2016-2017
STUDENT HANDBOOK
Welcome to Minot State University

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

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

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

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

Minot State University is proud to be a tobacco free and alcohol free campus.
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Sources of Information

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

Student Success Center .......................... 2nd Floor Student Center ...... 858-3362
Career Services ......................................................... 858-3362
Orientation ......................................................... 858-3362
Student Activities ........................................... 858-3987

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

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

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

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

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

Financial Aid .......................... 2nd floor Administration ...... 858-3375
• Scholarships
• ACT Family Financial Statement
• Grants
• Withdrawal/Drop Classes
• Loans

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

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

Cultural Center

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

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

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

Dean of Graduate School ................... Memorial Hall 336 ........... 858-3316
Graduate School Information ........ Memorial Hall 308 ........... 858-3250

The individual Academic Departments should be contacted for: course advisement, major/minor requirements and substitution of courses.
ADMINISTRATION—Houses offices for the President, Vice President for Academic Affairs, Vice President for Administration and Finance, and Vice President for Student Affairs, the Center for Extended Learning, Business Office, Registrar’s Office, Financial Aid, Dakota College at Bottineau, Red and Green (student newspaper), Enrollment Services, Public Information, Human Resources, the Office of Academic and Institutional Projects, and Interactive Video Network Classrooms.

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

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


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

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

CYRIL MOORE SCIENCE CENTER—Houses the Science Division and the Department of Biology. Also included are a lecture-demonstration auditorium seating 233, as well as classrooms and labs for science courses.

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

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

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

GORDON B. OLSON LIBRARY—The MSU Library contains over 398,760 volumes in its book, bound periodical, and document collections. The library currently subscribes to over 1,810 periodicals, and is a select regional depository for U.S. Government and State of North Dakota publications. In addition, the library houses special collections of North Dakota materials, children’s books, and microforms.

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

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

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

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

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

OLD MAIN BUILDING—Provides classroom and office space for the College of Business, the Job Corps Executive Management Program, and the Divisions of Music and Social Science. It also houses the office of Information Technology, the Center for Engaged Teaching and Learning (CETL), and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts.

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

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

SWAIN HALL—Houses the Department of Teacher Education and Human Performance and low-tech science labs.

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

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

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

Student Responsibilities

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

Barnes & Noble College Bookstore

1st Floor Student Center
701-858-3390 • http://minotstateu.bncollege.com

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

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

The Bookstore employs students at competitive wages in a professional working environment. Students working at the bookstore will receive discounts on textbooks and other merchandise. We create a flexible schedule so that classes are the student’s top priority. The Bestseller Program gives students an opportunity to pursue a career with Barnes & Noble.
**TUITION AND FEES**
MSU charges all students the resident rate. The academic year is divided into two semesters (fall and spring) of sixteen weeks each. In addition, there is an annual summer semester of eight weeks.

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

Tuition and fees are due in full at the beginning of each semester by the payment deadlines. Deadlines are available on the University calendar.

All students are encouraged to complete an institutional scholarship and awards program application.

**Annual tuition and fees (summer charges additional). Amount listed are actual for 2016-17; amounts subject to change without notice)**

**Undergraduate (12-18 credits per semester)**
- Resident: $6,568.08

**Graduate (12-18 credits per semester)**
- Resident: $8,240.88

**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 $561.21 per semester for full-time students and is separated into two portions: the University Fee and the Student Government Activity Fee. The Technology Fee is $60.00 per semester for full-time students, the Connect ND fee is $86.00 per semester, and the ND Student Association fee is 36¢ per semester.

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

The Student Government Activity Fee supports specific student activities. Any changes in the Student Government Activity Fee must be approved by the results of a vote taken of either the student body as a whole or its elected representative body. Changes 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:
- Explorer Arts: $2.61
- Student Tours: $5.00
- Student Government Association: $30.00
- Student Activities Committee: $29.50
- Student Publications: $10.08
- KMSU Radio: $3.25
- Native American Cultural Center: $2.00
- Homecoming: $9.00
- Student Government Association Club Funding: $4.50
- MSU Men’s Club Hockey: $22.50
- Mentoring: $3.00
- Tutoring: $9.00
- Beaver Athletic Band: $2.50
- Marching Band: $3.00
- Northwest Art Center: $2.90
- Music: $3.50
- Writing Center: $2.00
- *Total Student Govt. Activity Fee: $144.34

**BOOKSTORE CHARGES**
Any student whose financial aid application has been completed AND processed by MSU Financial Aid and who will receive aid in excess of tuition and housing costs is eligible to charge their books at the Bookstore.
PAYMENT DUE DATE
Tuition and fees are due at the beginning of the semester. Paper invoices will not be generated. You can access your account on the web through CampusConnection. Your account and financial aid information is available at the following site www.minotstateu.edu, through the CampusConnection hyperlink. After you login to CampusConnection click on Student Center and then on Account Inquiry or Student Account Detail. Also, be sure and check your MSU 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 MSU, your registration will not be cancelled. If your registration is cancelled you will be charged a $150 reinstatement fee to be re-enrolled in classes.

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

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

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

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

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

Campus Accessibility

BUILDING ACCESSIBILITY
- 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.

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

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

Center for Engaged Teaching and Learning (CETL)
Old Main 101
701-858-4040 • www.minotstateu.edu/cetl

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

The First Year Experience at Minot State University is an opportunity for first-year students to participate in a powerful learning experience that will inspire a transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger communities.

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

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

What are the benefits of participating in a learning community?

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

Study Groups — You are more likely to study with your peers, since you share several classes. Studying together gives you a greater chance for success.

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

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

How can I sign up for a learning community?

You can register for a learning community for Fall semester at New Student Orientation. To sign up for a Spring Learning Community, please contact your academic advisor.

For more information contact the CETL office at 701-858-4040 or visit our website at www.minotstatu.edu/cetl

TUTORING

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

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

What is Drop-in Tutoring?

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

When is Drop-in Tutoring offered?

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

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

Who will be my tutor?

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

What if I need assistance with a course that is not currently offered through drop-in tutoring?

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

Want to be a Peer Tutor?

You can earn extra income with flexible hours by becoming a peer tutor. The application is available at www.minotstateu.edu/cetl or contact the Tutoring Coordinator, at 701-858-4039 or in Old Main, room 101.
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 CampusConnection. The credits for these courses count toward totals for financial aid, but are not covered under the tuition cap and are not eligible for MSU tuition waivers. Distance education tuition rates apply.

**ONLINE**

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

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

**SMARTTHINKING**

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

**How do students and e-structors interact?**

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

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

Free online tutorial services will be provided to you as an MSU student free of charge. You may continue to use the SmarThinking service as long as you remain a registered student at Minot State University. To apply for SmarThinking access contact trisha.nelson@minotstateu.edu

**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 state-owned IVN Classrooms on campus located on the 3rd floor of the Administration Building. Information about IVN classes offered at MSU can be found at www.minotstateu.edu/cel/ivn.shtml.

**MINOT AFB**

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

**COMPUTER LITERACY REQUIREMENT**
According to the Department of Defense directive 1322.8, all students 
completing a degree on the Minot Air Force Base must do one of 
the following: 1) successfully complete an introduction to computer 
sience course as one of their program electives, or 2) present evidence 
(credential, transcript, etc.) that computer literacy has been obtained.

**COMPASS MATH PLACEMENT EXAM**
Under Policy 402.1.2, effective Fall 2012, placement scores are 
required for admission into ENGL 110-College Composition I, 
MATH 103-College Algebra, and MATH 107-Pre-Calculus. The 
following table shows the ACT cut-off scores needed for each course:

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110</td>
<td>(English subtest) 18</td>
</tr>
<tr>
<td>MATH 103</td>
<td>(Math subtest) 21</td>
</tr>
<tr>
<td>MATH 107</td>
<td>(Math subtest) 25</td>
</tr>
</tbody>
</table>

MSU students who did not achieve the required ACT score may take 
the COMPASS placement exam free-of-charge. 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 on the 3rd floor of the 
Administration Building or call 701-858-3830.

**COLLEGE -LEVEL EXAMINATION PROGRAM (CLEP)**
The College-Level Examination Program (CLEP) allows students to 
demonstrate that they have acquired college-level mastery of course 
content in 33 different subject areas. Students who successfully 
complete a CLEP exam can avoid repeating material that they already 
know, reduce the rising cost of higher education, and shorten the path 
to a college degree.

All 33 computer-based CLEP examinations can be taken at Minot 
State University on campus or at Minot Air Force Base. MSU pro-
vides a list of 26 CLEP exam titles for which credit can be granted 
upon achievement of the minimum score recommended by the 
American Counsel of Education (ACE). Official score reports must 
be sent to the Registrar’s Office for credits to be posted on your 
permanent academic record at MSU. We will apply as many S/U 
credits from an outside source such as CLEP toward a baccalaureate 
degree as long as 60 credits are earned from a 4-year institution and 
30 credits are earned from Minot State University.

The total cost for each CLEP exam is $100, which includes a $20 
administration fee and a $80 CLEP examination fee. One official 
score report is included in the examination fee and will be mailed 
to the college or university of your choice. Minot State University’s 
CLEP testing center is located on the 3rd floor of the Administration 
Building, Room 361. For more information or to register for a CLEP 
exam, contact the Center for Extended Learning on the 3rd floor of the 
Administration Building, visit our website at www.minotstateu. 
edu/cel/pages/act-clep-testing.shtml, or call 701-858-3830.

**Dining Services**
Student Center Director’s Office
2nd Floor Student Center—across from the Beaver Dam 
701-858-3364 • www.minotstateu.edu/sc/dining.shtml 
or www.misudining.com

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

**MEAL PLANS**
Residents have a choice of three unlimited dining plans. This 
unique format offers unlimited continuous service to students for 
convenience, flexibility, and value. We think you will appreciate the 
nutritional and dietary benefits of lighter and more frequent meals 
during the day. It’s great if you like to snack or keep irregular hours. 
Unlimited plans on other campuses have experienced significant 
environmental benefits by reducing food waste. We encourage you 
to dine without a tray and help conserve our valuable food and water 
resources. Here is how the unlimited plans work. Visualize the meal 
plan as your kitchen at home. The cupboard shelves are always filled 
with a variety of food items, the stove top and oven are filled with lots 
of hot entrees and your refrigerator is always stocked with beverages, 
fresh fruit, vegetables, and desserts.

Unlimited dining not only allows you to enjoy unlimited all-you-
care-to-eat dining in the Beaver Creek Café, your meal plan also 
includes Flex Dollars which is a declining dollars program which can 
be used like cash at any of the food locations, and guest meal passes 
to use for visiting family, friends or a favorite faculty member.

Meal plans can be purchased or changed in the Student Center 
Director’s office on the 2nd floor of the Student Center.

**Terms and Conditions**
- All residents are automatically enrolled for the Unlimited Gold 
  Dining Plan.
- Flex dollars and guest passes are not refundable and must be used 
  during the current semester.
- Meals are not provided during the following days:
  - Thanksgiving – Thursday through Sunday
  - Christmas Break
  - Spring Break
  - Easter Break, Friday through Monday
- Access to dining plans is denied without current MSU ID card.

**Deadlines for dining plan changes**
- Fall Semester — September 2, 2016
- Spring Semester — January 23, 2017
We also have numerous meal plan options for commuter students, as well as staff and faculty. Beaver Bucks can be purchased through the Student Center Director's office or through the self-serve Card Value Center located outside the Beaver Creek Café, both located on the second floor of the Student Center. Buying Beaver Bucks allows you to use your MSU ID to purchase meals and food items in any of the Dining Services locations.

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

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

DINING LOCATIONS AND TIMES
For hours of operation at the other dining locations check on line at http://misudining.com/index.html

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

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

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

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

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

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

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

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

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

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

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

All students (including first-year students, returning and transfer students) are encouraged to complete the FAFSA online at www.fafsa.
Priority funding date.

Determining a student’s eligibility and may cause students to miss the before financial aid will be awarded. Corrections may cause a delay in progress requirements prior to receiving financial aid. All loans, grants, scholarships and work study awards are subject to change, 

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

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

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

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

The estimated cost of education includes costs recognized by the federal government as necessary for a student to pursue an education. The estimated cost of education includes: tuition, fees, books, board, room, transportation, and other miscellaneous personal expenses. The expected family contribution formula considers:

1. Income of the student, spouse, and/or parent.
2. Assets of the student, spouse, and/or parent.
3. Family size.
4. Number of family members enrolled in college.
5. Age of the student, spouse or parents.

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

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

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

Wellness Center
701-858-4084 • www.minotstateu.edu/wellness/
Adjacent to the Dome – West side

This 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. Attached to the MSU Dome and Swain Hall, MSU’s Wellness Center contributes to the university’s commitment to mind, body, and spiritual wellness. It is available to all MSU students, faculty, and staff.

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

- Treadmills
- Ellipticals
- Recumbent bikes
- Upright bikes
- Rower
- Stepmill
- Upper body ergometer
- Free weights

Weight equipment includes:

- Multipurpose cables
- Plate loaded strength equipment
- Single station strength equipment
- Free weights

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

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

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

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

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

Library Hours
Can also be accessed by dialing 701-858-3200

Fall and Spring Semesters
Monday–Thursday 7:30 a.m. – 11:00 p.m.
Friday 7:30 a.m. – 4:30 p.m.
Saturday 9 a.m. – 5 p.m.
Sunday 1 p.m.–11:00 p.m.

Summer Semester
Monday–Thursday 7:30 a.m.–9 p.m.
Friday 7:30 a.m.–4:30 p.m.
Saturday CLOSED
Sunday CLOSED

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

Circulation Desk
This is the place to:
• Check out materials
• Renew materials
• Pick up books you have ordered through interlibrary loan
• Pay fees
• Get change

Off-Campus Access to ODIN and the Library's 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 AND who have activated library cards (for information on activating your library card, you can call the Circulation Desk at 701-858-3201).

1. Go to the library’s home page at www.minotstateu.edu/library/.
2. Click “Find Articles.” Select the alphabetical list of our databases. After you have chosen a database, you will be asked to provide a number and a password.
3. Your number is your student ID number without the “W” or you may use the barcode number that is on the back of your student ID card.
4. Your password is your last name in lowercase letters.

Circulation Policy
LIBRARY PRIVILEGES
Library materials may be used inside the building by anyone. All patrons must present a valid library card to check out library materials.

MSU Students/Staff/Faculty—present valid University ID card
ODIN university students—present active library card from home university
Others—present Local Patron Card (available to those 18 years of age and older for $10 per year)

Note: area librarians and faculty emeritus are eligible for a free Local Patron Card.

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

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

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

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

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

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

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

Local patrons will have their library accounts blocked as fines accrue.

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

**Interlibrary Loan Policy**

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

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

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

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

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

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

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

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

**COST**
Interlibrary loan staff makes every attempt to obtain materials free of charge; however there are some instances where the lending library charges a fee. The Gordon B. Olson Library will pay up to $5. The patron is responsible for any costs above that amount. We will not order anything associated with a fee without prior approval from the patron. All fees will be added to the patron’s 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. Fill out and submit either the online form in ODIN, in WorldCat, or at www.minotstateu.edu/library/interlibrary_loan.shtml.

Note: there is one item request per form. Minot State University email is requested for all Access Services transactions, including interlibrary loan.

**RECEIVING MATERIALS**
When the requested material arrives, the patron will be notified by Minot State University email. Loan items will be held until the due date.

In the case of articles received electronically, they will be sent directly to the patron’s Minot State University 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 University email.
FURTHER INFORMATION
For further information, please contact the Access Services Librarian or the interlibrary loan staff.
Phone: 701-858-3201 • Email: 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. You may reach us—Jane la Plante, Patty Hunt, and Ben Bruton—using any of the following ways:

Telephone: 701-858-3201 or toll-free, from 8 a.m.–4:30 p.m., Monday through Friday, 800-777-0750 ext. 3201
Email: jane.laplante@minotstateu.edu
patty.hunt@minotstateu.edu
ben.bruton@minotstateu.edu

We also have:
• A Research Help page at www.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 • www.minotstateu.edu/honors/

The MSU Honors Program challenges and rewards students who care about learning. In this program, motivated students share an enthusiasm about education and encourage each other to “think outside the box.” If you join Honors, you’ll find small, discussion-based seminars and independent research opportunities that give you one-on-one time with nationally recognized faculty.

The Honors Program is a series of classes that fit with any major. Counting as a concentration, this program of study offers both general education and upper division coursework. Honors classes meet many of your MSU General Education requirements and are designed to inspire critical thinking, interdisciplinary exploration, and a broad worldview. The Honors distinction appears on your diploma at graduation, demonstrating your high-quality work to future employers and graduate schools.

The Honors Center in Model Hall provides a place for you to relax and get to know people outside your major, while the affiliated student Honor Society oversees social events and community service. The Honors Program encourages a strong sense of community within the University, helping students to create lasting friendships.

The Honors Program serves all university departments and majors. See the Undergraduate Catalog for further details.

To Apply
Freshman:
You need either a high school GPA of 3.5 or higher (on a 4.00 scale), a minimum composite ACT score of 25 or an SAT score of 1130 or higher.

Note: if you lack the necessary scores now but achieve at least a 3.30 in your first university semester, you can apply for the Honors Program at that time.

Transfer or Current MSU Student:
If you are a transfer student, you may apply if your university GPA is 3.30 or higher.

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

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

If you are a new student your first identification card is FREE and can be obtained in the MSU ID Card Office. If you lose your MSU ID card, a replacement can be purchased for $20. The MSU ID Card Office can also help you deposit money on your card or change your meal plan.

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

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

Minot State University issues an ID card to all registered students, and employed faculty and staff subject to the following:

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

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

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

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

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

Information Technology Central (ITC) Old Main 108
701-858-4444 • www.minotstateu.edu/itcentral

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

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

SUPPORT SERVICES
Contact Information
ITC/Help Desk Office Location: 108 Old Main
Phone: 701-858-4444
Toll Free: 800-777-0750, ext. 4444
Fax: 701-858-4449
Email: helpdesk@minotstateu.edu
Website: www.minotstateu.edu/itcentral/help.shtml
Online Work Order: minotstateu.edu/helpdesk

Hours
7:30 a.m. – 5 p.m. Monday – Thursday
7:30 a.m. – 4:30 p.m. Friday
Weekend and Evening On-Calls Hours

Contact the MSU Help Desk by phone (numbers indicated above) 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
• Remote support
• Software installations and upgrades
• Antivirus and spyware protection and removal
• Web-space setup and publishing assistance
• Equipment check out (computers, projectors, digital/video cameras, etc.)
• Login and password retrieval and reset
• Access to online services including wireless, Blackboard online courses, etc.

Important Events Web Links
Check out the MSU Events Calendar: http://www.minotstateu.edu/calendar/main.php

SECURE RESOURCES
CampusConnection is a personal Web-based resource to enroll in a class, drop/add a class, and view schedule of classes, grades, etc. A unique dotted identifier (firstname.lastname) has been created for you. This UserID must be claimed. To claim your account, go to www.minotstateu.edu, click on CampusConnection, 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 CampusConnection, click on the CampusConnection 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. Contact the Help Desk at 701-858-4444 for questions or assistance.

Campus Login
Your CampusConnection 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 WLAN is ‘eduroam’.

Emergency Notification
NotiFind is the emergency notification system employed by the North Dakota University System (NDUS) to provide timely information and instructions directly to students, faculty, and staff in the event of an emergency. Participation in Notified is mandatory for all faculty, staff, and students. Log into CampusConnection 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). CampusConnection 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 Minot State University 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 increased size of e-mail attachments, SkyDrive for file storage, calendar, and other information sharing tools. To access your account, go to MSU’s homepage and click on Current Students, then E-mail or login directly from http://mail.office365.com. To sign into your Office365 Webmail, enter your email address as your login, i.e., UserID@my.minotstateu.edu. For example, if your name is sally smith and the User ID you claimed from Campus Connection is sally.j.smith, your MSU e-mail address and login is sally.j.smith@my.minotstateu.edu. The password is the same as CampusConnection.

Now that you have access to Office365 Webmail, you also have access to Office365 ProPlus at no charge to you. ProPlus includes Microsoft Word, Excel, PowerPoint, etc. Go to www.minotstateu.edu (MSU Homepage). Click on Current Students – then click on E-Mail – then click on Office 365 Pro Plus for Enrolled Students.
Next it will ask to enter your school email address. Enter your my.minotstateu.edu email and click Sign Up. Next click Continue. You will now sign in with your account information (Email address and Password). Next you will see that you are Eligible – Click Next. This is where you will see Install Now. Click on Install Now and Office 365 will start the install process. You are allowed to install Office 365 on up to 5 computers. Your license is valid for as long as you are a student.

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

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

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

Web Space
Each student is allotted 1000MB of web space to post personal and/or course-related pages to a Website. Users are responsible for backing up any data stored on the web server. Directories may be deleted after a period of inactivity.

To gain access to your personal web space, visit http://yourspace.minotstateu.edu. Login with your UserID and password. To upload files, use any file transfer (FTP) program such as Windows Explorer (PC), CoreFTP (PC), and Cyberduck (MAC).

Computer Labs and Kiosk Locations
Refer to ‘Your map to Information Technology on Campus’ for locations to open-access labs, academic labs, and computer kiosks. A partial listing is provided below:

Academic Computer Labs
Hartnett Hall – Foreign Language Lab, Humanities/Writing Lab
Memorial Hall – Nursing Lab/Psychology Lab
Old Main – Slaatten Center (College of Business)
Swain Hall – Mac Pedagogy Lab, Science/Bioinformatics Lab

Campus Open-Access Labs
Old Main 314
Library Reference Area and Learning Commons Lab
Memorial Hall 228 PC Lab
Model Hall 116 PC Lab

Computer Kiosk Locations
Old Main 1st Floor Study Zone, 3rd Floor Hallway
Student Center Lower Level Atrium and Beaver Dam
Administration 2nd and 3rd Floor Hallways

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)

Multicultural Centers

MULTICULTURAL CENTER—1st Floor Student Center
The Multicultural Center is designed to provide a safe and comfortable location for diverse student populations and international students to gather. The Multicultural Center also exists to provide a campus location for the appreciation of diverse populations and cultures.

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

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

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

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

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

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

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

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

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

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

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

**IMPORTANT REQUIREMENTS IN MAINTAINING IMMIGRATION STATUS**

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

**I-20 Forms:** This is the document for the International (F-1) students and their dependents. F-1 students are given four years to complete a program of study. If the program takes longer, the I-20 can be extended for one year at a time before the program end date. The form is endorsed twice a year, confirming your student status. You should expect to leave your I-20 at the Office of International Programs at least 48 hours prior to departure from the U.S.

**Change of Address/Major:** ICE regulations specify that all non-immigrants must have their current U.S. address on file. The same regulations apply to your intended program of study. Each time you change your address and phone number or your major, you must contact the Office of International Programs by email and report those changes immediately.

**Maintaining Student Status:** International and Canadian students are subject to federal, state, and local laws, both on and off campus. Students convicted of any violations will be subject to review by Immigration and Customs Enforcement agents to determine eligibility to stay in the U.S. Students may lose their status for a variety of reasons including:

- Remaining in the U.S. beyond the time authorized
- Failing to apply for an extension of stay or transfer as required
- Failing to attend school or failing to complete a full course of study
- Working illegally
- Being convicted of an offense involving moral turpitude
- Failing to depart within 60 days of completion of studies
- Obtaining any form of U.S. Government assistance that would render the student a “public charge.”

**REQUIREMENTS FOR EMPLOYMENT**

U.S.C.I.S. regulations provide some opportunities for Canadian and international students to work. Working improperly or without authorization is a serious violation of your status. It is your responsibility to comply with all immigration regulations that apply to F-1 students.

**On-Campus Employment:**

Canadian and International students at Minot State are eligible to work on-campus, up to 18 hours during any given week, while classes are in session. Minot State University defines a work week as Sunday through Saturday. The 18 hour-per-week limit on employment applies to all types of on-campus employment (including Residence Hall Assistants), and 18 hours is not an average but a strict limit. When school is not in session (i.e. spring break, summer break, etc.) students are allowed to work 38 hours each week.

**Curricular Practical Training (CPT):**

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

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

**Optional Practical Training (OPT):**

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

**Volunteering:**

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

Please note that the information provided in this section is only an introduction to your responsibilities as an international student. For much more detailed information, refer to the International Student Orientation Manual provided by the Office of International Programs.
Thinking of Studying Abroad?
Stop by the Office of International Programs to learn more about the exciting opportunities to Explore the World with Minot State University!

1. Study Abroad gives you an opportunity to travel.
2. Expand your world view by experiencing new customs, holidays, foods, art, music and politics firsthand.
3. Learn a different language (and become fluent!).
4. Increase the value of your degree.
5. Enhance your employment opportunities.
6. It’s fun!

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

**Application Deadlines**
January 15 .......... fall semester & academic year
August 15 .......... spring semester
February 1 .......... summer

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

**Myths of Study Abroad**

**Myth #1: Studying Abroad is too expensive.** It’s actually very affordable! As a MSU student, financial aid goes with you! Also, many of our programs are “exchanges” meaning MSU tuition is paid here, and you study there.

**Myth #2: I won’t graduate on time if I study abroad.** Working with your advisors and planning ahead ensures smooth transfer and application of credit. Courses taken abroad can be applied to your major, minor, generals or electives. In addition, you can choose a duration that fits your academic schedule: year-long, semester or summer!

**Myth #3: You have to know another language.** There are many study abroad programs that require no prior foreign language instruction. Other programs require just one semester of a language before you depart. Our programs are open to students of all majors, and social sciences, business, humanities, and art students go abroad now more than ever. Though we strongly encourage language study as part of your overall education, there are plenty of options for those with no foreign language skills.

**Parking**

**Administration Building**
701-858-3318 • www.minotstateu.edu/parking/

The Parking Office is located in the atrium of the Student Center. Contact us at 701-858-3318 or via email at msu.parking@minotstateu.edu. Website Link: www.minotstateu.edu/parking/

**Enforcement Hours**
Monday – Friday 8 a.m. – 4:30 p.m.; 12 months per year

Minot State University allows students, faculty, and staff to operate vehicles on campus. Certain rules and procedures have been established. These regulations aim to insure the safety and orderliness of pedestrian and vehicle traffic. The links provided allow you to view our most current regulations online, fill out an appeal form, and find a parking map of the University.

http://www.minotstateu.edu/parking/

**APPEALS**
Please visit our website to access the appeal form: http://www.minotstateu.edu/parking/appeals.shtml

Parking Appeal forms can be picked up at The Parking office as well which is located in the Student Center.

**POWER Center**

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

The POWER Center helps students achieve academic, personal, and professional success. Services provided include: mentoring, tutoring, academic advising, career exploration, financial aid and budgeting education, and workshops to help promote better study skills, ward off test anxiety, and keep you motivated, involved and engaged. Funded by a TRiO Student Support Services grant 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:

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

To find out if you qualify for the POWER program, please fill out an application and return it to the POWER office.
What can the Registrar’s Office do for you?
• Process add/drop slips
• Assist with CampusConnection
• Process course overloads (19 or more credits)
• Verify enrollment, grades and degrees
• Post grades and degrees
• Issue official transcripts ($5.00 fee)
• Process transfer credits
• Process forms including student directory, and application for graduation
• Answer questions related to academic policies and procedures

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

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

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

Instructions for using web registration are available at www.minotstateu.edu/cc/cc_V9.shtml.

ADDING COURSES
How do I add a course?
Courses can be added using CampusConnection through the seventh day of a regular 16 week course in fall/spring and the fourth day of the summer session or 8-week course.

For detailed instructions on how to drop a course through CampusConnection go to the training materials web site at http://www.minotstateu.edu/cc/cc_V9.shtml.

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

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

How do I register for more than 18 credits?
Complete a course overload form and submit it to the Registrar’s Office. Advisor 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 CampusConnection 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 summer or 8-week session. For detailed instructions on how to drop a course through CampusConnection go to the training materials web site at http://www.minotstateu.edu/cc/cc_V9.shtml.

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

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

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

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

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

**How is my GPA (grade point average) calculated?**

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

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

**What is an Incomplete “I” grade?**

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

**When will final grades be available?**

Students may access their final grades through CampusConnection approximately one week following the close of the term.

Discrepancies on transcripts must be brought to the attention of the Registrar’s Office within one year of the term in question.

**What is the process to repeat a course for a better grade?**

Students may repeat courses taken at Minot State or those originally taken at another institution, but should be aware of the following guidelines:

- All courses must be repeated through MSU for an improved grade. Repeating a course at another institution will average both grades in GPA calculations. Both grades will be maintained on the student’s transcript. Transfer courses must be equated to MSU courses and must have been completed prior to enrolling at MSU to be eligible for the repeat policy.
- When repeating a course through MSU, the most recent grade will be included in GPA calculations.
- Courses that have been failed in a face-to-face format cannot be repeated via correspondence.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- Transcripts will automatically reflect repeated courses upon conclusion of a semester. Students are asked to contact the Registrar’s Office if they believe a repeated course has not been properly identified as a repeat on the transcript due to changes in course title or course numbering.

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

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

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

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

**What needs to be done to appeal a grade?**

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

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

Information is available and requests are submitted through the Registrar’s Office on the first floor of the Administration Building or at www.minotstateu.edu > Current Students > Registrar’s Office > Forms > Grades Appeals.
What happens if I have a poor GPA?

Every student is expected to maintain satisfactory academic progress. Visit www.catalog.minotstateu.edu/undergraduate.

For more information on grading options, academic reassessment, GPA’s, academic progress requirements and general information related to policies and procedures please review the 2015-16 undergraduate catalog.

GRADUATION REQUIREMENTS

GENERAL EDUCATION

What is General Education?

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

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

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

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

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

IMPORTANT TIPS FOR STUDENTS

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

Residence Life/Housing

Dakota Hall South Entrance
701-858-3363 • www.minotstateu.edu/life/

RESIDENCE HALLS

Each residence hall has lounge areas for recreation and entertaining, coin operated laundry facilities, and a small kitchen area for personal cooking. Unless otherwise noted, each room has two beds, a desk and shelving unit, a closet, and dresser drawers. Effective fall 2016 all residence halls are co-ed. Cook, Dakota and McCulloch are community style living while Lura and Crane are arranged in suites (two double rooms and a private bath per suite). Room and board rates range from $5,882 - $6,524* double occupancy with an unlimited dining plan. Single occupancy is available as space provides, based on a first come first served basis for an additional charge.

* Rental rates are subject to change, per action by the Board of Higher Education.

APARTMENTS

A $35.00 non-refundable deposit is required to have your name placed on the apartment waiting list. The first month's rent and $100.00 security deposit is required upon acceptance of the apartment assignment. Lease agreements are for the academic year. Additional summer lease agreements are available.

All apartments are tobacco free effective January 1, 2009.

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

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

Student Center

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

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

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

Student Development Center
Lura Manor, South Entrance
701-858-3371
Counseling Services: www.minotstateu.edu/counseling/
Disability Support Services: www.minotstateu.edu/disability_services
Testing Services: 701-858-4233

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

Welcome to counseling at MSU
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 up to capacity at school or work, inability to concentrate
- Physical, sexual, emotional abuse by others
- Thinking about suicide

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

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

- Psychiatric medication services available. Referrals must come from an MSU counselor.

Scheduling an appointment
Counseling Services is located at the Student Health and Development Center. Services are available during fall, spring, and summer semesters. The Center is open Monday through Friday from 8 a.m. to 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 one of the following: Nancy Mickelson at 701-858-3371; Lisa Eriksmoen, Director of Student Wellness and Development at 701-858-3374; or Kevin Harmon, Vice President for Student Affairs at 701-858-3299.

Community resources
The appropriate response to all campus mental health emergencies is dialing 911 (9-911 from campus phones). You may also call Counseling Services at the Student Health and Development Center, Monday through Friday from 8 a.m. to 4:30 p.m. After hours, calls will be answered by First Link. On call services are not available. For after hours care, the following community resources are available 24 hours a day.

- Emergency, fire, ambulance ...................................................911
- North Central Human Service Center (24 hour emergency) 857-8500
- Trinity Medical Center ......................................................857-5000
- Emergency Trauma Center ............................................857-5260
- Domestic Violence Crisis Center (after 5 or weekends) ......857-2200
- Multicultural Center ..........................................................852-2258
- Native American Cultural Center ........................................852-2258
- Student Development Center ..........................................852-2258
- Testing Services: 701-858-4233
- Disability Support Services: www.minotstateu.edu/disability_services
- Counseling Services: www.minotstateu.edu/counseling/
- Student Center .................................................................857-5000
- 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.

DISABILITY SUPPORT SERVICES
www.minotstateu.edu/disability_services
Disability Support Services is available to provide quality accommodations to “otherwise qualified” individuals with a disability at Minot State University.

It is the policy of Minot State University to respond to requests for reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29, U.S.C. 794) or Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132), which states in part, “no qualified individual with disabilities, by reason of such disability, be excluded from participation in
or denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Disability Support Services (DSS) functions

- Provide appropriate and reasonable accommodations for students with disabilities.
- Promote the philosophy of equal access and opportunity with all Minot State University administrators, faculty, staff, and students.
- Serve as a resource for faculty and staff on issues regarding disabilities.
- Refer eligible students with disabilities to academic support services (e.g., POWER Program).
- Encourage self-advocacy for students with disabilities to increase their independence and level of self-sufficiency.
- Make referrals to outside agencies when appropriate (e.g., Vocational Rehabilitation, Job Service).

Who qualifies?
To be eligible for disability-related services, an individual must have a documented disabling condition as defined by the Americans with Disabilities Act (ADA) 1990. Disabilities served include physical disabilities, hearing or visual impairments, speech and language impairments, learning disabilities (e.g., dyslexia, ADHD), or other health-related impairments qualify. An individual must have a physical or mental impairment that substantially limits one or more major life activities (e.g., learning).

How do you receive services?
A student with a disability must do the following:
- Self-disclose his or her disability at the DSS office
- Fill out the Student Information Sheet and Release of Information Form
- Provide documentation regarding his or her disability
- Request accommodations through DSS Office
- Discuss accommodation recommendations with their instructors in a private setting

Documentation
Acceptable documentation should include your most recent psychological evaluation, IEP (if applicable), or medical report from a physician that clearly states a diagnosis and makes suggestions for accommodations. An IEP alone is not sufficient documentation at the postsecondary level. Documentation is usually considered “current” if it is within the past three years, but the age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student’s request for accommodations. Documentation should be from an appropriate credentialed professional. The cost of obtaining documentation will be borne by the individual.

Access to accommodations
Some examples of accommodations may include note taker services, audio texts, reading of tests, scribes, extended time for tests, enlarging of printed text, and removal of physical barriers. To arrange for accommodations, you must contact the DSS Office.

Timelines
Both the request for the accommodation and the provision of the accommodation must be appropriate and timely. The DSS Office will address requests for accommodations in a timely manner, but the institution cannot guarantee the availability of appropriate accommodations without ample lead time to make preparations and/or investigate resources.

Faculty responsibilities
Our faculty and staff play a crucial role in the implementation of support services. The partnership between faculty, staff, and students creates equal access for learning.

To support them in this endeavor, faculty:
- Should direct students who declare a disability to the Coordinator of Disability Services in the DSS Office
- Should not solicit or review documentation of a disability
- Should understand that recommendations regarding accommodations are open for negotiation
- Should not discuss disability related information with a student or anyone else in a public setting
- Are encouraged to carefully consider what the essential components of the course are and provide that information on the syllabus
- Are encouraged to state course attendance policy and late policy on the syllabus

TESTING SERVICES
The Center serves as an administrative test center for ACT (American College Testing), LSAT (Law School Admission Test), MAT (Miller Analogy Test), SSAT (Secondary School Admission Test), GRE Subject exams, and various other graduate and professional examinations. Pre-registration and fees are required for most of the examinations. Some testing is likewise conducted for correspondence and online courses for a modest fee. Pre-registration and/or scheduling appointments are necessary due to a high volume of extended test time for students with disabilities.

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

The Minot State Student Government Association is the governing body for the students at Minot State University. It consists of 10 officers, and senators representing the academic colleges, residence halls, graduate school, and freshman class. The Student Government Association (SGA) is responsible for planning the various social activities around campus and requires input from all members. SGA is the chief law and policy making organization in the student body. Most aspects of change for the students must be brought before the Student Government Association Senate for approval. Much like our Federal Government our Student Government Association acts as a governing body for checks and balances for our student body.

At the beginning of every year the Student Government Association is required to hold an election for two freshmen. If any freshmen students are interested in running for a freshmen senator position, please stop by our office located in the Beaver Dam.
INTRAMURALS
Student Wellness Center—701-858-4084
There are many athletes recruited to play in various sports at universities, but for every student recruited, there are dozens of students who like playing sports but might not want the added pressure or responsibility of playing varsity sports. Intramurals gives all MSU students the opportunity to compete in a variety of different sports without the pressure of competing at a varsity level. MSU Intramurals provide at least three leagues which could include volleyball, flag football, basketball, and bowling. It also provides at least one tournament each semester which could be softball, dodge ball, or billiards. If you are interested in participating in intramurals or have any questions, please stop by the Student Wellness Center and visit with one of the staff.

Student Health Center
Lura Manor, South Entrance
701-858-3371 • www.minotstateu.edu/health

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

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

Professional staff
The Student Health Center is staffed by a healthcare provider and nurses with the support of the UND Center for Family Medicine residents. The healthcare 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 the UND Center for Family Medicine as indicated by the health care needs of the students.

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

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

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

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

Student Success Center
Student Center, 2nd floor
701-858-3362 • www.minotstateu.edu/center

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

The Student Success Center is responsible for the following areas –
Career Services, CONNECT (orientation/registration), Early Alert, and student programs and workshops.

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

The SSC staff provides assistance to students and alumni in defining career and employment goals and assist in their search for employment opportunities. In addition, the SSC staff offers guidance on job search strategies including resume preparation, cover letter writing, and interviewing techniques.

The office also coordinates activities such as on campus interviews, specialized class presentations and career workshops, an annual job fair and etiquette luncheon.

CONNECT (Orientation and Registration)
New Minot State University freshmen and transfer students are required to complete CONNECT (Orientation and Registration) prior to starting classes. To facilitate completion of this requirement, the campus holds CONNECT events during the summer, prior to fall semester, and again before the start of spring semester. These events will introduce students to the University through information sessions, campus tours, academic advising and will conclude with the student registering for classes. A virtual CONNECT option is available for distance education students. Information about CONNECT events are sent electronically to all students who have been admitted to the University.

STARFISH Early Alert
The STARFISH Early Alert program is designed to aid in the early detection of students who are doing poorly in class, chronically absent from class, or having other kinds of problems that affect academic performance.

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

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

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

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

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

1. Fill out an ‘Intent to Organize’ application with the Student Activities Coordinator.
2. Select an advisor and provide a roster of ten students members.
3. Create a mission statement and a constitution. A sample can be obtained from the Student Activities Coordinator.
4. Schedule a meeting the Student Welfare Committee for approval of the club constitution. At that time, it will also be determined whether your organization is eligible for funding.
5. Request a campus account from the Business Office.
6. Be active and engaged in the Minot State community!
<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Club Email</th>
<th>Advisor Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Club</td>
<td><a href="mailto:accounting.club@minotstateu.edu">accounting.club@minotstateu.edu</a></td>
<td>Carla Cabarle – Main 302G</td>
<td>3824</td>
</tr>
<tr>
<td>Adventure Club</td>
<td><a href="mailto:adventureclub@minotstateu.edu">adventureclub@minotstateu.edu</a></td>
<td>Karina Standee – Wellness Ctr. 2026</td>
<td>4078</td>
</tr>
<tr>
<td>African &amp; Caribbean Student Association</td>
<td><a href="mailto:ACSA@minotstateu.edu">ACSA@minotstateu.edu</a></td>
<td>Rick Watson – HH 302E</td>
<td>3014</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td><a href="mailto:ACS@minotstateu.edu">ACS@minotstateu.edu</a></td>
<td>Mikhail Bobylev – CM 329</td>
<td>3066</td>
</tr>
<tr>
<td>Arabic Club (Inactive)</td>
<td><a href="mailto:arabicclub@minotstateu.edu">arabicclub@minotstateu.edu</a></td>
<td>Ayman Alqsaem</td>
<td></td>
</tr>
<tr>
<td>Archery Club (Inactive)</td>
<td><a href="mailto:archeryclub@minotstateu.edu">archeryclub@minotstateu.edu</a></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Art Club</td>
<td><a href="mailto:artclub@minotstateu.edu">artclub@minotstateu.edu</a></td>
<td>Andrea Donovan – HH 140W</td>
<td>3819</td>
</tr>
<tr>
<td>Asia Club</td>
<td><a href="mailto:asioclub@minotstateu.edu">asioclub@minotstateu.edu</a></td>
<td>Dr. Matthew Eddy – OM</td>
<td>4087</td>
</tr>
<tr>
<td>Augite (Geology)</td>
<td><a href="mailto:augite@minotstateu.edu">augite@minotstateu.edu</a></td>
<td>Dr. John Webster – CM 121</td>
<td>3873</td>
</tr>
<tr>
<td>Band Club</td>
<td><a href="mailto:bandclub@minotstateu.edu">bandclub@minotstateu.edu</a></td>
<td>Devin Otto – OM 113</td>
<td>3189</td>
</tr>
<tr>
<td>Beavers on Business</td>
<td><a href="mailto:bob@minotstateu.edu">bob@minotstateu.edu</a></td>
<td>Dr. Jack Mrozik – Main 304</td>
<td>3110</td>
</tr>
<tr>
<td>Beta Theta Sorority</td>
<td><a href="mailto:betatheta@minotstateu.edu">betatheta@minotstateu.edu</a></td>
<td>Linda Benson – Admin, PLO</td>
<td>3199</td>
</tr>
<tr>
<td>Book Club, “The Spine”</td>
<td><a href="mailto:bookclub@minotstateu.edu">bookclub@minotstateu.edu</a></td>
<td>Patty Hunt – Library</td>
<td>3095</td>
</tr>
<tr>
<td>Campus Players (Drama)</td>
<td><a href="mailto:campusplayers@minotstateu.edu">campusplayers@minotstateu.edu</a></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Chi Alpha (Christian Fellowship)</td>
<td><a href="mailto:chialpha@minotstateu.edu">chialpha@minotstateu.edu</a></td>
<td>Gary Ross – Main 307A</td>
<td>3291</td>
</tr>
<tr>
<td>Club Biology</td>
<td><a href="mailto:clubbiology@minotstateu.edu">clubbiology@minotstateu.edu</a></td>
<td>Dr. Heidi Super – CM 217</td>
<td>3079</td>
</tr>
<tr>
<td>Community Dance Club</td>
<td><a href="mailto:danceclub@minotstateu.edu">danceclub@minotstateu.edu</a></td>
<td>Aili Smith – HH 134W</td>
<td>3865</td>
</tr>
<tr>
<td>Computer Science Club</td>
<td><a href="mailto:computerscienceclub@minotstateu.edu">computerscienceclub@minotstateu.edu</a></td>
<td>TBA – Model 307</td>
<td>3863</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td><a href="mailto:criminaljusticeclub@minotstateu.edu">criminaljusticeclub@minotstateu.edu</a></td>
<td>Melissa Speclchen – Mem 408</td>
<td>3465</td>
</tr>
<tr>
<td>CRU</td>
<td><a href="mailto:minotcru@minotstateu.edu">minotcru@minotstateu.edu</a></td>
<td>Jay Wuhld – Main 301C</td>
<td>3207</td>
</tr>
<tr>
<td>Dance/Cheer Team</td>
<td><a href="mailto:cheerquad@minotstateu.edu">cheerquad@minotstateu.edu</a></td>
<td>Rick Hedberg – Dome 236</td>
<td>3042</td>
</tr>
<tr>
<td>DECA</td>
<td><a href="mailto:deca@minotstateu.edu">deca@minotstateu.edu</a></td>
<td>Dr. Mehdi Hossain – Main 301H</td>
<td>3292</td>
</tr>
<tr>
<td>English Club/Sigma Tau Delta</td>
<td><a href="mailto:englishclub@minotstateu.edu">englishclub@minotstateu.edu</a></td>
<td>Margaret Sherve – HH 142W</td>
<td>4266</td>
</tr>
<tr>
<td>Entrepreneurship Club</td>
<td><a href="mailto:entrepreneur@minotstateu.edu">entrepreneur@minotstateu.edu</a></td>
<td>Chuck Barney – Main 310C</td>
<td>3019</td>
</tr>
<tr>
<td>Finance Club</td>
<td><a href="mailto:finance.club@minotstateu.edu">finance.club@minotstateu.edu</a></td>
<td>Jerry Sai – Main 315C</td>
<td>3289</td>
</tr>
<tr>
<td>French Club (Inactive)</td>
<td><a href="mailto:frenchclub@minotstateu.edu">frenchclub@minotstateu.edu</a></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Gaming Club</td>
<td><a href="mailto:gablingclub@minotstateu.edu">gablingclub@minotstateu.edu</a></td>
<td>Rick Heit – SC 309</td>
<td>4156</td>
</tr>
<tr>
<td>German Club</td>
<td><a href="mailto:germanclub@minotstateu.edu">germanclub@minotstateu.edu</a></td>
<td>Dr. Jean-Francois Mondon – HH 324W</td>
<td>3093</td>
</tr>
<tr>
<td>Honors Program &amp; Society</td>
<td><a href="mailto:honors@minotstateu.edu">honors@minotstateu.edu</a></td>
<td>Jessica Smestad – Model 108</td>
<td>3282</td>
</tr>
<tr>
<td>International Student Org.</td>
<td><a href="mailto:iso@minotstateu.edu">iso@minotstateu.edu</a></td>
<td>Elisabeth Sund – SC 2nd Floor</td>
<td>3348</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td><a href="mailto:intramurals@minotstateu.edu">intramurals@minotstateu.edu</a></td>
<td>Courtenay Corpe – Wellness Ctr</td>
<td>4082</td>
</tr>
<tr>
<td>Latter-day Saint Student Assoc.</td>
<td><a href="mailto:LDSSA@minotstateu.edu">LDSSA@minotstateu.edu</a></td>
<td>Stephen Banister – Library</td>
<td>3855</td>
</tr>
<tr>
<td>League of Legends Club</td>
<td><a href="mailto:leagueoflegendsclub@minotstateu.edu">leagueoflegendsclub@minotstateu.edu</a></td>
<td>Stephen Hayton – Model 310</td>
<td>3075</td>
</tr>
<tr>
<td>League of Social Sciences (History &amp; Sociology)</td>
<td><a href="mailto:LLSc@minotstateu.edu">LLSc@minotstateu.edu</a></td>
<td>Jynette Larshus – Main 201E</td>
<td>4324</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual</td>
<td></td>
<td>Jessica Smestad – Main 103</td>
<td>4039</td>
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<tr>
<td>Transgender, Supporters, and Questioning</td>
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<tr>
<td>Love Your Melon Crew</td>
<td><a href="mailto:lym@minotstateu.edu">lym@minotstateu.edu</a></td>
<td>Heather Lee – Memorial</td>
<td>4248</td>
</tr>
<tr>
<td>Lutheran Campus Ministry</td>
<td><a href="mailto:lcm@minotstateu.edu">lcm@minotstateu.edu</a></td>
<td>Christoph Schmidt – Wellness Ctr</td>
<td>4170</td>
</tr>
<tr>
<td>Mathematics Club</td>
<td><a href="mailto:mathclub@minotstateu.edu">mathclub@minotstateu.edu</a></td>
<td>Elaheh Gorgin – Model 311</td>
<td>3863</td>
</tr>
<tr>
<td>Media Ink (Broadcast, Journalism, PR)</td>
<td><a href="mailto:mediank@minotstateu.edu">mediank@minotstateu.edu</a></td>
<td>Audra Myerchin – HH 144W</td>
<td>4238</td>
</tr>
<tr>
<td>Men’s Club Hockey</td>
<td><a href="mailto:hockey@minotstateu.edu">hockey@minotstateu.edu</a></td>
<td>Lisa Eriksen – Student Health, Lura</td>
<td>3347</td>
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<tr>
<td>Men’s Club Soccer (Inactive)</td>
<td><a href="mailto:clubsoccer@minotstateu.edu">clubsoccer@minotstateu.edu</a></td>
<td>Warren Gamas – Swain 218L</td>
<td>3575</td>
</tr>
<tr>
<td>MSCOPE (Phys. Ed., Corp. Fit.)</td>
<td><a href="mailto:msc@minotstateu.edu">msc@minotstateu.edu</a></td>
<td>Dr. Terry Eckmann – Main 201C</td>
<td>3155</td>
</tr>
<tr>
<td>MSU Inklings (Creative Writing)</td>
<td><a href="mailto:msuirklings@minotstateu.edu">msuirklings@minotstateu.edu</a></td>
<td>Nicole Thomas-Arens – HH141W</td>
<td>3245</td>
</tr>
<tr>
<td>Mu Sigma Tau Fraternity</td>
<td><a href="mailto:musigmatu@minotstateu.edu">musigmatu@minotstateu.edu</a></td>
<td>Tom Froelich – Mem 104F</td>
<td>3059</td>
</tr>
<tr>
<td>National Association for Music Educators</td>
<td><a href="mailto:nafme@minotstateu.edu">nafme@minotstateu.edu</a></td>
<td>Rebecca Petrak – Main 126</td>
<td>3837</td>
</tr>
<tr>
<td>National Student Speech Language &amp; Hearing (NSSLHA)</td>
<td><a href="mailto:nsslha@minotstateu.edu">nsslha@minotstateu.edu</a></td>
<td>Lesley Magnis – Mem 104K</td>
<td>3092</td>
</tr>
<tr>
<td>Native American Cultural Awareness Club</td>
<td><a href="mailto:nacc@minotstateu.edu">nacc@minotstateu.edu</a></td>
<td>Annette Mennem – SC 305</td>
<td>3365</td>
</tr>
<tr>
<td>Nursing Students Assn.</td>
<td><a href="mailto:nsa@minotstateu.edu">nsa@minotstateu.edu</a></td>
<td>Connie Geyer – Memorial 328</td>
<td>4161</td>
</tr>
<tr>
<td>Organization of Athletic Trainers (OATS)</td>
<td><a href="mailto:oaths@minotstateu.edu">oaths@minotstateu.edu</a></td>
<td>Heather Golly – Swain 108E</td>
<td>3276</td>
</tr>
<tr>
<td>Pacesetters (Christian) Percussive Arts Club</td>
<td><a href="mailto:pacesetters@minotstateu.edu">pacesetters@minotstateu.edu</a></td>
<td>Avis Veikley – Hartnett 234</td>
<td>3264</td>
</tr>
<tr>
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<tr>
<td>Club/Organization</td>
<td>Club Email</td>
<td>Advisor Information</td>
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*Note: The phone numbers may not be accurate and should be verified.*
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.

Class Attendance Policy

CLASS ATTENDANCE

Class Attendance

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

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

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

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

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

As a courtesy to students and faculty, the Student Health and Development 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
- Jury Duty
- Military Duties
- Family illness

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

Communications Proficiency Policy

Implementation of SBHE Policy 609

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

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

If the instructor believes that the instructor’s response does not remedy the concern, the student can appeal the instructor’s decision within 14 days to the college dean who oversees the college in which the instructor works. The student should put his/her concerns in writing and discuss those concerns with the dean. The college dean will 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 dean’s review and decision. The decision of the Student Rights Committee shall be considered final.

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

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

History: April 2006

Computing Policy and Procedures

1901.2 Computer and Network Usage

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1. DEFINITIONS

Authorized use:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

User: See Authorized User(s)

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

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

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

2.3 Freedom from harassment and undesired information
All members of the campus community have the right not to be harassed by computer or network usage of others (see 3.1.3).

2.4. Appeals of sanctions
Individuals may appeal any sanctions according to the process defined for their Institution.

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

Users are responsible to all other members of the campus community in many ways. These include the responsibility to:

- respect and value the right of privacy;
- recognize and respect the diversity of the population and opinion in the community, and;
- comply with NDUS and Institution policy and all laws and contracts regarding the use of information that is the property of others.

3.1.1 Privacy of information

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

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

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

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

3.1.2 Intellectual property

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

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

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

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

3.1.3 Harassment

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

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

3.2. Responsible use of resources

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

3.3. Information integrity

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

3.4. Use of personally managed systems

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

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

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

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

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

All unnecessary software and services should be disabled.

Any device configured as a server must be registered with the campus IT department.
The NDUS CIO is authorized to develop and publish standards for the NDUS institutions. The NDUS Server Information Technology Security Standard further defines NDUS and institution server standards and security responsibilities.

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

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

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

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

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

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

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

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

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

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

3.5.4 Termination of access
When an authorized user changes status (e.g., terminates employment, graduates, retires, changes positions or responsibilities within the Institution, etc.), the user must coordinate with the unit responsible for initiating that change in status to ensure that access authoriza-

4.1. Control of access to information
NDUS and NDUS institutions may control access to their information and the devices on which it is stored, manipulated, and transmit-
Section 4: Policies

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

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

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

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

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

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

4.5 Suspension of individual privileges
NDUS and Institutions operating computers and networks may suspend computer and network privileges of a user:

- to protect the integrity, security or functionality of the Institution or NDUS and/or their resources or to protect the Institution or NDUS from liability;
- to protect the safety or well-being of members of the community, or
- upon receipt of a legally served directive of appropriate law enforcement agencies or others.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**5.7 Privacy of records**
Campus access to student computer records will be governed by existing campus records policies. Generally, student records, including computer records, fall under the Family Educational Rights and Privacy Act of 1974 (FERPA). The computer records of a student are educational records and cannot be released without written consent from the student except as elsewhere defined by institutional policy or state or federal law. The institution’s response to subpoenas for student records will be carried out as defined by the institution and state or federal law.

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

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

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

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

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

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

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

Appropriate efforts must be taken to ensure data integrity, confidentiality and availability.

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

6.1. **Investigative contact**
If anyone is contacted by a representative from an external law enforcement organization (District Attorney’s Office, FBI, ISP security officials, etc.) that is conducting an investigation of an alleged violation involving NDUS or Institution computing and networking resources, they must inform the Institution’s Information Technology Security Officer and the NDUS Information Technology Security Officer.
6.2. Responding to security and abuse incidents
All authorized users are stakeholders and share a measure of responsibility in intrusion detection, prevention, and response. In the NDUS, the HECN has been delegated the authority to enforce information security policies and is charged with:

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

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

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

Take immediate steps as necessary to ensure the safety and well being of information resources. For example, if warranted, a system administrator should be contacted to temporarily disable any offending or apparently compromised computer accounts, or to temporarily disconnect or block offending computers from the network (see section 4.5, 4.6 and 4.7).

Make appropriate reports on any discovered unauthorized access attempts or other improper usage of institution or NDUS computing and networking resources.

Ensure that the following people are notified: (1) The administrator of the computer, if known. (2) If appropriate, the campus Information Technology Security Officer or the campus IT Department.

6.3. First and minor incident
Minor infractions of these policies are generally resolved informally by the unit administering the accounts or network in conjunction with the Campus Information Technology Security Officer. Minor infractions are those in which the impact on the computer or network resource is minimal and limited to the local network. Resolution of the infraction will include referral to the Code of Student Life, staff or faculty handbooks, or other resources for self-education about appropriate use. In the case of students, a copy of the resolution will be sent to the Campus Judicial Officer.

6.4. Subsequent and/or major violations
Repeated minor infractions or more serious misconduct may result in immediate loss of computer access privileges or the temporary or permanent modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computing facilities, attempts to steal passwords or data, unauthorized use, distribution or copying of licensed software, or other copyrighted materials, use of another's account, harassment or threatening behavior, or crashing the system. Policy violators will be referred by the campus Information Technology Security Officer to the Campus Judicial Officer for further action.

6.5. Range of disciplinary sanctions
Users who violate this policy are subject to the full range of sanctions, including the loss of computer or network access privileges, disciplinary action, dismissal from the institution, and legal action. Use that is judged excessive, wasteful, or unauthorized may result in denial of access to computing and networking resources and may subject the user to appropriate disciplinary and/or legal procedures. Any offense which violates local, state, or federal laws may result in the immediate loss of all computing and networking resource privileges and will be referred to appropriate college or university offices and/or law enforcement authorities.

6.6. Appeals
Notice of violations and appeals of decisions will follow campus procedures.

History:
Chancellor's Cabinet Meeting, June 2001
Chancellor's Cabinet Meeting, January 2003
Chancellor's Cabinet Meeting, April 16, 2003
Chancellor's Cabinet Meeting, November 2, 2005.

MSU Social Networks Policy 1.2
What's your virtual etiquette?
If you don't want your mom or your boss to see it, don't post it.
Facebook, MySpace, and a host of other virtual network communities are changing the fabric of Internet communication. Below is a top-ten list of comments from students who use Facebook religiously. The comments reflect on how they view some students' profiles and their online behavior.

The students represent a cross section from the universities across the nation.

1. Do not put up pictures of yourself shirtless, in your fruit of the looms, in your tiniest bikini, sexy lingerie, or buck naked and mooning the camera. Is this the way you really want to present yourself to others? Your online photo makes an important statement about you. The old adage of "a picture is worth a thousand words" holds a lot of truth in the way you present yourself to the public.
2. Do not put up pictures of yourself drinking, doing drugs, or doing something illegal. The same goes for bragging online about your drinking, bingeing, or smoking habits, or how many times you've hooked up. People develop opinions of the type of person you really are. Think carefully about how people might perceive you. What type of reputation do you want to build for yourself? How will this affect you if you are trying to get a really great job or internship? Law enforcement agencies can also use this information when investigating a potential crime.
3. Don't forget to insert a picture of yourself. The same goes if you put up a picture of your favorite actor/actress, or world federation wrestling star as your main profile picture. Others really do want to know what you look like. Put your best self forward. If you don't own a digital camera, ask a friend who owns one to take a picture of you, or scan in one of your favorites.
4. Do not try to "friend" the entire campus. Yeah, it may be cool to have 2,516 friends on your wall, but do you really know who they are? Be choosey in who you add to your wall.
5. Don't contact someone unless you are serious about getting to know them.
6. Be careful what you say. What you say in the cyber world stays in the cyber world for all to see. It can also end up in print. The Internet is a public domain, nothing is truly private.
7. Do not dedicate your Facebook to your boyfriend/girlfriend. No one wants to hear sappy confessions of undying love for someone you've only dated a few weeks. Furthermore, what happens if and when the relationship is over?
8. Don't overdose on the quotes section. It's corny and most often people don't care which quotes you like the best. Only put up a few that have significant meaning for you.
9. Never include "Whatever I can get" in your dating status. That makes you look desperate, and the least thing you want to look is desperate.
10. Just because you deleted the nasty pictures or your boastful drinking conquests from your profile doesn’t mean that they are gone from the prying eyes of the Internet. The Internet is notorious for caching; that is, even if you delete information, it can still be found because it has been saved or stored online somewhere, and when someone “Googles” your name, it shows up like the green fuzz on moldy bread.

Minot State University statement on the use of virtual social networks
Minot State University acknowledges that social networking Web sites (i.e., Bebo, Facebook, LiveJournal, MySpace, Xanga, XuQa) and blogs can provide a positive outlet to develop connections with others and maintain contact with friends or colleagues from a distance. When used correctly and with caution, they can be wonderful tools. If used carelessly, they can result in negative consequences or even make individuals target(s) for people who prey on the unsuspecting.

Members of the University community (students, faculty, and staff) are urged to use discretion and caution when creating and updating their profile information. Remember that what is posted online is accessible to anyone, literally around the world, including employers, university officials, and law enforcement agencies. Think carefully about posting personal information such as address, birth date, class schedule, or work hours, and pictures that create a negative image of you. Monitor your information closely and frequently to ensure the things posted by you, or by others about you, are contributing to your personal and professional success.

MSU IT Policy 1.3
Important Information Regarding Copyright Infringement
This information is being shared with you relative to the actions of the Recording Industry Association of America’s (RIAA) efforts to deter copyright infringement. Recently, RIAA stepped up its actions against individuals who illegally share copyright-protected music. The method they are using is to send “settlement letters” to institutions of higher education and other Internet service providers. These “settlement letters” must then be forwarded to those individuals alleged to have infringed on RIAA copyrights, in accordance with the Digital Millennium Copyright Act (DMCA). In the letter, should you receive one, you will be asked to pay a fine for any illegal activity in lieu of risking a lawsuit. The University will not give any legal advice regarding these letters and this letter should not be considered legal advice. Anyone who receives a letter is wholly responsible to respond to the letter and may want to seek appropriate legal advice before responding. As campus network resource users, you need to be aware that you are personally responsible for any copyright infringement originating from your personal or campus computer.

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

Drug Free Campus Policy
1. Minot State University recognizes the serious problems created by the use and abuse of alcohol and other drugs. In response to this awareness, Minot State University is committed to:
   • establish and enforce clear campus policies regarding the use of alcohol and other drugs
   • educate members of the campus community for the purpose of preventing alcohol and other drug abuse

   • create a campus environment that promotes the individual’s responsibility to himself/herself and to the campus community
   • provide resources through counseling and referral services for students who experience alcohol and/or drug problems.

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

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

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

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

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

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

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

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

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

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

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

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

ALCOHOL
1. The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages.
2. It is illegal to give or sell alcohol to an individual under the age of 21.
3. It is illegal to have an open container of alcohol in any vehicle.
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 (.08 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.

DUI
Driving Under the Influence (DUI)
Under the current law, if you are stopped for Driving Under the Influence, the arresting officer can take your operator’s license ON THE SPOT!

1. What happens if I am convicted of Driving under the Influence?
If your BAC is .08 percent or more, you face the following fines and penalties if convicted:

1st Offense
- Class B misdemeanor
- $500 fine if below .16
- Two days imprisonment and $750 fine if .16 or greater
- Addiction evaluation
- 91 day suspension if below .18
- 180 day suspension if .18 or greater

2nd Offense in Seven Years
- Class B misdemeanor
- Ten days imprisonment and $1,500 fine
- Addiction evaluation
- One year in the 24/7 program
- 365 day suspension if below .18
- Two year suspension if .18 or greater

3rd Offense in Seven Years
- Class A misdemeanor
- 120 days imprisonment and $2,000 fine
- Addiction evaluation
- One year supervised probation
- One year in the 24/7 program
- Two year suspension if below .18
- Three year suspension if .18 or greater

4th and Subsequent Offenses
- Class C felony
- One year and one day imprisonment and $2,000 fine
- Addiction evaluation
- Two years supervised probation
- Two years in the 24/7 program

A first offense DUI with a minor in the vehicle is up to one year imprisonment and/or a $2,000 fine. If an individual has a previous conviction for a violation of section 39-08-01.4, it is a Class C Felony.

Refusal to submit to blood, breath, urine or on-site test is a crime and will result in a minimum of 180 days up to three years revocation of driving privileges.

An addiction evaluation is required for all classifications of DUI’s. Upon completion, the court will notify the state of the successful completion of the program. Failure to do so will postpone and prevent the reinstatement of one’s driver’s license.
North Dakota acknowledges DUI convictions and the suspension of driver licenses from other states regardless of that state’s specification of laws.

You may be eligible for a work permit after 30 days of your suspension period has passed for only a first offense DUI in 7 years. Before the North Dakota DMV will reinstate your license following your suspension period or issue you a work permit you will be required to show proof of financial responsibility in the form of a North Dakota SR22 insurance policy that meets the states minimum auto insurance liability coverage limits

2. What Happens if You Cause Serious Injury or Death
If you are convicted of Criminal Vehicular Injury you will receive up to five years imprisonment.

If you are convicted of Criminal Vehicular Homicide you will receive up to 20 years imprisonment.

3. 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 percent or more, your annual car insurance rates could double or even triple.

DRUGS

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

To possess:
Maximum penalty: Class C Felony, for which a maximum penalty of five years imprisonment, a fine of $5,000, or both, may be imposed.

To manufacture, sell, deliver (or have intent):
Maximum penalty: Class A felony, for which a maximum penalty of twenty years imprisonment, a fine of $10,000, or both, may be imposed for narcotics. Class B felony, for which a maximum penalty of ten years imprisonment, a fine of $10,000, or both, may be imposed for other Schedule I drugs.

2. Schedule II: Morphine, Demetor, Codeine, Percodan, Fen-tanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines, and other opium and opium extracts and narcotics.

To Possess:
Maximum penalty: Class C Felony, for which a maximum penalty of five years imprisonment, a fine of $5,000, or both, may be imposed.

To manufacture, sell, deliver (or have intent):
Maximum penalty: Class A felony, for which a maximum penalty of twenty years imprisonment, a fine of $10,000, or both, may be imposed for narcotics. Class B felony, for which a maximum penalty of ten years imprisonment, a fine of $10,000, or both, may be imposed for other Schedule II drugs.

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

To possess:
Maximum penalty: Class C felony, for which a maximum penalty of five years imprisonment, a fine of $5,000, or both, may be imposed.

To manufacture, sell, deliver (or have intent):
Maximum penalty: Class B felony, for which a maximum penalty of ten years imprisonment, a fine of $10,000, or both, may be imposed.


To possess:
Maximum penalty: Class C felony, for which a maximum penalty of five years imprisonment, a fine of $5,000, or both, may be imposed.

5. 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:
Maximum penalty: Class C felony, for which a maximum penalty of five years imprisonment, a fine of $5,000, or both, may be imposed.

To manufacture, sell, deliver (or have intent):
Maximum penalty: Class A misdemeanor, for which a maximum penalty of one-year imprisonment, a fine of one thousand dollars, or both may be imposed.


To possess:
Maximum penalty: Class A felony, (100 lbs for more), for which a maximum penalty of twenty years imprisonment, a fine of $10,000, or both, may be imposed.

Except for: Possession of one ounce or less is a Class B felony, for which a maximum penalty of ten years imprisonment, a fine of $10,000, or both, may be imposed. Possession of 1/2 to one ounce is a Class A misdemeanor for which a maximum penalty of one year imprisonment, a fine of $2,000, or both, may be imposed. Possession of less than 1/2 ounce is a Class B misdemeanor for which a maximum penalty of 30 days imprisonment, a fine of $1,000, or both may be imposed. This increases to a Class A misdemeanor if in possession while operating a motor vehicle; it is automatically a Class A misdemeanor.

To manufacture, sell, deliver (or have intent):
Maximum penalty: Class B felony, for which a maximum penalty of ten years imprisonment, a fine of $10,000, or both, may be imposed.
III. Health Risks
EFFECTS OF ALCOHOL ABUSE:

1. Physical Effects
   a. Increased heart rate and skin temperature.
   b. Loss of simple muscle control leading to slurred speech, poor coordination, etc.
   c. Hangover miseries, fatigue, nausea, headache, etc.
2. Mental Effects
   a. Impaired judgment of space, time, consequences.
   b. Impaired thinking and reasoning process, poor concentration.
   c. Loss of inhibitions: exaggerated feelings of anger, fear, anxiety, etc.

Heavy drinking or frequent drinking to intoxication over an extended period can have serious consequences such as:
1. Alcoholism
2. Damage to brain cells
3. Malnutrition
4. Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancers of the liver, mouth, throat and stomach
5. Degeneration of muscle and bone
6. Blackouts, memory loss
7. Hallucinations
8. Poor concentration
9. Personality disorders and increased tension, anger, isolation.
10. DTs or delirium tremens, shaking and hallucinations due to withdrawal from alcohol

EFFECTS OF DRUGS

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, methamphetamines, 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 GHB; and 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.

COCAINE
Brief Description: A powerfully addictive drug that is snorted, sniffed, injected, or smoked. Crack is cocaine that has been processed from cocaine hydrochloride to a free base for smoking.
Street Names: Coke, snow, flake, blow, and many others.
Effects: A powerfully addictive drug, cocaine usually makes the user feel euphoric and energetic. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

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

HEROIN
Brief Description: An addictive drug that is processed from morphine and usually appears as a white or brown powder.
Street Names: Smack, H, ska, junk, and many others.
Effects: Short-term effects include a surge of euphoria followed by alternately wakeful and drowsy states and cloudy mental functioning. Associated with fatal overdose and particularly in users who inject the drug-infectious diseases such as HIV/AIDS and hepatitis.
Statistics and Trends: In 2006, 560,000 Americans age 12 and older had abused heroin at least once in the year prior to being surveyed.
The NIDA-funded 2007 Monitoring the Future Study showed that 0.8% of 8th graders, 0.8% of 10th graders, and 0.9% of 12th graders had abused heroin at least once in the year prior to being surveyed.

INHALENTS
Brief Description: Breathable chemical vapors that users intentionally inhale because of the chemicals’ mind-altering effects. The substances inhaled are often common household products that contain volatile solvents or aerosols.
Street Names: Whippets, poppers, snappers.
Effects: Most inhalants produce a rapid high that resembles alcohol intoxication. If sufficient amounts are inhaled, nearly all solvents and gases produce a loss of sensation, and even unconsciousness.
Statistics and Trends: The NIDA-funded 2007 Monitoring the Future Study showed that 8.3% of 8th graders, 6.6% of 10th graders, and 3.7% of 12th graders had abused inhalants at least once in the year prior to being surveyed.

LSD (ACID)
Brief Description: One of the strongest mood-changing drugs. It is sold as tablets, capsules, liquid, or on absorbent paper.
Street Names: Acid, blotter, and many others.
Effects: Unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.
Statistics and Trends: In 2006, 666,000 Americans age 12 and older had abused LSD at least once in the year prior to being surveyed.
MARIJUANA

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

**Street Names:** Pot, ganja, 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.

**Source:** National Survey on Drug Use and Health; http://www.samhsa.gov/. The NIDA-funded 2007 Monitoring the Future Study showed that 10.3% of 8th graders, 24.6% of 10th graders, and 31.7% of 12th graders had abused marijuana at least once in the year prior to being surveyed.

MDMA (ECSTASY)

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

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

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

**Statistics and Trends:** In 2006, 2.1 million Americans age 12 and older had abused MDMA at least once in the year prior to being surveyed.

**Source:** National Survey on Drug Use and Health; http://www.samhsa.gov/. The NIDA-funded 2007 Monitoring the Future Study showed that 1.5% of 8th graders, 3.5% of 10th graders, and 4.5% of 12th graders had abused MDMA at least once in the year prior to being surveyed.

METHAMPHETAMINE

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

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

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

**Statistics and Trends:** In 2006, 1.9 million Americans age 12 and older had abused methamphetamine at least once in the year prior to being surveyed.

**Source:** National Survey on Drug Use and Health; http://www.samhsa.gov/. 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.

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.

**Source:** National Survey on Drug Use and Health; http://www.samhsa.gov/. 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. **Source:** National Survey on Drug Use and Health; [http://www.samhsa.gov/](http://www.samhsa.gov/). 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. **Source:** Monitoring the Future [http://www.monitoringthefuture.org/](http://www.monitoringthefuture.org/).

**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. **Source:** Monitoring the Future [http://www.monitoringthefuture.org/](http://www.monitoringthefuture.org/).

**IV. Where to Turn For Help**

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

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

**AL–ANON**
839-6091 or 838-2737
700 16th Ave SW
515 5th Ave NW
Minot, ND 58701

**ALCOHOLICS ANONYMOUS—515 CLUB**
838-2740
515 5th Ave NW
Minot, ND 58701

**ALCOHOLICS ANONYMOUS—700 CLUB**
839-6091
700 16th Ave SW
Minot, ND 58701

**ALCOHOL EDUCATION/ALCOHOLIC COUNSELING**
857-8500
North Central Human Service Center
1015 S. Broadway, Suite 18
Minot, ND 58701

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

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

**PSYCHOLOGICAL SERVICES**
852-9113
600 22nd Ave NW
Minot, ND 58701

**TRINITY MENTAL HEALTH SERVICES**
857-5998
1900 8th Ave SE
Minot, ND 58701

**VILLAGE FAMILY SERVICES**
852-3328
20 1st St SW
Minot, ND 58701

**V. Violation Sanctions for Students**

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

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

2. **WITHHOLDING TRANSCRIPTS AND GRADES** — is a refusal by the university to provide transcripts and grades to the student, to other institutions, to employers and to other agencies.

3. **A 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. **A WARNING** — is a discussion of misconduct which becomes a matter of at least temporary record.
5. **PROBATION** — indicates that continued enrollment is conditional upon good behavior during a specified period. It is a matter of temporary record and may include specific restriction of activity.

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

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

**Federal Student Financial Aid Penalties for Drug Law Violations**

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

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

**Financial Aid Office Policies**

Federal regulations require schools participating in federal financial aid programs to establish, publish, and apply reasonable standards for measuring whether a student has maintained Satisfactory Academic Progress (SAP) in his or her course of study. SAP regulations apply to all terms including summer, and all students (those with or without federal financial aid). SAP will be evaluated at the end of each term (fall, spring, and summer). Students who fail to meet these minimum standards will be ineligible for federal financial assistance until eligibility has been reestablished.

**SAP STANDARDS**

1. **Grade Point Average (GPA)**
   - Undergraduate students must achieve a 2.0 or higher cumulative grade point average by the end of their fourth semester of attendance. All other students must meet the University’s minimum academic standards.

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**
   - All students are required to complete their degree within 150% of the published number of credits needed to complete their program of study. This total includes all attempted credit coursework at MSU and all transfer work from other schools, regardless of any change in program, and whether or not the student received federal financial aid during part or all of his/her coursework. 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.

**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 http://www.minotstateu.edu/finaid/.
   - The appeal must include the completed appeal form, letter of explanation, plan of study, and appropriate documentation of extenuating circumstances.
   - Appeals are reviewed by the Financial Aid Office and the results are communicated to the student through their campus email within one week of receipt of all required documentation.

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

**RETURN OF TITLE IV FUNDS POLICY**

Students who withdraw from school and who 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
received all F's, I's, or U's.

Financial Aid Disqualification following the term in which they
in the letter. Students who unofficially withdraw will be placed on
of the federal financial aid they received for the semester and a
student of their obligation to repay MSU for the unearned portion
be mailed to the student at the time of calculation notifying the
the responsibility of the student to repay to MSU. A letter will
programs. All unearned financial aid funds to be returned will be
of Title IV funds calculation will be completed to determine the
Based on the determined unofficial withdrawal date, a Return
of Title IV funds calculation will be completed to determine the
numbers and types of federal financial aid to be returned and
MSU will return the unearned Title IV funds to the Federal Aid
All unearned financial aid funds to be returned will be
the responsibility of the student to repay to MSU. A letter will
be mailed to the student at the time of calculation notifying the
student of their obligation to repay MSU for the unearned portion
of the federal financial aid they received for the semester and a
point of contact from the MSU 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.

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 semes-
ter (fall, spring or summer term), MSU 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, MSU 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
MSU 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 MSU. A letter will
be mailed to the student at the time of calculation notifying the
student of their obligation to repay MSU for the unearned portion
of the federal financial aid they received for the semester and a
point of contact from the MSU 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 MSU Barnes & Noble Bookstore
or through the Bookstore website one business day after enrolling
and accepting financial aid, beginning 3 business days prior to the
beginning of the semester through the end of the 100% refund
period for full 16 week courses for Fall and Spring semester and
through the end of the 100% refund period for the standard 8
week semester for Summer semester courses. Students may opt out
of this option to charge books and supplies at the MSU Barnes
& Noble Bookstore by purchasing books and supplies elsewhere
utilizing their own resources.

Students who charge books and supplies who do not receive
enough total financial aid to pay the full amount of charges due
to MSU for the semester must pay any remaining balance by the
standard fee payment deadline each semester.

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

APPEAL PROCESS
A student with special circumstances may appeal his or her finan-
cial aid status by submitting documentation explaining and verify-
ning the special circumstance to the Financial Aid Office.

ACCESS TO RECORDS
Files containing information regarding individual students are
not open to the general public under the provisions of the Family

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

To promote student success, Minot State University requires under-
graduate students who have earned fewer than 24 semester hours and
are under 20 years of age prior to the first day of the current semester,
to live on campus and purchase a meal plan selected from a number
of nutritious options including the new Sandellas and Starbucks
dining experiences. Our residence hall and dining programs will help
students meet other students, grow as a person, enjoy residential life,
and have the experience of a lifetime on campus.
Missing Student Policy

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

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

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

Student Notification of This Policy
- Included on the MSU Housing office website.
- Discussed at initial semester Housing meetings.
- Included in the annual Campus Security Report.
- Sent to students by university email.
- Included in the annual paper version of the Student Handbook.

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

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

Rights to Privacy
Restricted Directory
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 MSU Registrar’s Office or completing the Student Rights to Privacy form at the Registrar’s Office Web site (http://www.minotstateu.edu/records/forms/privacy.pdf). Failure to notify the Registrar’s Office as outlined above indicates implied consent to release directory information. Minot State University has identified the following as directory information:
- Name, campus address, home address, telephone listing, and campus email address;
- Photograph;
- Gender and marital status;
- Name and address of parent(s);
• Student’s major(s) and the department, division, and college in which the student is enrolled;
• Classification as a first-year student (freshman), sophomore, junior, senior, graduate student, or special student;
• Enrollment Status: half-time, part-time, or full-time;
• Participation in officially recognized activities and sports;
• Weight and height of athletic team members;
• Dates of attendance at Minot State University;
• Degrees and awards received, including selection to the President's Honor Roll, honorary organizations, and graduation with honors;
• Grade point average (available to campus professional and social organizations);
• The most recent previous educational agency or institution attended by the student.

Annual Notification of 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 will notify the student of the decision and advise the student of his/her right to a hearing regarding 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. Examples of a school official may include a person—
   a.) employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
   b.) or company with whom the University has contracted, e.g., attorney, auditor, collection agency;
   c.) serving on an institutional governing board;
   d.) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. A school official is defined as 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. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to refuse to permit the designation of all of the following categories of personally identifiable information as “directory information.”

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minot State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington DC 20202-4605

If a student wishes to release information to specific individuals/parties, they must complete a “Consent to Release Form” which can be found on the MSU website at http://www.minotstateu.edu/busoffic/student_pdf/consent_release_info.pdf

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection at the following campus locations:
• Library
• Director of Residence Life
• Student Success Center
• V.P. of Student Affairs
• Academic Department Offices
• Registrar’s Office
• Student Government Association
• Student Health and Development Center
Policy on Sexual Assault

Minot State University’s commitment to students and employees is to provide a campus free from all forms of sexual assault and sexual harassment. This behavior will not be tolerated.

Definition:
In accordance with the ND Century Code 12.1-20-07/03 and MSU, sexual assault and gross sexual imposition is any sexual act or sexual contact performed upon one person by another to which one person does not or cannot consent. Consent is defined as speech or conduct indicating freely given agreement to participate in sexual activity. Silence or the use of alcohol/drugs are NOT an indication of consent. Minot State University prohibits any behavior (sexual acts/contacts) which:
1. Compels the victim to submit to force or by threat of force.
2. Impairs the victims power to appraise or control his or her conduct by administering the use of intoxicants.
3. The victim is unaware that a sexual act/contact is being committed upon him or her. For example: a state of intoxication due to alcohol or drug use; loss of consciousness; lack of knowledge that the act in question is sexual assault.
4. The victim is less than fifteen years old.
5. Knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders him or her incapable of understanding the nature of his or her conduct.

Reporting:
Sexual assault victims may contact various individuals, department, and agencies for assistance. Information will be confidential unless consent is given.

Minot City Police Department ............911 or 852-0111 .......... 24 hours a day
Campus Security ................................858-4357 ............... 24 hours a day
Vice President for Student Affairs Administration ........................................ 858-3299 ............... 8 a.m.–4:30 p.m. M–F
Student Health and Development Center Lura Manor ........................................ 858-3371 .............. 8 a.m.–4:30 p.m. M–F
Director of Residence Life Dakota Hall ........................................ 858-3363 .............. 8 a.m.–4:30 p.m. M–F
*Residence Hall Director See Hall Directory 24 hours a day
*Residence Assistant See Hall Directory 24 hours a day
North Central Human Service Center..857-8500 24 hours a day
Domestic Violence Crisis Center........852-2258
Crisis Line ........................................ 857-2000 ............... 24 hours a day
Rape Crisis ........................................ 857-8500 ............... 24 hours a day
Legal Assistance of ND .................852-3870 ............... 24 hours a day
Trinity Medical Center ..................857-5000 ............... 24 hours a day
*Residence Hall staff report to the Director of Residence Life.

Procedure
A. Obtain medical care and help as soon as possible after the sexual assault whether or not you choose to report to the police.

Key Points
A. Take a change of clothing to the hospital if possible.
1. Do not bathe, douche, brush teeth, use mouthwash or change clothes before getting medical attention in order to avoid elimination of evidence.
2. Medical treatment will assist in dealing with any concerns about pregnancy and sexually transmitted diseases.

B. North Dakota’s mandatory reporting law requires hospitals to report crimes of sexual assault to the police.

C. North Dakota Crime Victims Reparation Act
1. May cover emergency room costs if you do not have public or private medical insurance. If approved, may also be reimbursed for out of pocket medical expenses, loss of earnings, and psychological counseling.

D. Seek professional counseling either on campus or through an off-campus agency.

C. North Dakota Crime Victims Reparation Act
1. To be eligible you must report the crime within 72 hours, cooperate with the investigation, and fill out an application within 1 year of the crime. You MUST NOT have consented to, provoked, or incited the crime, or been assisting in or committing a criminal act causing your injuries.

D. Refer to Departments, agencies listed under Reporting Section.
Policy on Harassment

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, 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.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. such conduct has the purpose or effect of substantially interfering with an individual’s work or learning performance or creating an intimidating, demeaning, hostile, or offensive working/classroom environment;

b. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education requirement; or

c. submission to, or rejection of such conduct by an individual is used as the basis for employment decisions or educational decisions (grades, etc.) affecting such individual.

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

Policy on Significant Infectious Diseases

ADMINISTRATION

Significant Infectious Diseases

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

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

1. Notification to the University

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

2. Significant Infectious Disease Committee

a. The Significant Infectious Disease Committee will review and make recommendations regarding any reasonable accommodation for or workplace restrictions on a faculty or staff member diagnosed as having AIDS. Similarly, the SID Committee will review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other University activities of a student diagnosed as having AIDS. The University will abide by the recommendations of the SID Committee;
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.

F. Reportable Diseases and Illnesses
Mandatory reportable conditions will be reported within 7 days to the North Dakota Health Department unless otherwise specified.

G. Confidentiality
1. Information regarding any person affected by infectious diseases as defined within this policy will be treated with the same confidentiality as provided for all medical records under University policy.
2. A release of records must be signed by the person affected by the infectious disease prior to releasing any information regarding that person within or outside the institution. These records must be approved by the Director of Student Health Services or Medical Provider prior to release.
3. Any request for information regarding infectious disease, whether from within or outside this institution is to be directed to the Director of Student Health Services or Medical Provider.

Revised July 2006

Student Complaint Policy

INTRODUCTION
Consistent with its commitment to students first, Minot State University has adopted this policy to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the university to continually improve processes and services in support of student learning.

Student rights and responsibilities in relation to this policy are set out in the appendix to this policy.

POLICY

Definitions
In this policy:
Complaint is an allegation by a student that there has been, in an individual case, an arbitrary or discriminatory application of, or failure to act pursuant to, the policies of Minot State University in relation to students. The complaint should be a written statement submitted by a student about a matter that requires formal consideration and resolution by the university in the terms set out in this policy.

C. AIDS-Related Complex
No special employment or educational discrimination provisions are recommended for persons with AIDS-related complex (ARC).

D. 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.

E. Preventive Medical Protocol
The University will practice universal precautions in handling infectious diseases either in the workplace or in an educational setting.
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 Assault Policy, and the Sexual Harassment 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) If a complaint involves a Vice President, it should be directed to the President.
6) A Dean 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 Dean or Director must ensure that any staff member named in the complaint receives a copy as soon as practical.
8) The Dean 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 Dean 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 relevant Dean or Director, the complaint has substance, the Dean 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 Dean or Director must follow the appropriate procedures outlined in the Faculty Handbook or NDUS HR Policy 25, Job Discipline/Dismissal. If the Dean or Director does not have authority over the employee, then they may forward a recommendation for disciplinary action to the appropriate supervisor.

Informal resolution of concerns
1) Before making formal written complaints, students are encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant staff member who is most directly associated with the matter.
2) A staff member with whom a concern is raised by a student is expected to deal with the matter in an open and professional manner and to take reasonable and prompt action to try to resolve it informally.
3) A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Vice President for Student Affairs, located in Room 164, Administration Building.

Formal complaint procedure
1) Where it has not been possible to resolve a concern informally, a student may make a formal complaint.
2) A student who wishes to make a formal complaint must submit it in writing, on the prescribed form (http://www.minotstateu.edu/sa/documents/student_complaint_form.pdf), to the Dean 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 Dean 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.

Appeals
1) Any party to a student complaint who is dissatisfied with a decision by a Dean 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 Dean 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 relevant Dean 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.
As is the case with any other community, Minot State University has regulations reflecting the values to which the university is committed and which are designed to help ensure order in the university community. Students enrolled at Minot State University will be expected to conform to the ordinary rules of polite society; to be truthful; to respect the rights of others; to maintain integrity in scholastic work; and to have regard for the preservation of state property as well as the private property of others. A student is expected to be responsible for his/her actions whether acting individually or in a group. This judicial system has been established to deal with students who are accused of violating university policies and is comprised of students, faculty, and staff. The members of this system are committed to conducting fair hearings and following due process as well as being concerned with both the education of individual students and upholding the values to which Minot State University is committed.

In all disciplinary proceedings it shall be recognized that Minot State University is an educational institution and not a court of law. The concept of fair treatment shall be the norm for all settings and the guiding disciplinary philosophy shall be educational in nature. Every attempt will be made to resolve disciplinary incidents in an informal setting with the following goals in mind:
1. To assist the student/student organization in understanding why his/her/their behavior was inappropriate.
2. To assist the student/student organization in confronting the value questions involved in the behavior.
3. To encourage the student/student organization to understand the importance of considering in advance the consequences of his/her/their behavior so he/she/they might make better decisions in the future.

B. When the University Rules and Regulations Govern:
Students who are enrolled in the university are subject to the rules and regulations of the institution. In addition, persons who are not enrolled but are occupying university housing are subject to the rules and regulations of the institution.

Students are expected to conduct themselves in accordance with the laws of the federal government and the state of North Dakota, Board of Higher Education policies, Minot city ordinances, and university regulations. Students may be disciplined by the university for violating these standards of conduct even though the students may be punished by federal, state or city authorities for the same act. However, institutional disciplinary action shall not be used merely to duplicate penalties by civil authorities.
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 which is defined by North Dakota Century Code 12.1-31-01.
   1. An individual is guilty of a class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual’s behavior, the individual:
      a. Engages in fighting, or in violent, tumultuous, or threatening behavior;
      b. Makes unreasonable noise;
      c. In a public place, uses abusive or obscene language, knowingly exposes that individual’s penis, vulva, or anus, or makes an obscene gesture;
      d. Obstructs vehicular or pedestrian traffic or the use of a public facility;
      e. Persistently follows a person in or about a public place or places;
      f. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
      g. Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose;
      h. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person; or
      i. Uses a fixed optical device that enhances or records a visual occurrence to view through any window of another person’s property; or uses a surveillance camera to capture an image from the dwelling or accessory structure of another person; however, an individual using a surveillance camera has seven days from notice by a law enforcement officer to direct or shield the camera so as to not capture an image from another person’s dwelling or accessory structure before there is an offense.
13. Maliciously and/or negligently tampers with fire equipment on the MSU campus.
14. Violates the campus tobacco policy.
15. Engages in any form of academic dishonesty including but not limited to the misrepresentation of another’s work as one’s own.

III. ESTABLISHMENT OF JUDICIAL BODIES

A. Student Welfare and University Affairs Committee: The committee consists of 4 faculty and/or staff members, appointed by the President, and 4 student members appointed by the Student Senate.
B. Students Rights Committee: The committee consists of 6 faculty or staff members appointed by the Faculty Senate and 3 student members, appointed by the Student Senate.
C. Inter-residence Hall Council: This committee consists of one faculty member and one student from each hall plus a chairman. Committee membership is rotated among the housing staff.
(Applies to residence hall violations only; see Residence Hall Handbook for Specific Process.)
IV. HANDLING OF COMPLAINTS OR VIOLATIONS OF DISCIPLINARY RULES AND REGULATIONS

A. Any student, university faculty or staff member, or administrator may file an incident report. The report should provide the name of the accused student, the specific details of the violation, and the signature of the person filing the report. The report form is available from residence hall staff, campus police, the Student Affairs Office, or online at www.minotstateu.edu/current.shtml.

B. Allegations of violations of disciplinary rules or regulations shall be referred to the Vice President for Student Affairs or his/her designate.

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

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

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

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

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

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

I. Hearing Procedures:
1. Hearings on allegations of violations of disciplinary rules or regulations shall be conducted informally.
2. Opportunity shall be afforded all parties to respond to the allegations and to present evidence and argument on all issues involved.

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 official 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 Dean of an 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.

Definitions
For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Policy
The use of tobacco on university property, indoors or outdoors or in university vehicles, is prohibited at all times. This prohibition includes smoking in personal vehicles parked on university grounds. The policy applies to all employees, students and visitors. This policy also applies to external individuals or companies renting or using space with MSU and should be reflected in all agreements/contracts with such individuals or companies. Minot State University is a tobacco-free campus.

To support those who are interested in quitting tobacco use, all benefitted employees have available to them, through the North Dakota Public Employees Retirement System Health Care Plan, a North Dakota Tobacco Cessation Program. For more information, call 1-800-223-1704. For others, assistance in quitting tobacco use is available locally through the First District Health Unit at 852-1376. The North Dakota Tobacco Quitline is also available at 1-866-388-7848 for those interested in quitting tobacco use.

Responsibility/Enforcement
The responsibility lies with the employees, students and visitors of Minot State University to abide by this policy. A student in violation should be reported to the vice president for student affairs. An employee in violation should be reported to his or her supervisor. Repeated violation by a student will result in disciplinary action as outlined in the Student Conduct Policy in the Student Handbook. Repeated violation by employees will result in disciplinary action as outlined in applicable State Board of Higher Education policies. Visitors who persist in noncompliance must be directed off university grounds.

Communication
Current smoke-free signs on campus will be replaced with similar, tobacco-free/smoke-free signs. This policy and explanation will be printed in university-approved publications, including the Student Handbook, the Faculty Handbook, and other publications, as deemed necessary. It is also posted on the staff and faculty web page and in the Human Resources Policy and Procedure Manual found on the Human Resources web page.

Information regarding the Tobacco-free Campus Policy will be included in formal and informal orientations for new students and
employees. This policy will be sent out as a reminder, through campus announcements, at the beginning of each semester/term. Organizers of events are responsible for communicating this policy to attendees.

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.

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 Admissions Security Committee (ASC) reviews information provided by applicants.
2. 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. The ASC will receive files of applicants who answer “YES” to any of the questions.
   b. A “Campus Safety and Security” letter signed by the chair will be sent to the prospective student requesting they submit their official criminal record.
   c. Files will be kept in the Enrollment Services Office.
   d. Admissions applications will be on hold until all paperwork is received.
   e. The ASC will meet as necessary to review all applicants’ materials located in the database who have submitted all their information regarding the questions listed above.
   f. Based on the information provided by the applicant, the committee will determine one of the following actions:
      • Admit with no conditions
      • Admit with conditions – Admissions hold will be placed on file
      • Admission denied
   g. 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 sent to the student along with the acceptance letter. 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.
   h. Applicants denied admission will have a program action of DENY. These individuals will also receive information regarding the appeal process.
   i. An applicant who is denied admission from the committee can appeal the committee’s decision by following the appeal process. Appeals may be made to the office of the Vice President for Student Affairs. The appeals committee will consist of the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Director of Enrollment Services. The decision of this committee will be the final determination.

January 2009

Additional Policy Statements
In compliance with state and federal regulations Minot State makes the following statements:

Minot State University does not discriminate on the basis of disability, race, color, gender, age, religion, national or ethnic origin, or marital status in the administration of its educational admission, student aid, athletic, employment or other university policies and programs.

Any inquiries concerning the application of Title IX, section 504 of the rehabilitation act of 1973 federal regulations in relations to employment practices, may be made to the Minot State University Affirmative Action Officer in the Personnel Office in the Administration building.

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice; they may not be regarded in the nature of binding obligations on the institutions and the state. In times of changing conditions it is especially necessary to have this definitely understood. Therefore, the Board of Higher Education makes this announcement in all catalogs and bulletins of information being issued by the State Educational Institutions of North Dakota—Board of Higher Education.

Minor State University is an Equal Opportunity/Affirmative Action Employer.
ARTICLE I GENERAL PROVISIONS

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

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

ARTICLE II ORGANIZATION AND OFFICIALS

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

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

Section 3. Senators
1. Senators shall consist of:
   a. One Senator for every 200 students enrolled in each academic 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 MSU and SGA.
   b. Serve actively on the Senate and relevant committees.
   c. Perform the duties of their office as outlined in the Constitution and By-Laws.
      i. Perform and pursue any other duties which will benefit students of MSU.
   d. Communicate with the student body as is described in their respective position descriptions. (See Section III of the By-Laws)

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

Section 4. The Executive Board
1. The Executive Board, hereafter “Board,” shall:
   a. Carry out their individual responsibilities while working collectively as a team to represent SGA and the student body.
   b. Provide financial oversight of the SGA.
   c. Make appointments to committees as needed.
   d. Have other powers and responsibilities as prescribed in the Constitution and By-Laws.

Section 5. Senators
1. Senators shall:
   a. Represent the interests of their constituents on the Senate and on committees.

Section 6. Advisors
1. Advisors shall:
   a. Provide leadership, guidance, mentorship, and liaisons.
   b. Facilitate transition of SGA officers and elected senators.
   c. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   d. Represent the SGA in any conflicts with MSU faculty or staff.

ARTICLE IV  SELECTION OF OFFICIALS

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

Section 2. Elections and Appointments
1. Any degree-seeking student enrolled at MSU, including candidates for office, may vote in the elections for Officers and/or Senators.
2. The election committee shall facilitate the following elections annually:
   a. The Spring General Election, no later than the final Friday in March.
   b. The Fall Mid-Term Election, no later than the third Senate meeting in the Fall Semester.
3. Directors, Coordinators, and Advisors shall be selected annually by Presidential appointment.

ARTICLE V  GRIEVANCES AND REMOVAL FROM OFFICE
1. The Senate shall have the responsibility to utilize impeachment, removal, and disciplinary action within the Senate when such action is necessary and based on formally submitted complaints.

ARTICLE VI  VACANCIES
1. A vacancy occurs whenever a member of the Senate is unable to serve due to absence, resignation, removal from office, or lack of student status. The Senate shall have the responsibility to pursue the filling of all such vacancies.
ARTICLE VII MEETINGS
Section 1. In General
1. The Senate shall meet no fewer than two times per month during the academic year, except during vacations and exam periods.
2. One-half of the members of the Executive Board shall constitute quorum at meetings of the Executive Board.
3. Except as otherwise provided in this Constitution, one-half of those present plus one shall constitute a majority.
4. All Senate meetings shall be open to all members of the MSU community, unless decided against in advance by the President.

Section 2. Parliamentary Authority
1. Robert’s Rules of Order Newly Revised shall be the parliamentary authority.

ARTICLE VIII FINANCES
Section 1. In General
1. The SGA shall be funded through the Student Activity Fee. The Board shall have the authority to utilize the collected monies in such a way that provides a benefit or service to the MSU student body.

Section 2. Use of Funds
1. Acceptable utilizations of these monies may include, but are not limited to:
   a. Providing on- and/or off-campus entertainment.
   b. Providing intramural sports.
   c. Providing monies for legislative affairs.
   d. Acquiring materials to be used in some capacity as advertising for the SGA.
   e. Delegating the use of a portion of the monies to worthy club and organizations.
   f. Compensating Executives for their service to SGA and the MSU student body.

ARTICLE IX AMENDMENT PROCESS AND BY-LAWS
1. All members of the Senate shall be bound by relevant provisions of the SGA Constitution and By-Laws.

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

MINOT STATE UNIVERSITY
Student Government Association By-Laws
The re-write of 2014-2015.

ARTICLE I GENERAL ELIGIBILITY OF OFFICIALS
Section 1. All Candidates
1. Officers of the SGA must maintain no less than a 2.5 cumulative grade point average on a 4.0 scale.
2. Senators of the SGA must maintain no less than a 2.0 cumulative grade point average on a 4.0 scale.
3. Officials of the SGA must carry no less than 12 semester hours.
4. Any official who resigns shall not be eligible to hold office again for one year without gaining approval of the Board.

Section 2. Presidential Candidates
Candidates seeking the office of President of the SGA must have served as an official of the Senate for one academic year or gain approval of the Senate.

ARTICLE II COMMITTEES
Section 1. In General
1. Officials of the Senate that sit on SGA and administrative committees shall provide a report to the Senate regarding the proceedings of these committees.
2. Ad hoc committees may be formed as necessary and prudent.

Section 2. Clubs & Student Organizations (CSO)
1. This committee shall be charged with distributing designated funds to the clubs and student organizations of MSU, with approval of the Senate, as it deems appropriate based on the proposals of those clubs and organizations who seek funds and meet all criteria as outlined here and in Article XIII, Section 3.
2. Membership shall include a non-voting advisor and the following voting members:
   a. Chair: Vice President of Finance.
   b. Four or more other members of the SGA.
3. The Chair shall:
   a. Call an initial meeting, no later than six weeks after the semester begins, which one representative from each fund-seeking club or organization must attend.
   b. Call no more than one meeting per month, unless necessary.
4. Each club and organization with a proposal must ensure the following before the proposal will be heard by this committee:
   a. The proposal shall have been submitted electronically one week prior to the initial CSO meeting.
   b. The club or organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting.

Section 3. NDSA Committee
1. This committee’s charge shall be to:
   a. Represent the MSU student body at the monthly meetings of the North Dakota Student Association, hereafter “NDSA,” with no less than six delegates and provide a report to the Senate.
   b. Organize, host, and facilitate Higher Education Awareness Day in the fall semester of even years, prior to the opening of the North Dakota Legislative session in January.
2. Membership shall include:
   a. Chair: Vice President of State Affairs.
   b. Five or more other Officials of the SGA or current students.

Section 4. Constitutional Review Committee
1. This committee shall be charged with reviewing and revising the SGA Constitution and By-Laws, with approval of the Senate, as necessary and prudent.
2. Membership and a Chair shall be appointed by the President, with approval of the Senate.

Section 5. Student Outreach Committee
1. This committee’s charge shall be to:
   a. Administer surveys and compile data in order to give SGA an accurate interpretation of student opinion.
   b. Host student outreach events no less than once per month.
   c. Implement and execute face to face recruitment strategies.
   d. Advertise SGA initiatives through a variety of mediums.
2. Membership shall include:
   a. Chair: Vice President of Student Outreach
   b. Vice Chair: shall be elected within the committee and must be a senator of the SGA.
   c. Four additional members of the SGA.

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

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

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

Section 3. Vice President of Finance
1. The Vice President shall:
   a. Be the presiding officer over the Committee of Student Organizations, hereafter “CSO.” (Refer to Articles II and VIII of the By-Laws for more information regarding CSO.)
   b. Work with the President and advisors in the creation of the SGA budget.
   c. Ensure payment of bills and completion of contracts.
d. Document an accurate record of the following:
   i. All collections and disbursements.
   ii. All money recipients allocated from budget hearings.
    e. Maintain an updated copy of the SGA budget to disperse it to the Senate.
    f. Maintain a minimum of six office hours a week.

Section 4. Vice President of Internal Affairs
1. The Vice President of Internal Affairs shall:
   a. Record and make available to the public minutes of the following meetings:
      i. Senate
      ii. CSO
      iii. Constitutional Review Committee
   b. Track Senate and committee meetings, communicating meeting dates and times to Senate members.
   c. Submit approved and corrected minutes of Senate meetings to the Red & Green.
   d. Notify the SGA President of members of the Senate who are in violation of their membership requirements notify the Senate, with approval of the President.
   e. Organize annual Senate pictures to be taken in October.
   f. Write and submit “Senator of the Month” biographies to the Senator’s hometown newspaper, the Minot Daily News, the Red & Green, and the Public Information Office.
   g. Maintain a minimum of six office hours a week.

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

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

Section 7. Senators
1. In general, Senators shall:
   a. Meet periodically with their constituents in order to represent them honorably and effectively.
   b. Serve actively on three or more Senate or administrative committees.
   c. Volunteer at three or more SGA-sponsored events per semester.
   d. Maintain one office hour per week.
2. Senators representing academic colleges shall:
   a. Meet with the respective Dean of their academic college and report to the Senate biannually.
3. Senators representing the RHA shall have the following duties:
   a. Maintain a relationship with residence hall staff and report to the Senate as necessary.
4. Senators representing off-campus students shall:
   a. Meet with the respective Dean of their academic college and report to the Senate biannually.
   b. Their meeting should focus on the needs and concerns of students who live off-campus.
5. Senators representing the Freshman class shall:
   a. Be exempt from the GPA requirements for their first semester.
   b. Meet with the respective Dean of their academic college and report to the Senate biannually.
6. Senators representing athletics shall:
   a. Maintain a relationship between MSU students and MSU student athletes.
Section 8. Advisors
1. Advisors shall:
   a. Ensure at least one advisor be present at each Senate meeting as a resource to the SGA.
      i. The role shall not be to interfere unless requested to do so.
      ii. In the event that no Advisor is available, the Vice President for Student Affairs or their designee will appoint a temporary advisor for that meeting.
   b. Objectively mediate interpersonal conflicts between Officials of the SGA.
   c. Be available to represent the SGA in any conflicts with MSU faculty or staff.
   d. Inform the SGA of infractions of their Constitution, By-Laws, or standing rules.
   e. Call extra meetings of the Executive Board as he or she deems necessary and prudent.

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

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

Section 3. Officers
1. All Officers shall be elected by the student body at large in the General Election.
   a. Those elected shall take office no later than April 16.
   b. The interim between election and taking office shall serve as a mandatory training period.

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

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

ARTICLE V DISCIPLINE AND REMOVAL FROM OFFICE
Section 1. In General
1. Decisions regarding discipline up to and including removal from offices of the SGA are the responsibility of the SGA executive board and the SGA President.

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

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

Section 4. Appeals
1. Any Senator subject to disciplinary action resulting in a loss of pay or removal from office may appeal that decision.
2. To appeal, the Senator must file a written appeal to the President of the SGA within seven calendar days of the decision. The appeal may not introduce new information that was not previously documented and available to the Board.
3. Upon receipt of the appeal notification, the SGA President will convene the full Senate to review and discuss the original complaint, the response provided by the Senator, the Board recommendation, and the President’s final decision. Senate members may make inquiries of the Board and President to ascertain relevant facts of the matter. A motion to overturn the disciplinary action must be made by an SGA member and then seconded. A two-thirds vote of those present (provided a quorum is present) is required support the motion. If no motion is made or no second is made then the appeal will not be overturned.
4. If the disciplinary action is overturned, all loss of pay will be reinstated, if applicable. If a removal action is overturned the Senator will return to office as if they had not been removed.
5. A lesser form of discipline may be implemented based by 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.
   c. A two-thirds vote shall be required to remove a member from the Senate.
      i. The member shall have the opportunity to speak on his or her own behalf.
      ii. The member may not be present during deliberation and voting and may not vote.
   d. Removal of members shall be subject to question after the second unexcused absence or tardiness from a mandatory meeting and/or an event that an SGA member agreed to attend. An excused absence must be requested to the President at least 48 hours prior to the meeting or event. If the absence is questionable then the Board will vote whether it is excused or unexcused.

Section 2. Attendance of Board Meetings
1. If a Board member is absent without excusal by the President from two Board meetings during their term, then that member must meet with the President and Vice President.
   a. The same procedure shall be followed as outlined in Article VII, Section 1.

ARTICLE VIII  FINANCES

Section 1. In General
1. All contracts and bills related to or paid through SGA funds must have signatures obtained from one officer and one advisor of the SGA.

Section 2. Payment of Officials
1. The officers of the Student Senate and SGA shall be placed on the payroll on April 16th of the year in which they are elected. They shall remain on the payroll until April 15th of the following year, unless they vacate their position before that time, whereas salary will be terminated effective the day of resignation.
2. In case of an appointment to a vacated position, the officer shall be placed on the payroll the day that he or she was appointed.
3. Any paid position within the Senate and/or Association will follow MSU Employee Guidelines.

Section 3. Club Funding Procedure
1. The primary purpose of the SGA’s allocation process through CSO is to ensure that student activities and student life at MSU are able to be enhanced through efforts by clubs and organizations.
2. Meetings of the CSO shall be called by the SGA Vice President of Finance, acting as committee Chair, no later than six weeks after the semester begins.
3. To be eligible for funding through CSO, the following criteria must be met:
   a. The clubs and organizations, hereafter simply “organizations,” must be official and authorized by MSU and SGA.
   b. The organization’s CSO representative must have perfect attendance at CSO meetings in the current semester.
   c. The organization’s proposal shall have been submitted electronically to the SGA Vice President of Finance, acting as CSO Chair, one week prior to the initial CSO meeting of the current semester.
   d. The organization’s most current constitution shall have been submitted to the SGA or be on file one week prior to the initial CSO meeting of the current semester.
   e. The organization must not be receiving student activity 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.