 2013
- NDCC 34-06.1-03. Prohibition of Discrimination
- NDCC 54-06.38. Harassment Policies
- ND SBHE Policies 514. Due Process Requirements (for students)
- ND SBHE 603.1. Harassment (for employees)
- ND SBHE 603.2. Equal Employment Opportunity
- ND SBHE 605.3. Nonrenewal, Termination or Dismissal of Faculty

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

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

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

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

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

DEFINITIONS
Campus Security Authority (CSA): Any University employee whose responsibilities fall under any of the following conditions:
- A campus security department of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

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

Coercion: Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

Consent: Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. (Further discussion of consent and North Dakota law is found in the section of “Sexual Misconduct/Violence.”)

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

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

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats,
opportunities for ALL student-athletes to succeed, through various program and every student-athlete. It is our goal to provide equitable beyond these prongs, gender equity stretches through every program based on that person's sex, gender, or gender orientation. No person shall be discriminated against because of sex, gender, or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities.

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

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

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

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

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

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

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

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

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

Beyond these prongs, gender equity stretches through every program and every student-athlete. It is our goal to provide equitable opportunities for ALL student-athletes to succeed, through various avenues, such as participation, scholarships, and other benefits.

These avenues include (but are not limited to) the following:
- provision of equipment and supplies;
- scheduling;
- travel;
- tutoring;
- coaching;
- locker rooms;
- facilities;
- medical and training facilities and services;
- publicity;
- recruiting; and
- support services.

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

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

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

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

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to either remove the employee from the supervisory or evaluative responsibilities, or shift the other party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes resident advisors and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.
SEXUAL MISCONDUCT/VIOLENCE
Sexual misconduct, whether involving violence or not, is a form of sexual discrimination that is prohibited by this policy. Misconduct offenses include, but are not limited to, the following:

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

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

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

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

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

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

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

4. SEXUAL EXPLOITATION occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to: 
   a. Invasion of sexual privacy; 
   b. Prostitution another student; 
   c. Non-consensual video or audio-taping of sexual activity; 
   d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); 
   e. Engaging in voyeurism; 
   f. Knowingly transmitting an STD or HIV to another person;

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

To better understand these examples of misconduct, the following points/discussions of consent and force are provided:

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

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

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

2. In order to give effective consent, one must be of legal age. According to the North Dakota Century Code:
   a. The “age of consent” is 18 years old in North Dakota.
   b. A person under the age of 15 cannot legally consent to sexual activity under any circumstances.
   c. A person between the ages of 15–17 is legally able to consent to sexual activity if the partner is less than three years older. For example, a 16-year-old can legally consent to engage in sexual activity with a partner who is 18 years old, but not a partner who is 19 years old.
   d. For more detailed information, please see Chapter 12. 1 – 20 of the North Dakota Century Code: legis.nd.gov/cencode/t12-1c20.pdf?20130924091431
3. **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (“Have sex with me or I’ll hit you.” “Okay, don’t hit me. I’ll do what you want.”)

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

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

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

### REPORTING SEXUAL DISCRIMINATION

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

**Confidential Resources and Reporting**

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

1. **On campus**
   a. Campus professional counselors assigned to University Counseling Services
   b. Campus health service providers
2. **Off campus**
   a. Licensed Professional Counselors
   b. Domestic Violence Crisis Center counselors
   c. The Village Family Services (for employees as our Employee Assistance Program provider)
   d. On or off-campus members of the clergy/chaplains

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

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

### REPORTING

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

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

1. **Reporting Party may request confidentiality.**

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

2. **Reporting Party will have their complaints promptly and thoroughly investigated.**

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

3. Minot State University will conduct an investigation; however, it will be separate from a criminal investigation, though communication with law enforcement will be maintained.

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

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

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

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

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

Lisa Dooley
Title IX Coordinator
Title IX Office
Memorial Hall, 4th Floor
Room 412
701-858-3447
titleix@MinotStateU.edu

Kevin Harmon
Deputy Title IX Coordinator for Students
Vice President, Student Affairs
Administration Bldg, 1st Floor
701-858-3140
kevin.harmon@MinotStateU.edu

Jermaine Rolle
Deputy Title IX Coordinator for Athletics
Associate Athletic Director for Compliance
Dome, 2nd Floor East, Room 236C
701-858-3040
jermaine.rolle@MinotStateU.edu

Gary Orluck
Deputy Title IX Coordinator for Security
Director, Campus Safety and Security
Plant Services
701-858-4016
gary.orluck@MinotStateU.edu

Marc Wachtfogel, Ph.D.
Deputy Title IX Coordinator for Human Resources
Director, Human Resources
Administration Bldg, 2nd Floor
701-858-4610
marc.wachtfogel@MinotStateU.edu

AMNESTY

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

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

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

2. Is in need of medical assistance and cooperates with medical assistance and law enforcement personnel on the scene.

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

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

Conduct an inquiry to address the issue by communicating with

Coordinate initial remedies/protective measures appropriate to

Provide information regarding support services to the Reporting

Interview the Reporting Party to clarify the details of the report;

Determine whether the issue is addressed by the sexual

Minot State’s response may not always be the same for each case.

Sexual discrimination may occur a number of different ways, so

initial remedies or as retaliation for the ongoing investigation of sexual

Mediation is prohibited in cases of sexual assault, and in cases

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

RESPONDING TO REPORTS

Initial Remedies/Interim Measures

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

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

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

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

1. Interview the Reporting Party to clarify the details of the report;
2. Determine whether the issue is addressed by the sexual discrimination policy;
3. Conduct a follow-up interview with the Reporting Party when the report comes from a third party;
4. Provide information regarding support services to the Reporting Party;
5. Coordinate initial remedies/protective measures appropriate to the case;
6. Conduct an inquiry to address the issue by communicating with interested parties to resolve an issue not requiring disciplinary sanctions;
7. Assign an investigator(s) in cases where an individual or a group of individuals are alleged to have violated this policy and potential disciplinary sanctions will be considered;
8. Provide notices to the Reporting Party(s) and the Responding Party(s) of the allegation and pending investigation;
9. Follow-up with all investigations and ensure timely compliance with procedures outlined below.

INVESTIGATIONS

Investigations will be prompt, equitable, and thorough. Investigations will be conducted fairly and impartially ensuring that both the Reporting Party(s) and Responding Party(s) have an equal opportunity to present all relevant information, documentation, evidence, and witnesses to the incident. The University will not allow conflicts of interest (real or reasonably perceived) by those investigating or adjudicating complaints.

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

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

1. The allegation(s) and the applicable portion of policy implicated.
2. Any relevant background or history.
3. A summary of the facts and analysis.
4. Conclusion/finding.

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

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

TIMEFRAMES

Reporting. Reports should be received by the Title IX office as soon as possible following an incident to ensure the best possible opportunity for the University to have access to accurate information. Reports received a year or more after an incident will not be

TIMEFRAMES

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

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

Expulsion/Suspension. See appeal process.

APPEAL PROCESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RETLATION

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

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

DISCIPLINE/SANCTIONS

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

The following lists of sanctions may be imposed upon current members of the campus community found to have violated this policy.
Sanctions for current STUDENTS may include, but are not limited to:

1. Changes in Academic Schedule: Requiring the Responding Party to make changes in class schedule to ensure that no classes are shared with the victim(s)/survivor(s).
2. Community Restitution: Requiring the Responding Party to perform a certain number of service hours either on campus or in the community. It is not appropriate to send the Responding Party to an office that regularly works with victim/survivors such as a counseling center, women’s center, student health, or domestic violence/sexual assault office.
3. Educational Intervention: Requiring the Responding Party to participate in online and/or physical classes addressing issues such as intimate partner violence, stalking, and sexual violence. This may include facilitating a program, creating educational posters regarding institutional policies and student conduct, and writing a paper.
4. Expulsion: A permanent separation from institution that involves denial of all student privileges, including entrance to the institution premises and matriculation.
5. Probation: A status that indicates either serious misconduct not warranting expulsion, suspension, or removal of institutional privileges, or repetition of misconduct after a warning has been imposed.
6. Referral for Assessment or Counseling: Requiring the Responding Party to meet with a staff member of the Minot State University Counseling Services to have an assessment of their mental health and lifestyle choices. The Minot State University Counseling Services may also recommend further evaluation and participation in counseling services. May be on or off campus health/counseling center.
7. Removal of University Privileges: Restrictions on the Responding Party’s access to certain locations, functions, organizations, teams, and/or activities; does not preclude the student from continuing their academic program.
8. Removal or Non-Renewal of Scholarships: Institution-administered scholarships may not be awarded or are not renewed to students that have violated the student code of conduct.
9. Residential Reassignment: Removes the Responding Party from current residence and reassigns to a new residence. Specific restrictions on access to one’s previous residence may be imposed.
10. Restitution/Fines: The Responding Party may be fined for violations of the policies and procedures outlined by the institution. The individual may be required to make a payment to the institution and/or another person or group for damages incurred as a result of the violation.
11. Suspension: A temporary separation from the institution that involves denial of all student privileges, including entrance to campus premises, and may include conditions for reinstatement, such as successful completion of a counseling or treatment program. A suspension may be imposed if counseling or treatment is not successfully completed.
12. Termination of Residency: Loss of on-campus housing, without refund, and/or dining privileges, permanently or for a specified period of time.
13. Transcript Entry: May be implemented on its own or in combination with another sanction. The entry will indicate that a student was found responsible for intimate partner violence, stalking, and/or sexual violence. Expulsions and suspensions are also permanently recorded on a student’s transcript.
14. Withholding of Degree: The institution maintains the right to withhold the awarding of a degree otherwise earned until the completion of any imposed sanctions.

Sanctions for current university EMPLOYEES include:

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

SANCTION CONSIDERATIONS

1. Any person found responsible for non-consensual or forced sexual contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion (student) or a written warning to termination (employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.
2. Any person found responsible for non-consensual or forced sexual intercourse will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).
3. Any person found responsible for sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.
4. Anyone not a student or an employee found responsible for non-consensual or forced sexual contact or intercourse, sexual exploitation, or sexual harassment can expect a sanction proportional to the findings/conclusions of the University.
5. In cases where sexual or gender-based harassment, assault, or sexual or violence is found to have occurred, the University will determine appropriate, enforceable sanctions reasonably calculated to stop the harassment and prevent its recurrence; and the University will not negotiate a settlement with the employee or student for lesser actions that would not be reasonably calculated to end the sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and remedy the discriminatory effects on the complainant and others as appropriate.

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

RESOURCES

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

Minot Police Department ................................................. 911 (emergency) 701-852-0111 (non-emergency)
Campus Safety & Security ................................................. 701-500-2423
Domestic Violence Crisis Center* ........................................... 701-857-2200
Minot State Student Health Clinic ....................................... 701-858-3371
Trinity Medical Center ..................................................... 701-857-5000

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Minot State Counseling Services* ................................. 701-858-3371
Minot State Campus Ministry* ................................. 701-509-6318
Title IX Coordinator .......................................................... 701-858-3447
*Confidential support services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATION

Significant Infectious Diseases

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.

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. “Facility 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 academic 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 8:00 a.m. to 5:00 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, budgeon, 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 judgements 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 (VP AF), subject to the following restrictions.
   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.

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. 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.
   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. 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 5:00 p.m. on weekdays, and after 8:00 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 MSU 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 1:00 a.m. on the following day.

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 Facilities Management at MinotStateU.edu/plant/facility-rental.shtml; the Registrar’s Office MinotStateU.edu/records/faculty_staff.shtml; or the Student Center Director at 858-3364 or leon.perzinski@MinotStateU.edu. 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 VPSA through a process prescribed by the VPSA, 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 VPSA through a process prescribed by the VPSA, 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 VPSA through a process prescribed by the VPSA, 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 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, located in Room 164, Administration Building.

**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 his or her decision to the parties, in writing, within 28 days of receiving the complaint.

2. If the complaint involves a university policy or procedure and if, in the opinion of the AVPAA or Director, the complaint has substance, the AVPAA or Director must arrange for the relevant policy or procedure to be reviewed, with a view to preventing a recurrence and ensuring continued improvement.

3. If the resolution of the complaint involves potential disciplinary action for an employee, the AVPAA or Director must follow the appropriate procedures outlined in the Faculty Handbook or NDUS HR Policy 25, Job Discipline/Dismissal. If the AVPAA or Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriate supervisor.

**Appeals**

1. Any party to a student complaint who is dissatisfied with a decision by the AVPAA or Director under this policy may appeal to the Vice President for the area most directly related to the complaint.

2. The appeal must be submitted in writing within two weeks of the letter communicating the decision.

3. The Vice President will consider the relevant documentation and may, at his or her discretion, consult the AVPAA or Director who made the decision. The Vice President may also interview any parties to the complaint.

4. If he or she determines that the complaint process has been conducted in accordance with this policy and the outcome is appropriate, the Vice President may dismiss the appeal. Otherwise, he or she will decide the appeal in consultation with the AVPAA or Director and any other parties. Subject to subsections (6) and (7), the decision of the Vice President under this section is final.

5. The Vice President will communicate his or her appeal decision in writing to the parties.

6. The Vice President will also inform any staff members who are dissatisfied with a student complaint process of the steps available to them under the North Dakota University System Human Resource Policy Manual Grievance Procedures.

7. If the original complaint was addressed to the Vice President under section 4(4), any appeal must be made to the President. That appeal will be considered and decided, in accordance with appeal processes consistent with those set out in this policy, by the President or a nominee of the President.

**Confidentiality**

All student related information will be considered confidential and protected under FERPA (Family Educational Rights & Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

**Report to the Student Complaint Log**

All employees who receive a complaint must submit a report to the Student Complaint Log, including an overview of the student complaint and decisions made regarding the complaint. Complaint logs are located in the VP for Student Affairs Office, first floor Administration; VP for Academic Affairs, second floor Administration; and the Title IX Office, Memorial Hall 401.

**APPENDIX**

**Rights and Responsibilities of Parties to a Student Complaint**

Parties to a student complaint have the right to:

- be treated with courtesy at all times;
- a fair and timely investigation process;
- express their points of view without fear of recrimination;
- receive full information at all stages of the complaint process;
- be advised in writing of all decisions made in relation to the complaint; 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;
Students who are enrolled in the university are subject to the
B.  When the University Rules and Regulations Govern
In all disciplinary proceedings it shall be recognized that Minot
State is an educational institution and not a court of law. The
classification of fair treatment shall be the norm for all settings and the
guiding disciplinary philosophy shall be educational in nature.
Every attempt will be made to resolve disciplinary incidents in an
informal setting with the following goals in mind:
1. To assist the student/student organization in understanding
   why his/her/their behavior was inappropriate.
2. To assist the student/student organization in confronting the
   value questions involved in the behavior.
3. To encourage the student/student organization to
   understand the importance of considering in advance the
   consequences of his/her/their behavior so he/she/they might
   make better decisions in the future.

B.  When the University Rules and Regulations Govern
Students who are enrolled in the university are subject to the
rules and regulations of the institution. In addition, persons
who are not enrolled but are occupying university housing are
subject to the rules and regulations of the institution. Students
are expected to conduct themselves in accordance with the laws
of the federal government and the state of North Dakota, Board of
Higher Education policies, Minot city ordinances, and university
regulations. Students may be disciplined by the university for
violating these standards of conduct even though the students
may be punished by federal, state or city authorities for the same
act. However, institutional disciplinary action shall not be used
merely to duplicate penalties by civil authorities.

II.  STANDARDS OF CONDUCT
A.  Financial Transactions with the University
The Business Office is responsible for matters relating to student
financial transactions. Students who owe debts to the university
may be denied enrollment or readmission and may have official
transcripts withheld until the debt is paid.

B.  Other Offenses
Notwithstanding actions taken by civil authorities, the Vice
President for Student Affairs or his/her designate may initiate
disciplinary proceedings as outlined in Section IV against a
student who:
1. Violates either singly or in concert with others the laws
   of the state of North Dakota or the United States, whether
   or not the violation occurs on university property or in
   connection with any university-oriented activity.
2. Possesses or uses firearms or fireworks on university
   property without written permission from Facilities
   Management.
3. Conducts himself/herself in a manner that significantly
   interferes with the operation of the university.
4. Conducts himself/herself in a manner that significantly
   endangers the mental or physical health or safety of
   members of the university or visitors on the campus.
5. Damages, defaces or destroys university property.
6. Engages in hazing. Hazing by university groups is
   prohibited on or off campus. Hazing is defined by North
   Dakota Century Code 12.1-17-10. A person is guilty of an
   offense when, in the course of another person’s initiation
   into or affiliation with any organization, the person willfully
   engages in conduct that creates a substantial risk of physical
   injury to that person or a third person. As used in this
   section, “conduct” means any treatment or forced physical
   activity that is likely to adversely affect the physical health
   or safety of that other person or a third person, or which
   subjects that other person or a third person to extreme
   mental stress, and may include extended deprivation of sleep
   or rest or extended isolation, whipping, beating, branding,
   forced calisthenics, overexposure to the weather, and forced
   consumption of any food, liquor, beverage, drug, or other
   substance. The offense is a class A misdemeanor if the actor’s
   conduct causes physical injury, otherwise the offense is a
   class B misdemeanor.
7. Possesses or uses intoxicating beverages in a university
   classroom building, laboratory, auditorium, library building,
   faculty or administrative office, residence hall, or any other
   public campus area. Students are expected to abide by local
   ordinances and state laws regarding the consumption or
   possession of alcoholic beverages.
8. Misuses, alters or forges a student identification card.
9. Falsifies, defaces, alters or mutilates any university
document — ID card, receipt, transcript, etc.—or withholds
   or falsifies information on an admissions or financial aid
   application.
10. Possesses unauthorized keys to university buildings. The
duplication of a key issued to a student is prohibited.
11. Illegally uses, possesses and/or sells a drug or narcotic.
   Students are expected to abide by local ordinances, State
   Board of Higher Education policy and state and federal laws
   regarding the consumption or possession of drugs.
12. Engages in disruptive activity such as disorderly conduct as
defined by North Dakota Century Code 12.1-31-01.
A. 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 or his/her designate.

C. Upon receipt of allegations of violations of disciplinary rules or regulations, the Vice President for Student Affairs or his/her designate shall investigate the alleged violations, gather additional information and witnesses, if necessary and appropriate; and, determine whether or not there is sufficient information to charge a student with the alleged violation.

D. After the initial investigation is complete, the Vice President for Student Affairs or his/her designate may:
   1. Take no action
   2. Take administrative action to counsel, advise or admonish the student
   3. Initiate hearing procedures

E. Pending action on any charges, the status of a student may not be altered, or the right to be present on the campus to attend classes suspended, except when necessary for the student's physical or emotional safety and well-being, or for reasons relating to safety and well-being of other students, faculty or university property.

F. When hearing procedures are initiated the Vice President for Student Affairs or his/her designate may:
   1. Hear and make a decision concerning the case (Administrative Hearing).
   2. Refer the case to the Student Welfare and University Affairs Committee. The accused may indicate a preference for an Administrative or Committee hearing but final determination shall rest with the Vice President for Student Affairs or his/her designate.

G. The Vice President for Student Affairs or his/her designate shall schedule hearings on allegations or violations of Disciplinary Rules or Regulations, and shall notify all parties of the matter of concern. The hearing shall not be scheduled less than 72 hours after issuance of the notice of hearing.

H. The notice of hearing shall include the following:
   1. A statement of the time, place, and nature of the hearing;
   2. A reference to the particular sections of the rules or regulations involved;
   3. A short and plain statement of the matters asserted;
   4. A statement of the student’s rights under these regulations.

I. Hearing Procedures
   1. Hearings on allegations of violations of disciplinary rules or regulations shall be conducted informally.
   2. Opportunity shall be afforded all parties to respond to the allegations and to present evidence and argument on all issues involved.
   3. The burden of proof will rest upon the party attempting to prove the violation of a University regulation.
   4. Unless precluded by law, informal disposition may be made of any individual proceedings by mutual agreement of all concerned parties.
   5. A party may bring to a hearing an advisor of his/her choice. This advisor may address the hearing body only at the pleasure of the chairman.
   6. Upon conclusion of the hearing, the person conducting the hearing shall issue written findings of fact, and if a violation is found, shall impose sanctions in accordance with paragraph (IV) (K) of these regulations.

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.
J. The Appeals Procedure

1. The Student Welfare and University Affairs Committee shall hear all appeals from decisions rendered by the Vice President for Student Affairs or his/her designate with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, suspension, expulsion, or the imposition of specified restrictions on a student’s activities. The Student Rights Committee shall hear all appeals from the Student Welfare and University Affairs Committee with regard to violations of disciplinary rules and regulations, when such decision imposes a sanction of probation, 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 Vice President for Student Affairs or his/her designate or a committee relating to a violation of disciplinary regulations may appeal such decision to the appropriate body. The appeal shall be instituted by filing a written notice of appeal with the appropriate committee within 96 hours after the decision was rendered. For the purposes of this subparagraph, a notice of appeal shall be deemed to have been filed if delivered to the Student Affairs Office within 96 hours after the decision was rendered. The period of 96 hours will not include Saturdays, Sundays, holidays, or any day when the Office of Student Affairs is not open for at least four hours.

3. Upon receipt of notice of appeal, the Chairman of the committee, or in his or her absence the Vice Chairman, shall schedule a hearing on such appeal as soon as practical, after consultation with the student and the university officials concerned with the hearing.

4. Stay of Sanctions Pending Appeal: The filing of a notice of appeal shall stay the imposition of any sanction imposed as result of a hearing except that such stay shall not apply to removal of a student from the campus and from campus housing to ensure the safety of other members of the University community or to prevent damage to University property.

K. Disciplinary Sanctions

1. A Fine is the imposition of monetary penalty. Besides its use as a disciplinary sanction, it may also be used to compensate the University for a monetary loss resulting from a student’s misconduct.

2. Parental Notification will occur after second offense involving alcohol and a student who is under age 21. (See Parental Notification Policy.)

3. A Warning is a discussion of misconduct which becomes a matter of at least temporary record (in the Student Affairs Office only).

4. Probation indicates that continued enrollment is conditional upon good behavior during a specific period. It is a matter of office record and may include specific restriction of activity.

5. Eviction is the formal removal of a student from University housing.

6. Suspension is a temporary withdrawal of the privilege of enrolling in the University for a specific period. Suspension may be deferred to allow completion of an academic term, after which it is automatically invoked unless a provision for review was made at the time of the original decision. During a period of deferment, the suspension will be enacted immediately by administrative staff decision if additional misconduct occurs.

7. Expulsion is the withdrawal of enrollment privileges with no promise of reinstatement at any time and no opportunity for review for at least one year. Suspension and expulsion are the only actions reflected in the official transcript. In each case, the words “may not register” appear without explanation. Reinstatement after suspension follows an interview with a staff member in the Student Affairs Office, who will inform the Registrar that the student may enroll again. Reinstatement after expulsion depends upon a recommendation to the President from both the Student Affairs Office and the academic college.

8. Withholding Transcripts and Grades is a refusal by the University to provide transcripts and grades to the student, to other institutions, to employers and to other agencies.

L. Student Rights

A student against whom an allegation charging violation of the university disciplinary rules and regulations has been lodged shall have the following rights:

1. To be given written notice of the charges in sufficient time to 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 VPSA 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 VPSA or designee. The BIT has the authority to recommend an emergency suspension and/or other conditions. The VPSA 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 VPSA 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 VPSA or designee may initially notify the student verbally of an emergency suspension and/or other conditions. The VPSA 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 VPSA or designee.

A student may request, in writing to the VPSA, a review of an emergency suspension and/or other conditions that have been imposed. After receiving such a request, the VPSA 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 VPSA 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 VPSA 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 VPSA or designee may notify the student of the decision verbally prior to the student receiving the written notification.

July 2019

STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to you as "Directory Information." 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*
- Hometown (city, state)
- Campus email address**
- Height, weight, and photos of athletic team members
- 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
- Honors/awards received
- 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)

*If a student provides a preferred name, the college or university tries to use it when communicating directly with the student. Preferred name is a supported business practice, unless there is a documented business or legal reason to use a student's legal name. When communicating with outside third parties, including parents, the college or university generally uses a student's legal name.

** Campus email addresses are only disclosed to requestors who agree to not use them for solicitation.

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, Dean, 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

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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 he/she verifies with the registrar’s office that the student has provided written permission.

In part, the policy states that officials of the University may be given access to student education records on a “need-to-know” basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student’s educational record may not be released to a third party without the written consent of the student. The only exception would be directory information defined by FERPA.
will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are those members of an institution who act in the student's educational interest within the limitations of their "need to know." These may include faculty, administration, clerical and professional employees and other persons who manage student education record information including student employees or agents. In addition, school officials include employees of the North Dakota Attorney General's Office providing support or representation to Minot State University. Examples of a school official may include:
   a. 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, eg. 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:
- Library
- Academic School Offices
- Director of Residence Life
- Vice President for Student Affairs
- Student Government Association
- Career Services
- Registrar's Office
- Access Services

**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!
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
   - Admission denied

   c. After the committee has made their determination, the chair will fill out the "Conditions of Admission" form for students to be admitted. A copy of the "Conditions of Admission" form will be imaged to the student account. Additional copies will be sent to appropriate offices which may include, but are not limited to; Student Financial Aid, Residence Life, or other departments as determined by the conditions set by the committee.

   d. Applicants denied admission will have a program action of DENY. These individuals will also receive information regarding the appeal process.

An applicant who is denied admission from the committee can appeal the committee’s decision by following the appeal process. Appeals may be made to the office of the Director of Enrollment Services. The appeals committee will consist of the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Director of Enrollment Services. The decision of this committee will be final.

Additional Policy Statements

Minot State University ("MSU") 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.

MSU prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law and/or MSU 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 or the Director of Human Resources, as appropriate. Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights.

Updated August 2017

Updated June 28, 2017
ARTICLE I – General Provisions

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

Section 2. Membership
1. Membership in the Student Government Association, hereafter “SGA,” shall consist of all students who have paid activity fees to Minot State University, hereafter “Minot State,” and are currently registered at Minot State. The membership shall be represented by the elected and appointed officials of the SGA.

ARTICLE II – Organization and Officials

Section 1. Student Senate
1. The Student Senate, hereafter “Senate,” in its entirety shall consist of the following officials:
   a. Senators
2. The Executive Board, hereafter “Board,” consisting of the following Executives:
   a. Officers
3. All officials of the Senate shall maintain full-time student status.

Section 2. Officers
1. Officers shall consist of the following:
   a. President
   b. Vice President of Finance
   c. Vice President of Internal Affairs
   d. Vice President of Student Outreach
   e. Vice President of State Affairs
2. Officers shall be elected to one year terms.

Section 3. Senators
1. Senators shall consist of:
   a. One Senator for every 200 students enrolled in each academic colleges;
   b. One Senator for every 200 students enrolled as Bachelor of General Studies;
   c. The President and Vice President of Residence Hall Association, hereafter “RHA” shall serve as senators;
   d. Two Senators representing students living off-campus; and
   e. Two Senators representing students in the Freshman class.
   f. One Senator representing graduate students.
   g. One Senator representing athletics.
2. Senators shall be elected to one year terms.

Section 4. Advisors
1. An advisor to the SGA shall be a member of the staff, faculty, or administration.
2. Advisors shall be appointed to two-year terms.
3. Advisors shall be non-voting officials.

ARTICLE III – Primary Roles

Section 1. The Senate
1. The Senate shall strive to act in the best interest of the student body, shall have power to act on all matters involving the expenditures of the Association and may delegate powers to the officials and committees, and shall have power to act on matters of discipline with the exception of those proceedings reserved for the Executive Board.

Section 2. General Duties of Officials
1. All officials of the SGA shall:
   a. Uphold an appropriate level of personal and academic conduct to represent Minot State and SGA.
   b. Serve actively on the Senate and relevant committees.
   c. Perform the duties of their office as outlined in the Constitution and By-Laws.
      i. Perform and pursue any other duties which will benefit students of Minot State.
   d. Communicate with the student body as is described in their respective position descriptions. (See Section III of the By-Laws)

Section 3. President and Vice President of Finance
1. The President shall:
   a. Be the official spokesperson and President of the Minot State student body.
   b. Preside over the Senate and other SGA meetings and functions.
2. The Vice President of Finance shall:
   a. Be the financial officer of the SGA.
   b. Perform the duties of the President in the President’s absence or upon request.
   c. Assume the office of President in the event of vacancy.
Section 4. The Executive Board

1. The Executive Board, hereafter “Board,” shall:
   a. Carry out their individual responsibilities while working collectively as a team to represent SGA and the student body.
   b. Provide financial oversight of the SGA.
   c. Make appointments to committees as needed.
   d. Have other powers and responsibilities as prescribed in the Constitution and By-Laws.

Section 5. Senators

1. Senators shall:
   a. Represent the interests of their constituents on the Senate and on committees.

Section 6. Advisors

1. Advisors shall:
   a. Provide leadership, guidance, mentorship, and liaisons.
   b. Facilitate transition of SGA officers and elected senators.
   c. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   d. Represent the SGA in any conflicts with Minot State faculty or staff.

ARTICLE IV – Selection of Officials

Section 1. In General

1. Officials of the SGA shall be selected through election by the student body or through appointment.

Section 2. Elections and Appointments

1. Any degree-seeking student enrolled at Minot State, including candidates for office, may vote in the elections for Officers and/or Senators.

2. The election committee shall facilitate the following elections annually:
   a. The Spring General Election, no later than the final Friday in March
   b. The Fall Mid-Term Election, no later than the third Senate meeting in the Fall Semester

3. Directors, Coordinators, and Advisors shall be selected annually by Presidential appointment.

ARTICLE V – Grievances and Removal from Office

1. The Senate shall have the responsibility to utilize impeachment, removal, and disciplinary action within the Senate when such action is necessary and based on formally submitted complaints.

ARTICLE VI – VACANCIES

1. A vacancy occurs whenever a member of the Senate is unable to serve due to absence, resignation, removal from office, or lack of student status. The Senate shall have the responsibility to pursue the filling of all such vacancies.

ARTICLE VII – Meetings

Section 1. In General

1. The Senate shall meet no fewer than two times per month during the academic year, except during vacations and exam periods.

2. One-half of the members of the Executive Board shall constitute quorum at meetings of the Executive Board.

3. Except as otherwise provided in this Constitution, one-half of those present plus one shall constitute a majority.

4. All Senate meetings shall be open to all members of the Minot State community, unless decided against in advance by the President.

Section 2. Parliamentary Authority

1. Robert’s Rules of Order Newly Revised shall be the parliamentary authority.

ARTICLE VIII – Finances

Section 1. In General

1. The SGA shall be funded through the Student Activity Fee. The Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the Minot State student body.

Section 2. Use of Funds

1. Acceptable utilizations of these monies may include, but are not limited to:
   a. Providing on- and/or off-campus entertainment.
   b. Providing intramural sports.
   c. Providing monies for legislative affairs.
   d. Acquiring materials to be used in some capacity as advertising for the SGA.
   e. Delegating the use of a portion of the monies to worthy club and organizations.
   f. Compensating Executives for their service to SGA and the Minot State student body.

ARTICLE IX – Amendment Process and By-Laws

1. All members of the Senate shall be bound by relevant provisions of the SGA Constitution and By-Laws.

ARTICLE X – Enabling Act

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

MINOT STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BY-LAWS
The re-write of 2014-2015.

ARTICLE I – General Eligibility Of Officials

Section 1. All Candidates

1. Officers of the SGA must maintain no less than a 2.5 cumulative grade point average on a 4.0 scale.

2. Senators of the SGA must maintain no less than a 2.0 cumulative grade point average on a 4.0 scale.

3. Officials of the SGA must carry no less than 12 semester hours.

4. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the Board.
Section 5. Student Outreach Committee
1. This committee’s charge shall be to:
   a. Administer surveys and compile data in order to give SGA an accurate interpretation of student opinion.
   b. Host student outreach events no less than once per month.
   c. Implement and execute face to face recruitment strategies.
   d. Advertise SGA initiatives through a variety of mediums.
2. Membership shall include:
   a. Chair: Vice President of Student Outreach
   b. Vice Chair: shall be elected within the committee and must be a senator of the SGA.
   c. Four additional members of the SGA.

Section 6. Administrative Committees
1. Officials of SGA shall represent the student body on various administrative committees outside of SGA.
2. The Secretary shall maintain and update a list of these committees.

ARTICLE III – Duties
Section 1. In General
1. All Officials of the SGA are encouraged to attend a majority of SGA-sponsored events.
2. All officers must aid their successor with transitioning into office (post-election or post appointment).

Section 2. President
1. The President shall:
   a. Chair all meetings of the Senate and Executive Board.
   b. Call meetings of the SGA at such times as deemed necessary or as directed by the Senate.
   c. Create the SGA budget with the Vice President of Finance and advisors, with approval of the Senate, based on fees distributed by the SGA Activity Fee.
   d. Create ad hoc committees to address issues inappropriate for the Senate to discuss as a whole.
   e. Appoint members to all committees as necessary and with approval of the Senate.
   f. Appoint new members to fill empty seats in the Senate with the consent of the Senate.
   g. Maintain a minimum of seven office hours a week.

Section 3. Vice President of Finance
1. The Vice President shall:
   a. Be the presiding officer over the Committee of Student Organizations, hereafter “CSO.” (Refer to Articles II and VIII of the By-Laws for more information regarding CSO.)
   b. Work with the President and advisors in the creation of the SGA budget.
   c. Ensure payment of bills and completion of contracts.
   d. Document an accurate record of the following:
      i. All collections and disbursements.
      ii. All money recipients allocated from budget hearings.
   e. Maintain an updated copy of the SGA budget to disperse it to the Senate.
   f. Maintain a minimum of six office hours a week.
Section 4. Vice President of Internal Affairs
1. The Vice President of Internal Affairs shall:
   a. Record and make available to the public minutes of the following meetings:
      i. Senate
      ii. CSO
      iii. Constitutional Review Committee
   b. Track Senate and committee meetings, communicating meeting dates and times to Senate members.
   c. Submit approved and corrected minutes of Senate meetings to the Red & Green.
   d. Notify the SGA President of members of the Senate who are in violation of their membership requirements notify the Senate, with approval of the President.
   e. Organize annual Senate pictures to be taken in October.
   f. Write and submit “Senator of the Month” biographies to the Senator’s hometown newspaper, the Minot Daily News, the Red & Green, and the Public Information Office.
   g. Maintain a minimum of six office hours a week.

Section 5. Vice President of Student Outreach
1. The Vice President of Student Outreach shall:
   a. Plan and develop internal and external marketing and public relation efforts to enhance the campus environment.
   b. Manage and motivate their team to create stimulating marketing tactics that attract the student body to events and engage them in promotions.
   c. Maintain and update the SGA website, social media, and campus calendar with all SGA-sponsored events and other relevant information.
   d. Understand and abide by all rules of the Minot State University Institutional Review Board (IRB) in regards to surveying the student body.
   e. Maintain a minimum of six office hours each week.

Section 6. Vice President of State Affairs
1. The Director of State Affairs shall:
   a. Be the direct liaison between the State NDSA and Minot State SGA.
   b. Chair the NDSA committee and, as Chair:
      i. Attend every NDSA meeting and provide a report regarding Minot State.
      ii. Ensure Minot State delegate awareness through “delegate packets.”
      iii. File vehicle requests.
      iv. Book other necessary accommodations.
   2. Organize an annual State NDSA meeting hosted by the Minot State SGA.
   3. Submit a final written report of the year’s activities at the last SGA meeting of the year.
   4. Maintain six office hours each week.

Section 7. Senators
1. In general, Senators shall:
   a. Meet periodically with their constituents in order to represent them honorably and effectively.
   b. Serve actively on three or more Senate or administrative committees.
   c. Volunteer at three or more SGA-sponsored events per semester.

ARTICLE IV – Selection of Officials
Section 1. Elections
1. The Election Committee shall be formed by the President each academic semester.
2. The Election Committee shall be charged with:
   a. Facilitating the process of the election of the following officials:
      i. Officers and Senators.
   b. Holding the Spring General Election and Fall Mid-Term Election.
   c. Regulating nominations, campaigning, and the election process.

Section 2. Campaigning
1. Candidates may campaign for office.
2. Campaigning materials must be removed from polling locations before the polls open.
   a. Any candidate may receive a 10 percent loss of votes if campaigning or campaign materials are discovered in polling locations while polls are open.
   b. Any candidate may be disqualified from an election if
they or a member of their campaign committee is found to be operating or supervising a polling location.
3. Other campaigning guidelines shall be set by the Election Committee, with approval of the Senate.

Section 3. Officers
1. All Officers shall be elected by the student body at large in the General Election.
2. The President and Vice President shall run on separate tickets.
3. The Officers shall take office on April 16.
   a. The interim between election and taking office shall serve as a mandatory training period.

Section 4. Senators
1. Senators representing academic colleges shall be elected in the General Election.
   a. Those elected shall take office no later than April 16.
2. Off-Campus, Freshman, Transfer, Graduate Studies, and Athletics Senators shall be elected in the Mid-Term Election.

Section 5. Advisors
1. The Senate shall appoint new Advisors every other Spring Semester in even years following the General Election.
   a. Re-appointment of current Advisors may occur through a simple majority.
2. In the event of appointing a new advisor:
   a. The President shall assemble a panel, with the approval of the Senate, charged with appointing no more than two advisors.
      i. This panel must consist of the President, Vice President of Finance, no less than two senators, and no less than one faculty or staff member.
      ii. These appointments must be made in no longer than one calendar month.
      iii. Those appointed shall take office immediately upon appointment.

ARTICLE V – Discipline and Removal from Office

Section 1. In General
1. Decisions regarding discipline up to and including removal from offices of the SGA are the responsibility of the SGA executive board and the SGA President.

Section 2. Complaints
1. No disciplinary action shall be considered unless a formal, written complaint is submitted by a member of the SGA to the SGA President. If the complaint should be against the President, the written document should be submitted to the Vice President of Finance. Complaints must be as specific as possible, so the charges against the member are clear and understandable. Anonymous complaints will not be accepted.
2. The senator for whom the complaint is against will be provided a copy of the complaint, excluding the submitter’s name. The senator will have three school days to provide a written response. Responses after the specified deadline will not be accepted.
3. The SGA President shall consult with the complainant and the subject senator (separately) in an attempt to fully understand the relevant issues prior to presenting the complaint to the executive board. The advisor shall be used as consult as needed and may be present at the interviews.
4. The executive board will review written statements provided and hear from the SGA President regarding the initial consultation. An advisor will be present during all such meetings. Should the complaint be against a member of the Board or the President, that member will be recused from the process except as the subject senator.
5. The Board may choose to consider the written documents only or may choose to interview anyone that may have information regarding the matter. Interviews will not be conducted as a hearing. The Board will make a recommendation to the President regarding disciplinary action, and the President (in consultation with an Advisor) will implement disciplinary action and document the final decision. The recommendation of the board will be written and will include a brief justification and/or reasoning behind the recommendation. The President is not required to accept the recommendation of the Board.

Section 3. Discipline
1. The recommendation of the Board regarding discipline may include:
   a. Dismissal of the charges
   b. Verbal counseling
   c. Documented counseling
   d. Documented reprimand
   e. Probation
   f. Suspension with or without pay
   g. Removal from office
2. The President’s final decision will be made in writing and addressed to the subject Senator with copies to the complainant.
3. With any disciplinary action the Senator has the right to attach written comments for the record.
4. With any action that involves the loss of pay or removal from office, the Senator has the right to appeal the action.
5. When the final decision involves removal from office the Senator will have to option to resign. If this option is exercised the right of appeal is forfeited.

Section 4. Appeals
1. Any Senator subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.
2. To appeal, the Senator must file a written appeal to the President of the SGA within seven calendar days of the decision. The appeal may not introduce new information that was not previously documented and available to the Board.
3. Upon receipt of the appeal notification, the SGA President will convene the full Senate to review and discuss the original complaint, the response provided by the Senator, the Board recommendation, and the President’s final decision. Senate members may make inquiries of the Board and President to ascertain relevant facts of the matter. A motion to overturn the disciplinary action must be made by an SGA member and then seconded. A two-thirds vote of those present (provided a quorum is present) is required support.
the motion. If no motion is made or no second is made then the appeal will not be overturned.

4. If the disciplinary action is overturned, all loss of pay will be reinstated, if applicable. If a removal action is overturned the Senator will return to office as if they had not been removed.

5. A lesser form of discipline may be implemented based on a separate motion passed by a simple majority of the Senate.

Section 5. Recordkeeping

1. All documentation related to this section will be maintained in the Student Advisor’s office and will be maintained in compliance with the Family Educational Rights and Privacy Act (FERPA).

ARTICLE VI – Vacancies

Section 1. Resignation

1. Any member of the Senate may resign by submitting a signed and dated letter of resignation to the President. Letters of resignation shall appear in the next Senate meeting’s minutes.

2. If an SGA member should vacate his or her position and is no longer in good standing, he or she will be expected to give back his or her binder, jacket, polo, name tag, remaining business cards, and any other tangible items. All SGA members, no matter their position in this organization, will be held to this standard.

Section 2. President

1. If the office of President becomes vacant, the Vice President of Finance shall assume the position and appoint his or her replacement from among the members of the Student Senate.

Section 3. Officers

1. If the office of Vice President of Finance becomes vacant, the President shall appoint a replacement from among the members of the Student Senate.

2. If the office of Vice President of Internal Affairs becomes vacant, the President and Vice President shall appoint a replacement from among the members of the Student Senate.
   a. In the event of disagreement, the Board’s choice by a simple majority shall prevail.
   b. In the event that no member of the Senate accepts the appointment, the President and Vice President shall appoint a student from the student body.

ARTICLE VII – Meetings

Section 1. Attendance of Senate Meetings

1. If any member is absent without proxy and/or excusal by the President from three Senate meetings during their term, then that member must meet with the President and Vice President.
   a. The President may recommend that the Senate vote on whether to retain that member.
   b. If the member does not meet with President and Vice President in a reasonable amount of time, the President may recommend that the Senate vote on whether to retain that member without meeting with that member.

2. If the office of Vice President of Internal Affairs becomes vacant, the President and Vice President shall appoint a student from the student body.

3. To be eligible for funding through CSO, the following criteria must be met:
   a. The clubs and organizations, hereafter simply “organizations,” must be official and authorized by Minot State and SGA.
   b. The organization’s CSO representative must have perfect attendance at CSO meetings in the current semester.
   c. The organization’s proposal shall have been submitted electronically to the SGA Vice President of Finance, acting as CSO Chair, one week prior to the initial CSO meeting of the current semester.
d. The organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting of the current semester.
e. The organization must not be receiving student activity fee monies.

ARTICLE IX – Amendment Process

Section 1. Procedure for proposing and accepting an amendment

1. Any current student or Official of the SGA may propose an amendment or resolution via a Senator or member of the Executive Board.
2. Upon being brought before the Senate, the proposed amendment or resolution shall be tabled without discussion until the next meeting.
3. The proposed amendment or resolution shall be submitted to the Red & Green upon request.
4. If the proposed amendment is defeated by the Senate, the student has a right to petition, as drawn out in Section 2.
5. A two-thirds vote by the Senate will approve all proposed amendments and resolutions.

Section 2. Alternative procedure for proposing and accepting an amendment

1. Any current student may petition an amendment at any time, if they obtain 300 or more student signatures.
2. An accepted petition will be voted on by the student body.
3. Approval or disapproval of the petitioned amendments will be decided by a simple majority of the voting student body.
2019-2020 Parking Map

1. Administration
2. Amphitheater
3. Campus Heights
4. Cook Hall
5. Crane Hall
6. Cyril Moore Science Center
7. Dakota Hall
8. Dome
9. Facilities Management North
10. Facilities Management South
11. Gordon B. Olson Library
12. Hartnett Hall
13. Herbert M. Parker Stadium
14. Lura Manor
15. McCulloch Hall
16. Memorial Hall
17. Model Hall
18. Observatory
19. Old Main
20. Pioneer Hall
21. South Warehouse
22. Student Center
23. Swain Hall
24. University Heights
25. Wellness Center

FREE Parking 1 Block South →

Student & Employee Parking
S/E