STUDENT HANDBOOK

2012-13

Mayville State University

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CAMPUS SERVICES

Advising

Incoming freshmen will be advised by their Seminar on Success (SOS) first year experience course instructor for their first year at Mayville State. Upper-class students should be assigned to faculty members in their declared major. Students have the opportunity to develop a close personal relationship with faculty members who serve as their advisors. Advisors are available to assist with career decisions and personal adjustment concerns, in addition to planning class schedules and assisting with the registration process.

The following process will be utilized when students request a change in Major or Advisor:

1. The student will arrange a meeting with the Director of Counseling who is located in the Classroom Building, Office # 115. After the meeting, the counselor will notify the Office of Records that the student has changed his/her major. The counselor will also contact the division chair requesting an assignment of an advisor for the student. Once the division chair has made the appointment, the counselor will make the necessary changes in Connect ND and will notify the student of the assigned advisor.

Admissions

The Admissions Office is located in Main 102. If you have any outstanding documents to complete your admissions process, such as high school transcripts or immunization forms, you will need to submit them during your first semester at Mayville State.

Students from Canada and other foreign countries are required to have their immigration documents, the I-20 AB, signed by the designated school official once a year. The "designated school official" for immigration at Mayville State is the Director of Academic Records. International students must carry an academic load of at least 12 semester hours during each term of attendance in order to remain in good standing with the United States Immigration Service unless excused from this requirement by the Director of Academic Records.

U.S. Immigration law does not allow international students to work off-campus without permission by the immigration service.

Office of Academic Records

The Office of Academic Records is located in Old Main Building 114. The responsibilities of the Office include:

1. Permanent transcripts and files on all MSU students
2. Issuing transcripts
3. Student pre-registration and registration including continuing education
4. Drop-add registration changes
5. Student Academic Assessment Report
6. Evaluation of transfer credits from all institutions
7. Certifying enrollment of all students
8. Identifying students on academic probation/suspension
9. Identifying students eligible for Dean's List
10. Determine athletic eligibility
11. Creating and distributing the semester and yearly class schedules
12. Final test schedules
13. Petitions for excess student-load, arranged courses, independent study and advanced standing
14. Applications for major declaration and life experience credit
15. Evaluation of requirements for teacher education, student teaching, interning, graduation and teacher certification
16. Application for graduation and teaching certificate
17. Requests for substitution or waiver of academic requirements
18. Commencement bulletin, graduation lists, graduation honors, graduation exercises and diplomas
19. Certifying graduates for teacher certification
20. Family Education Rights and Privacy Act (FERPA)
21. Good student discounts for insurance

Alcohol/Drug Education Program
The Alcohol and Drug Education Program works to promote alternative activities that do not rely on alcohol or other drugs as the primary source of entertainment. The program sponsors social activities during the year and also hosts speakers and educational programs covering a range of topics from AIDS awareness to physical wellness to alcohol abuse prevention. Most of the alcohol and drug education programs are coordinated through the Student Life office in Campus Center 103 with assistance from SAC, RHA and other groups.

Athletics
The Athletic department is responsible for recruitment of MSU student athletes, scheduling of university games, health and physical education and intramurals.

Mike Moore, Athletic Director
Linda Arnegard, Office Manager
Jim Gremmels, Equipment Manager
Tim O'Brien, Head Athletic Trainer

Location Lewy Lee Field House
Phone: 701-788-4834

Tracy Marback, Head Women's Softball Coach
Scott Berry, Head Baseball Coach
Derek Schlieve, Head Football Coach
Lindsey Johnson, Head Volleyball Coach
Dennis Hutter, Head Women's Basketball Coach
and Wellness Center Director
Dan Dewitt, Head Men's Basketball Coach

Bookstore
The Bookstore, located in the Campus Center, is open from 8:30 am to 3:30 pm. You can contact us at 701-788-4823. The Bookstore provides required course materials and school supplies, along with many additional items that are helpful for your classroom success. MSU imprinted apparel and novelty items, general reading books, greeting cards, helium balloons and snack items are some of the products available.

The bookstore is open extended hours during the first days of classes. We are also open during special event days such as Farmer's Bowl, Homecoming and graduation.

COMET CASH can be accepted in the bookstore. For further information about using your campus ID as cash, please see the bookstore director or food service director.

Refund Policy
If you should withdraw from a class or from school, book refunds can be made until August 29, 2012 for fall semester and until January 17, 2013 for the spring semester. After these dates, the bookstore will purchase your books at wholesale value. Please return books as soon as you can, as there may be another student who needs it. This is extremely important during the first days of the semester.

In order to receive your refund, return your course materials along with the receipt to the bookstore.
If your textbooks were charged against Financial Aid or to a credit card, we are unable to refund you cash; your credit card or financial aid will be refunded.

Buy Back Policy:
At the end of each semester during the final test week, the Bookstore conducts a book buy back. Watch for special hours of this event and further information on prices. The price you receive for you book will be determined by the following:
1. The book must be required for use during the next semester. If the book is required, you will receive 50% of the new selling price. (Books that are not used will be purchased at their wholesale value)
2. Workbooks, lab manuals, mass market paperbacks and study guides are generally not bought back.
3. Books must be in a resalable condition.
4. Once Bookstore quota is reached, wholesale value will be given. The bookstore works with multiple wholesalers to get you the best available price.

Business Office
The Business Office is located on the first floor of Main Building, Room 108. Hours are 8:00 am to 3:30 pm Monday through Friday.

The Business Office handles fee payment, payroll and check cashing. Financial Aid checks are distributed in the Business Office. A **Student ID** is required to cash all checks.

Students with on-campus employment must complete Forms I-9 and W-4 in the Business Office **within three days** of beginning their job. Two of the following forms of identification (original documents) will be required: 1) drivers license, 2) original social security card or 3) birth certificate.

Campus Center
The Campus Center is located adjacent to the Classroom Building. It houses the Bookstore, University Dining Services, Comets Landing Snack Bar, student lounge, swimming pool, meeting rooms, Northern Lights Art Gallery and the student computer lab (the "Fish Bowl"). The Comets Landing Snack Bar and Fishbowl are wired with Ethernet connections for the notebook computers and a laser printer is located in the Fishbowl. The Snack Bar is equipped with two pool tables, foosball table and large screen television. All facilities are provided for student use, and you are encouraged to take advantage of them. Students pay no additional fee for use of the swimming pool. Reservations for meeting rooms and other campus facilities can be made online (See Campus Facilities for instructions).

Campus Connection
Campus Connection is a North Dakota University System administrative computing service that provides all students with Internet access to class registration, class schedules, grades, fee statements, and financial aid award statements.

Campus Facilities
The Student Life Office in the Campus Center handles the coordination of reservations for use of any campus facility, other than regularly scheduled classrooms, by campus and off-campus persons or groups.

1. To **reserve or cancel a room**, please contact the Student Life office at 701-788-4697.
2. If an off-campus group inquires about rooms, please have them contact the Student Life Office at 701-788-4697.

Campus Programming
The Student Life Office provides student groups and campus departments with assistance in producing all types of programs, events and activities. The Office maintains contacts with local, regional and national artists, talent agencies and entertainment services. In addition, the Office of Campus Programming helps coordinate event details with campus facilities, departments and local media. The Office of Student Life is located in the Campus Center, Office 103.

Canadian Information
If you are a Canadian student you need to be aware of some important information about U.S. Immigration regulations regarding International Students.

To re-enter the United States after a temporary absence, you must carry your I-94 (arrival & departure record), your I-20 ID and a properly endorsed page 4 of your I-20. Additional information is available at the Office of Academic Records (Main 114).

If you fly from Canada, sometimes the flight crew is unfamiliar with the current Customs regulations. There are some important facts you need to know.

1. Never surrender your Student Visa to anyone who is not an Immigration Official.
2. When traveling across the border, always have in your possession your Student Visa and your official school form confirming your attendance at Mayville State University.

It is also important for you to know that U.S. Immigration will often and without notice change its policy regarding International Students. Keep abreast of any policy change, as it is vital that you have the proper forms while attending a U.S. school.

Cancellation of Classes
When it becomes necessary to make announcements about the status of classes and other University functions due to winter storms or other related situations we will use **Notifind** and area media sources. You should listen to the following media sources for information:

KMAV Radio – 105.5 FM
KFGO Radio – 790 AM
KYCK Radio – 970 FM
KKXL Radio – 930 FM

We will attempt to notify radio stations by 7:00 a.m. when feasible.
We will also use the following TV stations when announcements can be made in advance; i.e the night before:

KVLY – TV
WDAZ/WDAY – TV
KXJB – TV

The **Notifind** system will be used to make such announcements via e-mail mail and text messages.

If you are a commuting student, faculty or staff member we would encourage you to call the university if you have not heard weather announcements and are questioning the condition of roads and travel conditions. In all situations we would encourage that you use your best judgment if you must travel in questionable weather or road conditions.

You may also call the North Dakota Department of Transportation phone line at 511 or 1-866-696-3511 for road condition and weather information. If you decide that it is best for you not to travel from out of town to classes, we would suggest that you use e-mail or leave a voicemail for your instructors.

If you are a commuter and in Mayville and decide that it is not wise to leave for home because of weather or road conditions, please be aware that some guest rooms may be available on campus. Please contact the Student Life Office at 701-788-4697 or stop in Campus Center 103 if you are in need of overnight housing due to weather.

Career Services & Internships

Jay Henrickson, Director of Career Services and Internships
Location: Classroom Building 115
Phone: 701-788-4899
Website: www.mayvillestate.edu/careers

If you are considering things like 'Jobs', 'Careers', or 'Internships', please contact us. This office can be thought of as your jobs and career "Help Desk!"

Jobs – the *MSU Jobs Network* (www.myinterfase.com/mayvillestate/student) is the place to look!
· On-Campus and Local Off-Campus Jobs, Fulltime Jobs & Internships (nationwide and local)
· ALL students (freshmen through seniors) should take advantage of the resources in the *MSU Jobs Network*. At any time, there may be 500 or more jobs and over 2,700 employers in your *Jobs Network,* and it includes videos, job search and resume 'how to' handbooks, a resume' wizard, and the latest career/job trends through blogs and online articles!

Internships – A "work experience related to your field of study." The primary goal of an internship is to make students more "marketable" at graduation, thereby providing students with an "enhanced" degree. Employers tell us they want to hire graduates with internship experience! Internships can be anytime, anywhere, and always for

credit! Learn more by clicking on the "Internship" link at www.mayvillestate.edu/careers. **Consider completing more than one internship, and applying to your first internship as early as your Sophomore year!**

Career Fairs – We collaborate with area universities to bring you a variety of career and internship fairs for students of all majors. The career fairs are held in Fargo and Grand Forks.

Writing a Resume, Preparing for a Job Interview, Networking, Writing an Application Letter, Job Searching Strategies – We offer assistance and resources to help you get any kind of job or Internship.

Career Exploration – Want help figuring out the right major or career for you? Stop by so we can talk about what you really want to do! In addition to our real-world knowledge and experience, our resources include an online career planning resource called "*MyPlan*", to explore over 900 careers and use testing tools for interest/values/abilities. *MyPlan* is found at http://mayville.myplan.com.

Job Shadowing – We will help you arrange to spend from an hour to a day with a person in a career you think you'd like to pursue.

Jobs (on Campus & off Campus)

The faculty and staff at MSU recognize that student's academic and extra-curricular activities take precedence in their daily schedule. However, we also offer on-campus job opportunities for those students who may wish to combine work with study. Jobs may exist in various offices around campus and departments such as help desk, custodial, athletics, campus pool, science labs, and so on. Off-campus jobs are also available. The posting of campus and local jobs is coordinated by MSU Career Services and jobs are posted online at the *MSU Jobs Network* (go to www.mayvillestate.edu/careers).

Students that want to work on campus should apply for those jobs in the first week of the fall semester or earlier, if possible!

Finding and applying for jobs (campus and off-campus):

- Go to www.mayvillestate.edu/careers.
- Click on the ***MSU Jobs Network*** link. Login at that site (carefully follow instructions if it is your first time)
- Go to "Jobs" menu and search for campus jobs or the local off-campus jobs
- When you find jobs you want to apply to, read and follow the application instructions!
- Click on the "Resource Library" link to print out the on-campus student employment application form, or to find a list of local, off-campus employers
- ***TIP***: When applying to on-campus jobs, ALWAYS apply with the student employment application form ….fill it out once and make multiple copies!

Work Study: Even though most campus jobs are open to any student applicant, some of the jobs may only be offered to students who have qualified for "**work study"** as part of their financial aid award. If you are unsure of your "work-study" status, please ask the Financial Aid staff. Students with work study may be given priority for some jobs. [MSU policy] states that "students who have qualified for Work Study, yet decline it, are not eligible to work in other campus jobs."

Summer Employment On-Campus: [MSU policy] states "to be eligible for on-campus summer employment, a student must have been enrolled during the past academic year at Mayville State and must be registered for the following Fall Semester." New students may begin employment in the summer if they are registered for Fall Semester. When a student plans to transfer away from Mayville State before Fall Semester, they will **not** be offered a summer position.

International Students Seeking Jobs: U.S. Immigration law does not allow international students to work off-campus without permission by the immigration service. To determine your eligibility, and to get answers to your jobs-related questions, international students should speak to the DSO (Pam Braaten), in the Admissions and Records office, or Jay Henrickson in the Career Services & Internships office.

Any student, seeking *any* job, should first search in the **MSU Jobs Network.** Students who have questions about any type of job should contact the staff in Career Services (Classroom Building 115).

Check Cashing Policy - See Business Office

Child Development Programs
The Child Development Programs offers a comprehensive program for pregnant women, children and their families. Head Start, Early Head Start, collaborative Pre-K and childcare are options available on campus and across a five-county area. Services are provided in the areas of health, nutrition, education, social services, dental and parent involvement. There are two kinds of program options available – home-based or center-based.

EHS/HS is operational on the MSU Campus (Birkelo Hall) and Hillsboro Armory. Collaborative Pre-K programming is offered at the Hillsboro Elementary, Dakota Prairie School (McVille) and Central Valley Schools and Cooperstown.

The Childcare program offers care for children ages six weeks through six years (kindergarten) on a daily basis, year round. Childcare is offered at the Mayville and Hillsboro sites.

The CHEERS program operates at Peter Boe Jr. Elementary School and the Hillsboro Armory during the school year and at the Mayville & Hillsboro sites during the summer months. The program provides after-school care for kindergarten to sixth grade children.

The Child Development Programs is a licensed facility and participates in the USDA food program. Meals are provided to the children at no cost.

All programs require registration and some have waiting lists. If you are interested in more information, please stop by Birkelo Hall or call us at 700-788-4868 or 800-437-4010 ext. 34868 or email us at msucdp@mayvillestate.edu.

Collaborative Student – see Office of Extended Learning

College and Student Activity Fees:
Students may request a breakdown of fees from the Student Services Office in Main 107.

Computing Resource Agreement (Information Technology Services
The primary purpose of Mayville State University's provision of access to notebook computers, network resources and computer support services is to facilitate education and research consistent with the educational objectives of MSU. The privilege of using the computing resources provided by the University is not transferable or extendible by members of the university community to people or groups outside the University.

As covered under State Board of Higher Education Policy 1901.2, all users of MSU's data processing capabilities are required to comply with the following:

1. All employees, students and other users of NDUS computing facilities shall comply with applicable laws, policies and procedures. "Computing facilities" means computing resources and network systems, including, but not limited to, computer time, data processing or storage functions, computers, computer systems, servers, networks and their input and output and connecting devices, and any related programs, software and documentation.

2. Users shall not examine, change or use another person's files or institutional files, output or usernames for which they do not have explicit authorization. Users shall not represent themselves as another individual in electronic communication. The use of anonymous mailers is prohibited.

3. User accounts are assigned to a specific individual at a specific entity and may not be shared. When a specific affiliation is terminated, the university system or entity may terminate the user's account, transfer the account, continue the account for a limited time or temporarily redirect incoming e-mail. Access or attempts to gain access to university system computing facilities for any unauthorized purpose, including attempts to obtain, modify, destroy information or degrade performance, is forbidden.

4. Users shall not use computing facilities for any illegal purpose or to enter or send any materials including chain letters, that is obscene or defamatory, or to enter or send material that is intended to annoy, harass or alarm another person which serves no legitimate purpose.

5. Users shall not infringe on the intellectual property of others. All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. All software must be lawfully purchased or acquired. Users shall not install or use software on university system computing facilities in a manner contrary to law or this policy.

6. Use of computing facilities and databases shall be limited to the purpose(s) for which access is granted. Use of computing facilities or data bases for political purposes, for personal or private use or for profit unless such use is specifically authorized, or for other purposes not related to the employee's or other user's duties or purposes for which access is granted, is prohibited.
In reference to item "6" above, students are authorized to use notebook computers and network service for incidental personal use, provided this use does not interfere with the educational objectives of MSU or overload network resources, thereby denying it to others. Students may not use computing resources for partisan political purposes. However, communication with politicians on issues concerning students is permitted.

7. In reference to item "6" above, students are authorized to use notebook computers and network service for incidental personal use, provided this use does not interfere with the educational objectives of MSU or overload network resources, thereby denying it to others. Students may not use computing resources for partisan political purposes.

The existing rules governing the use of print media mailboxes apply to e-mail and network broadcasts. Students or recognized student organizations may request permission to send e-mail messages to groups of faculty, staff and/or students by contacting the Vice President for Student Affairs. Non-university related e-mail sent to large groups of users is prohibited.

Repeated minor infractions of the policies stated in this document or violations of a serious nature may result in the temporary or permanent loss of network access and/or notebook computer use. More serious violations include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use of copying of licensed software, unauthorized use of another's account or overloading network resources thereby denying it to others.

Users do not own accounts on the MSU network but are granted the privilege of exclusive use. Under the Family Education Rights and Privacy Act of 1974, users are entitled to privacy regarding information contained in these accounts. This act, however, allows system administrators or other campus employees to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the institution. For example, system administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law.

If a student fails to return his or her notebook by the agreement ending date, he or she is subject to a $100 late penalty and criminal prosecution or civil liability and agrees to pay the replacement cost of the TabletPC. It is the student's responsibility to insure the TabletPC computer against damage and/or theft. Furthermore, the student is responsible for any damage to the TabletPC. The student must return the TabletPC and assorted peripherals to the MSU Help Desk, in the same condition as on the agreement beginning date, with reasonable wear and tear excepted. The student will be charged a fee for any needed repairs. It is the student's responsibility to give written notice to the MSU Help Desk on any address or phone number changes.

Consumer Protection Information Overview

In compliance with the Higher Education Amendments of 1998 and consumer protection practices, Mayville State University provides information to current students and employees about the institution. In addition, all prospective students, prospective employees, parents of current and prospective students and members of the general public may obtain this information upon request. Specifically, this information is supplied in compliance with the Drug Free Schools and Communities Act, The Campus Security Act and the Student Right to Know legislation. The following information is available at the MSU Web site at the following address: http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx or by referencing the cited university documents. It may also be obtained, upon request, in printed copy from the Student Services Office in Main 107 (Phone: 701-788-4842). Ray Gerszewski, Vice President for Student Affairs, is the designated university employee to contact for assistance in obtaining any of the following information:

Financial Assistance Information: A description of the financial assistance programs available, the application procedures, eligibility requirements, criteria for selection, criteria for determining the amount of an award, satisfactory progress standards, disbursement methods, loan terms and the conditions and terms for employment provided as part of a student's financial assistance package. Available in the MSU catalog and from the Financial Aid Office (Main 106).

Institutional Information: Refund policies, return of Title IV assistance and requirements for students who withdraw from the institution. Also includes cost of attendance, academic programs, faculty and facilities, accreditation and licensure, special facilities and services for students with disabilities, contact persons for financial assistance and institutional information and information regarding study abroad. Available in the MSU catalog.

Student Code of Conduct: Includes expectations for student behavior and the rights and responsibilities of all students. Includes information about due process procedures for students who violate university and other rules and regulations. Available from the Student Services Office or the Student Handbook.

Information on Completion and Graduation Rates for All Students and Student Athletes:
Includes information about cohorts (groups) of new, full time, first time undergraduate freshmen who enroll in the fall term and who complete degrees within six years, or who transfer to another four year program within that time frame. Specific information about the completion and graduation rates of student athletes within each cohort is also provided. Available from the Student Services Office in the Student Right to Know - Completion and Graduation Rates report.

Institutional Security Policies and Crime/Fire Statistics: Includes a statement of current policies and procedures for students and others to report criminal actions occurring on campus and policies concerning the institution's response to those reports. Includes a statement of current policies concerning security of and access to campus facilities; a statement of current policies concerning law enforcement on campus; a description of the type of programs designed to inform students and employees about campus security procedures; and a description of the programs designed to inform students and employees about the prevention of crimes. Statistics concerning the occurrence on campus of criminal offenses reported to local police agencies or to any official of the institution are gathered and documented for the following crimes and incidents: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, hate crimes, and violations of campus liquor, drug and weapons possessions regulations. Fire safety in campus residence halls is also addressed, including fire safety measures and occurrences of fire incidents in these facilities. Policies and procedures for dealing with missing students who reside in campus housing, including appropriate notification methods are also outlined in this document. Available from the Student Services Office in the Campus Crime and Security Act Report.

Sexual Violence Policies: Includes information about campus programs to prevent sex offenses and procedures to follow when a sex offense occurs. Also includes procedures for campus disciplinary action in cases of alleged sex offenses; sanctions the institution may impose following disciplinary proceedings and availability of resources

and support for sexual assault victims. Available from the Student Services Office in the Sexual Violence Policies and Related Information report.

Alcohol and Drug Policies: Includes a statement of institutional policy regarding the possession, use and sale of alcoholic beverages and illegal drugs and the enforcement of federal and state laws governing underage drinking and use/possession of illegal drugs. In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86 (Drug Free Schools and Campuses Regulations) Mayville State University attempts to ensure that every student, faculty member and staff person is informed about Mayville State's alcohol and other drug policies. MSU's Website
http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx
contains a copy of these policies. Prospective students and other interested parties are advised that they can also access the policies at the above web address or they may also request a printed copy of the policy from the Student Services Office in Main 107.

Equity in Athletics: Includes information about the number of male and female students enrolled at the institution including the number of athletic participants for each team. Also includes the total operating expenses for each varsity team, the gender of each team's coaching staff, the amount of money spent on athletically related aid for male and female sports teams, the ratio of athletic aid awarded for male vs. female athletes, the amount of money spent on athletic recruitment, the total annual revenue generated by athletic teams and the salaries of head coaches of all varsity teams. Available from the Student Services Office in the Student Right To Know – Equity in Athletes Report.
Because of federal reporting requirements, this report may not be available until Oct. 30.

Family Educational Rights and Privacy Act: Includes the type of information maintained by the university on and for each student. Also designates individuals and offices that have access to specific pieces of information, specific data that is considered directory information, records not available to students, procedures for release of information and material not considered to be part of a student's record. Available from the Office of Academic Records or the University catalog.

Student Concerns: Student concerns about specific issues should generally be addressed to the respective office or university employee for resolution. Following are specific processes that students should follow for prompt resolution of concerns:

A. Students who have concerns about classroom related matters (including matters related to the instructor, teaching materials, methodology, classroom environment, physical facilities or other matters resulting from normal classroom activities) should follow the following procedure:
Discuss the situation with the instructor to see if resolution can be reached. If the problem is still not resolved, contact the instructor's Division Chair for assistance. Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs. If the situation has not been resolved through this procedure, students may contact the President of the University for final resolution.
Grade appeal processes are handled differently and are outlined in the Student Handbook.

B. Students who have concerns about billings, business operations, institutional charges, etc. should contact Danielle Johs or Cindy Ingebretson, Business Office in Main 108. Financial billing issues related to policy or university procedures should be directed to Steve Bensen, Vice President for Administrative Affairs.

C. Students who have concerns about financial aid awards, scholarships or the processing of financial aid should contact Shirley Hanson, Director of Financial Aid in Main 106. Issues related to financial aid policies or procedures should be directed to Ray Gerszewski, Vice President for Student Affairs and Institutional Research, Main 107.

D. Students who have concerns about their official admissions status or their academic standing should contact Pam Braaten, Academic Records in Main 114. Issues related to admissions and academic standing policies should be directed to the Vice President for Academic Affairs and issues related to admissions procedures should be directed to Misti Wuori, Director of Admissions and Extended Learning, Main 102.

E. Students who have concerns about specific student services such as housing, food services, academic support, career development, student health services, counseling, student programming or special services should first contact the director or professional in charge of that program. Concerns may also be addressed to Ray Gerszewski, Vice President for Student Affairs and Institutional Research, Main 107.

F. Student athletes who have questions or concerns about eligibility or athletic awards should contact the respective coach. Issues related to institutional or NAIA policies or institutional procedures should be directed to Mike Moore, Athletic Director, Fieldhouse 112.

G. Students who have concerns about technology related issues such as laptop, access to computing resources, etc. should contact the Help Desk in Main 105. Concerns about institutional policies and procedures related to the use of technology should be directed to Keith Stenehjem, Vice President of Academic Affairs, Main 112.

I. Students, parents or alumni who have questions or concerns about alumni status, alumni information or contributions to the university should contact the MSU Foundation Office, Main 112.

J. Students who have concerns about the condition of specific facilities or grounds should first contact the manager of that building or grounds area. Issues may also be directed to Dennis Schultz in Main Building 29 (facilities operations) or Bob Kozojed in the Campus Center Building 113 (custodial services).

In the event that a situation can not be resolved through ordinary and normal procedures with the respective staff person or Vice President, students may contact the University President for final resolution.

Counseling

Personal and career counseling services are provided through the office of Counseling and Student Retention which is located in the Classroom Building, Room 115. If you feel you would like assistance exploring educational, personal or career goals and would like to talk to someone, contact the counseling office at 701-788-4772. It is the goal of the counseling office to provide a positive, confidential and supportive environment where all students feel free to express themselves. When appropriate and with student consent, the counselor can facilitate referrals to other agencies.

Emergency Storm Evacuation Procedures and Shelter In-Place

For safety of our students, please adhere to the following evacuation procedures in the event of an emergency (i.e. tornado, etc.).

Shelter In-Place: All Areas

When faced with severe weather conditions such as tornados, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to "shelter in-place." Generally, these areas are: away from windows, away from glass doors, interior rooms (or closets) without windows, and are at the lowest possible level within the structure. When notified by Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the tornado conditions have subsided—designated staff will alert you that conditions have improved or are all clear.

Residence Hall Procedures for Tornado Warnings

For the safety of our students, please adhere to the following procedures in the event of an emergency (i.e tornado) that requires shelter.

During Fall and Spring Semesters

MAYVILLE STATE UNVERSITY students residing on campus should utilize the following designated storm shelters in the event a serious storm or tornado warning is issued for our immediate area:

1. AGASSIZ HALL – Basement of Agassiz Hall
2. BERG HALL – Basement of Agassiz Hall or inside hallways of Berg Hall
3. BIRKELO HALL – Basement of Agassiz Hall or stairwell of Birkelo Hall
4. MARRIED/FAMILY HOUSING UNITS – Basement of Agassiz Hall

During Summer Months

Basement of Agassiz Hall

Alternate plans should be made in advance for precautionary purposes in the event Agassiz Hall is closed.

During Summer Basketball Camps

During the weeks when summer basketball camps are conducted, on campus residents may utilize the basement of Agassiz Hall as a storm shelter or as directed above for specific residence halls.

Fire and Fire Alarm Procedure

A fire emergency exists whenever:

1. A building fire evacuation alarm is sounding
2. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus
3. There is the presence of smoke or the odor of burning
4. There is spontaneous or abnormal heating of any material, an uncontrolled release or combustible or toxic gas or other material or a flammable liquid spill

Evacuation Procedures

Campus buildings shall be evacuated whenever the building evacuation alarm is sounding.

1. When it is determined that a fire emergency exists, the following actions are to be taken.
   a. **SOUND AN ALARM**. Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as your evacuate in building not equipped with a fire alarm.
   b. **LEAVE THE BUILDING AT ONCE**.
   c. **CLOSE DOOR BEHIND YOU AS YOU EXIT**.
   d. CALL THE FIRE DEPARMENT FROM A SAFE PLACE.
   DIAL 9-911 OR 911
   (1) When the emergency operator answers, ask for the fire department and give as much specific information as possible. State that you are calling from MSU and include the proper name of the building and room number, floor or other specific area.
   (2) Do not hang up until released by the dispatcher.
   e. **MEET THE FIRE DEPARTMENT OUTSIDE AND DIRECT THEM TO THE EMERGENCY**.
   f. **ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL SHOULD BE REPORTED**.
2. The evacuation procedures shall be as follows:
   a. It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Mobility impaired persons are directed to the nearest stairway and are to wait to receive assistance from a "good Samaritan" or emergency personnel. If hearing or visually impaired persons need assistance, occupants may choose to render aid. If individuals are unable to assist others, then they should exit the building and provide information to emergency responders about the location of others still in the building.

b. If you are in a room with the door closed, feel the door/doorknob prior to opening the door to determine if the fire is on the other side of the door. If there is heat, seek another exit or signal from a window. Use a towel, sheet, cloth or anything that will signal that you are in the room. If you are trapped in a room, use the phone to call for help.
c. University Personnel will disseminate fire safety instructions annually and conduct fire exit drills annually.

Emergency Notification System
Mayville State University has an emergency notification system (ENS). This system allows the campus to contact students rapidly during an emergency. The emergency notification system is populated with contact information from students. The information contained in the ENS will be used by the authorized campus administrators to contact the above population in the event of a qualifying emergency.

Students will have the ability to add and update their information in the Connect ND portal. The portal will allow students to enter campus phone, cell phone, email, texting information and home phone. The system will periodically remind students to review their information. In addition, students have the option to receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in the Connect ND portal.

The full policy can be seen on the Mayville State home page by going to: About Mayville State/Policies and Reports/University Policy Manual/ M1902

Enrollment Services
Enrollment Services manages the university's recruitment of students to Mayville State. ES staff visit high schools, community colleges and travel to career fairs. On-campus guests are hosted by Enrollment Services, who organize campus tours and meetings with appropriate staff, faculty and coaches. The Office of Enrollment Services hosts open houses on campus for prospective students and staff is generally available to visit people interested in MSU during campus events. The Student Ambassadors, who provide most campus tours and do community outreach, are advised by ES staff. Scholarships for incoming and current students are awarded through Enrollment Services. Mayville State promotional materials, such as brochures, the view book and television commercials and print ads, are created in conjunction with Enrollment Services.

Outreach Services, a part of the Enrollment Services team, provides other opportunities to other constituents they serve. Articulation agreements are on going and constantly being drawn up with two-year colleges in North Dakota, Minnesota, Washington and Arizona. Dual credit for high school juniors and seniors is offered through MSU with many benefits to the high school student.
For additional information, stop by Main 107 or call 701-788-4842.

Financial Aid
The Financial Aid Office, in Main 106, assists students with processing their financial aid applications. Most student financial aid is based on need, achievement, special talent and promise of success in college. Students receive aid from institutional, state and/or federal funds through grants and scholarships, federal work-study and educational loans. Each student seeking state and federal financial aid must submit annually a free application for Federal Student Aid (FAFSA). The results of the FAFSA analysis are the determining factors in financial aid eligibility. **While financial aid may be applied for through out the academic year, priority will be given to students who have their FAFSA results submitted to MSU by March 15 of each year.** Students must maintain satisfactory progress to receive continued financial aid funding. **SPECIAL NOTE: Scholarship applications** must be filed with the Financial Aid Office by **February 15**.

Fine Arts
The Mayville State University and Community Fine Arts Series is committed to bringing some of the world's finest performers to the campus. A cursory glance at the list of performers from the past ten seasons confirms that commitment. For the 2012-13 season, the following performers will be presented in the Classroom Auditorium:

Monday, Sept. 17, 2012	Alejandro Drago, Violin
Monday, Oct. 15, 2012	Sarah Cahill, Piano
Monday, Nov. 26, 2012	Tine Thing Helseth, Trumpet
Tuesday, Jan. 15, 2013	Ethel String Quartet
Monday, March 4, 2013	Maya Trio- Harp, Flute, Percussion

All performances are scheduled to begin at 7:30 pm. The performances are free of charge for MSU students. Following each performance there will be a reception for the performers in the Levon West Art Gallery hallway. Please plan to attend each event on the Fine Arts schedule!

Food Service

Students living in University residence halls are required to make a contractual agreement with the University for Board. Seven-day meal plans are provided for all students. All contracts are considered legal and binding and no changes to the board plan will be accepted after the second week of the semester. Board changes should be made **3 weeks** prior to the end of the preceding semester. **Board contracts do not include University vacation periods when school is not in session.** Board contract options are as follows:
5 meal (Upper class Students Only)
10 meal (includes $50 flex)
14 meal (includes $50 flex)
Café Comet ($400 to be used in cafeteria or Snack Bar) (Upper class students only)
All meal plans run for the length of the semester!

All meals are served in the Campus Center Dining Room and Snack Bar according to the schedule by MSU Dining Services posted outside each area. Policies: The food service provides sack lunches to those who cannot eat during regular serving hours. This holds only for cases of class or work conflicts. The student must present the food service director either their class schedule or verification from their employer as to their work schedule. Sick tray service is provided but will only be issued with proper authorization from the Resident Director, University nurse or local doctor. **All students on a Meal Plan must present Student ID for admittance in Dining Room. If forgotten, students will be asked to go get their ID. Students found to be stealing meals or contributing to the like will be faced with the following sanctions: 1st offense - $50.00 fine plus restitution, 2nd offense - $100.00 fine, loss of privileges, restitution and referral to Director of Student Life.** Questions regarding Food Service should be forwarded to the Food Service Director (office in Campus Center Dining Room).

Food Service customers are expected to conduct themselves properly in the Dining Facilities. Food fights or leaving trays and a mess on the table causes an unpleasant environment for all boarders and will not be tolerated. A $25 fine will be assessed for the first offense. A second offense will result in another $25 plus disciplinary action. **Any person identified as not properly presenting their ID to the cashier, not paying cash for a meal they are eating, using someone else's ID or assisting someone in entering the Dining Area with out paying will be assessed a monetary fine.**
The fine structure is as follows: 1st offense $50.00 fine plus restitution; 2nd offense $100.00 fine, restitution, loss of privileges (to include denied access to the campus center dining facilities) and referral to the Director of Student Life.

Harassment

Menacing**:** Menacing is knowingly frightening or attempting to frighten another person through threats of imminent and serious harm.
Terrorizing**:** Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person's life.
Stalking: To "stalk" means to intentionally with no legitimate purpose, repeatedly (more than one time) behave in a way that would cause a person to experience fear, intimidation or harassment, or to be the object of repeated unwanted attention. Stalking behavior includes, but is not limited to, such actions as: following, loitering near,

telephoning or e-mailing another person with the intent to annoy, harass, alarm, distress or intimidate that person or his/her immediate family.

Hazing
Hazing is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment or ridicule. It is assumed that all students, student groups, faculty and staff are interested in intellectual and social development of individual members. Therefore, in activities no action will be taken which stands to endanger the health of the individual, demand of him or her undignified conduct, jeopardize his or her scholastic standing or general well being. For these reasons, all forms of hazing on the part of any student/student groups-whether on or off University property are expressly prohibited.

Health and Wellness Services
The University provides a service to assist students with routine medical problems. Office hours are posted in Berg Hall. **{NOTE: After hours and/or weekend emergency situations should be referred to your Resident Director and/or the local hospital or clinic}**

Students may obtain consultations, care for minor ailments and various other wellness related services. Students are entitled to 1 free office call (for illness only), at the Sanford Health - Mayville each year. An authorization slip must be presented at the time of the clinic visit. If a student is sick, he or she must notify the Student Services office or the Health and Wellness office so instructors may be notified. (In case of serious illness, parents are notified.)

The cost of doctors, prescriptions, x-rays or laboratory work is paid for by the student, if they are not covered by personal insurance. ALL STUDENTS are encouraged to carry health insurance if they are not covered by parental policies. A low cost health insurance policy for students who do not have other coverage is available through a local company. Contact the Student Services Office in Main 107 for more information.

REMINDER: Student athletes are required to take a physical exam prior to involvement in their specific sport. Also, all students are required by state law to show proof of two measles-mumps-rubella immunizations upon registering for classes. International students from certain foreign countries are also required to provide proof of testing for Tuberculosis. New students residing in residence halls are also required to provide proof of immunization against meningitis.

Help Desk Technical Support
The MSU Help Desk located in Old Main 105 provides technical support for computers, computer networking, and interactive video services. The MSU Help Desk is available for phone and walk-in support approximately 10 hours per day, Monday-Thursday and 9 hours on Friday. A North Dakota University System Help Desk provides additional phone support for approximately 16 hours per day, seven days per week, except holidays.

Housing
Any student is welcome to reside in the institution's residence halls, regardless of their age or class status. All freshmen and sophomore level students who are less than 21 years of age are required to live on campus in an approved residence hall. Students who live in the residence halls are required to take part in an approved Board plan.

The following categories of students are exempt from the above requirement, but they must complete an off-campus residence form for directory and emergency notification purposes and provide appropriate documentation (as indicated below), if requested.

1. Students who have at least 60 earned semester or 92 earned quarter credits. Documentation: A transcript indicating the number of earned credits.
2. Students who are 21 years of age at the beginning of the appropriate term of enrollment. Documentation: Verification of date of birth by a driver's license or other document.

3. Married students, and/or those who have dependents residing with them. Documentation: A marriage license and/or dependent birth certificates.
4. Students who have lived in a residence hall at MSU or another institution for at least 4 semesters (6 quarters). Documentation: A letter from an appropriate official at previous institutions verifying residence, or other proof of residence; i.e. paid billing receipts.
5. Students who have served on active duty in the military for at least 18 months. National Guard and Reserve members are not eligible for this exemption unless they have active duty service time of 18 months. Documentation: A copy of the military record DD 214.
6. Freshmen and sophomore students who are living at home with their parents or legal guardian. This is the only exemption allowed for students in their first two years of enrollment unless they meet an exemption outlined in 1 – 5 above. Documentation: Parents of freshmen and sophomore students should contact the Director of Housing by phone or in person to verify that their son or daughter will reside at home.

Under no circumstances should students acquire off-campus housing without first securing permission from the Director of Student Life. The Student Life Office will ascertain the residency status of each student and request documentation to verify a student's eligibility to live off campus. Students who meet the above exemption conditions must first provide the necessary documentation before assuming an off-campus residence. Students who wish to seek an exemption from this on-campus housing policy should first contact the Director of Student Life. The office of the Director of Student Life is located in Campus Center 103. Additional exemptions may be authorized by the Director of Student Life based on guidelines established by the Residence Life Sub-committee, including students with specific medical or health conditions and students who will be become 21 years of age during the term.

Students who are found to be in violation of the MSU Housing policy will be subject to fines and/or room charges. Students who do not qualify for an exemption to this policy may appeal to the Residence Life Sub-committee.

Students who request an exemption to the housing policy must do so at least three weeks prior to the end of the semester. Failure to submit a request and required documentation will subject the student to room and board charges for the semester.

Identification

Identification cards are made each year for every new full-time student enrolled at Mayville State. The photo ID serves as the student's admission to all university sponsored events as well as a control card for use of library resources, laptop computers and Food Service. Requests for further information and/or what to do about lost ID cards should be directed to the Student Services Office, Main 107. There is a charge of $5 for printing a new ID card. The identification card must be presented when requested by university officials. The identification card must be validated every year and becomes void upon termination of enrollment or graduation.

A. In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons on property under the jurisdiction of the University shall identify themselves to an institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification.

B. If any person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility. In addition, if the person is a student he/she may be subject to disciplinary actions.

Internships - See Career Services & Internships

Intramurals
MSU's intramural-recreational sports program enriches student life by offering a broad range of activities designed to meet the needs of the campus community. The wholesome competition provided by intramurals allows students to develop sport skills and improve physical fitness.

In order to participate in intramural athletics, an individual must be a MSU student, faculty or staff member. Students who participate on an intercollegiate athletic team may not compete in their same intramural sport. For more information on intramurals, call the Athletics Office located in the Lewy Lee Field House at 788-4834.

Job Shadowing - See Career Services & Internships

Jobs (on Campus & off Campus)
The faculty and staff at MSU recognize that student's academic and extra-curricular activities take precedence in their daily schedule. However, we also offer on-campus work opportunities for those students who may wish to combine work with study. Work is scheduled around classes and coordinated by the immediate supervisor. Opportunities usually exist in offices, help desk, custodial, athletics, campus pool, science labs, etc. All campus student employment is coordinated by the staff of Career Services.

Most on-campus jobs are offered to students who have qualified for ***work study*** as part of their financial aid award. (NOTE: Students who are eligible for Work Study and decline it are not eligible to work on campus) Students with work study will have until the end of the first week of classes to apply for jobs. After that, jobs will be advertised to all students.

ALL jobs (work study, non-work study, area part-time jobs, internships, and so on) are posted on the ***MSU Jobs Network*** (see link at www.mayvillestate.edu/careers). *Local jobs will be listed under "Mayville State University" or "May-Port Area Jobs" and classified as on-campus or part-time jobs. Any student seeking work (now or in the near future) should register on this site and view the job descriptions.

POLICY REGARDING STUDENT SUMMER EMPLOYMENT: To be eligible for summer employment on the campus, a student must have been enrolled during the past academic year at Mayville State and must be registered for the following Fall Semester. New students may begin employment in the summer if they are registered for Fall Semester. When a student plans to transfer from Mayville State before Fall Semester, they will **not** be offered a summer position.

International Students Seeking Jobs U.S. Immigration law does not allow international students to work off-campus without permission by the immigration service. For all jobs-related questions, international students should speak to Mary Iverson, DSO, in the Admissions and Records office, or contact the staff in Career Services & Internships.

Any student, seeking any job, should first register on the ***MSU Jobs Network***, then contact the Career Services staff. Students who have questions regarding any type of student employment should contact the staff in Career Services in Classroom Building 115 or call 701-788-4899.

Learning Management System
All MSU classes use a LMS (Learning Management System) to enhance student learning. The LMS includes tools for syllabi, course handouts, announcements, group and private discussions, test administration, Internet links, and delivery of course content. The typical classroom course uses one or more of the tools, while totally online classes use most of the available tools. MSU's current LMS is 'Moodle.'

Library
Your student ID serves as your library card, not only to Byrnes-Quanbeck Library, but also to many of the other North Dakota libraries that belong to ODIN. Sometimes you might need something the Library does not own. No problem—you can borrow that item through Interlibrary Loan, a free service.

Library Hours

Fall and Spring Semesters	Summer Semester	When Classes are not in Session
Monday – Thursday, 8 am – 10 pm Friday, 8 am – 5 pm Saturday, Closed Sunday, 6 pm – 10 pm	Monday – Friday, 7:30 a.m. – 4:30 pm	Monday – Friday, 8 am – 5 pm

The library is closed on holidays.

Lost and Found

A lost and found service is provided as a convenience to the students. Please claim or turn in lost items to the Service Department in the lower level of Main in Room 25. Emails are sent campus-wide when items are found or reported lost. Any items not claimed will be discarded before the next school year.

MSU Mailroom

The MSU Mailroom, located in the lower level of Main, Room 25, provides mail service to the campus community. The goal of the MSU Mailroom is to provide all students with the best service possible. To achieve our goal, it is necessary for all students, as well as those sending mail to students, to understand and comply with the simple but vital regulations listed below.

STUDENT MAILBOX POLICY AND ADDRESS REGULATIONS:

1. All actively enrolled students, taking 6 or more credits on MSU campus, whether living on or off campus are required to maintain a mailbox. The use of this mailbox is restricted to personal U.S. mail, faxes received at the Mailroom fax machine, express and ground service shipments delivered by specified private delivery carriers and official campus mail. Using your mailbox address to operate a business, conduct business for a student organization or receive mail for anyone other than the assigned box holder is prohibited.
2. Campus mailbox must be opened upon arrival on campus and checked regularly.
3. Students who receive mail on campus should have their mail addressed as follows:
   Proper Name
   330 3rd St NE # ____ (your box number)
   Mayville, ND 58257
4. Keys must returned and forwarding addresses given within 10 days of completion of Spring semester, or if student leaves MSU earlier. Failure to do so will incur a $25.00 replacement fee.
5. If a student is taking summer classes, they may register to keep mailbox open the entire summer.

MAILROOM SERVICES PROVIDED:

- Acceptance and distribution of campus and U.S. mail, including registered, certified, express and insured, via a mailbox system.
- Acceptance and distribution of letters and packages received from specified private overnight delivery carriers.
- Stamps for USPS shipment of letters and packages.
- Forwarding student mail.
- Incoming/Outgoing Fax Service. Incoming faxes, which should indicate the recipient's name and box number, will be placed into mailboxes when received.
- Campus Switchboard

PRICES:

- Faxing at $1.00 for the first page, .25 cents per page thereafter. International faxes $2.00 for the first page, $.50 per page thereafter. Toll-free faxes at .25 cents each fax. Cover sheets are free.
- Color photocopies at .25 cents per sheet/per side
- Photocopying at .06 cents per sheet/per side. Several paper colors available.

- Folding Machine
- Binding booklets at .50 cents each
- Paper Cutter
- Transparencies at .70 cents each

COLLECTING PACKAGES: Notices of arrival will be placed into recipient's mailbox when packages arrive. All packages will require a signature when collected.

MSU Mailroom is providing this service as a courtesy only and it is expressly acknowledged and understood by any students for whom packages are held that Mayville State University is not acting as an agent or bailey for the student. The University assumes no responsibility or liability for any loss or damages resulting directly or indirectly therefrom and such students further agree to release and discharge Mayville State University from any claims, loss or cost of damages therefrom. This service is used by students at their own risk. The Mailroom reserves the right to reject and not accept any packages from any carrier at its discretion and as it sees fit.

ON-CAMPUS MAIL POLICY: Campus mail is correspondence circulated within the MSU mail system without postage. All such mail must be official University business. Students may use campus mail to send official business correspondence to academic and administrative offices without postage. All personal correspondence to anyone within the University community requires appropriate U.S. postage. University Mail Services reserves the right to inspect all material received without postage to ensure compliance with its regulations.

Multicultural Services

Assistance for students from diverse cultural backgrounds is provided through the Student Services Office, the Academic Support Center and by various faculty and staff members. A Diversity committee meets regularly to identify cultural issues. The committee plans various cultural events with the purpose to increase campus wide awareness of the needs of students. Contact the Vice President for Student Affairs in Main 107 for information.

Tobacco Policy

Smoking and use of chewing tobacco are prohibited on all university properties, with the exception of personal vehicles. Smoking or use of chew tobacco will be allowed in personal vehicles only.

Office of Extended Learning

The Office of Extended Learning is designed to assist both on-campus and distance students with all distance learning courses and programs. Distance learning courses may be delivered via the internet, IVN (Interactive Video Network) or off-campus face to face. If you would like more information about distance learning opportunities, please go to the MSU web site at www.mayvillestate.edu, Academics, then click on Distance and Online Learning or stop by the Office of Extended Learning located in MB 102. The Office of Extended Learning also coordinates the collaborative student process which allows students registered at Mayville State University to take courses collaboratively with another NDUS campus.

Official Announcements

Students are held responsible for announcements in the Academic Catalog concerning general regulations, curriculum requirements, scholarship standards and similar matters. They are also responsible for instructions and notices posted from time to time on the MSU Portal, by e-mail across campus or appearing on official bulletin boards in the Main Building.

Official Communication

Mayville State University considers the university's e-mail system an official means of communication. It is recommended that students frequently access their assigned University e-mail accounts for official information. Mayville State University considers the university's e-mail system, e.g. employee's or student's username@mayvillestate.edu (the MSU e-mail naming convention) along with the United States Postal Service, an official means of communication. The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by an college administrator, staff, or faculty delivered to an employee's or a student's university e-mail account. It is recommended that employees and students frequently

access their university assigned e-mail account for official information. Individuals may choose to have their @mayvillestate.edu e-mail account forwarded to an off campus account. Such individuals, however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Mayville State University e-mail account to a functioning alternative e-mail address. The University is not responsible for delivery problems to non-official e-mail accounts.

Parking

Students may park their vehicles in all university parking lots except behind the Main Building, the Child Development Center and/or areas specifically posted (i.e. handicapped, employee parking, etc.). No overnight parking is allowed in the Campus Center Parking lot. All city and university street signs and parking regulation signs must be adhered to or tickets and/or fines will be issued by city police. In addition, violations of parking policy in residence hall lots may result in institutional fines and/or sanctions. Contact your Resident Director or the Director of Student Life for more details.

Security

Mayville State maintains evening coverage of the campus by Night Watch Patrol. The Night Watch Patrol walks through all academic buildings periodically throughout the nighttime hours. (The Residence Hall Patrol walks through our Residence Halls). Their duties include overseeing the physical security of university-owned property on the campus. Of primary importance is the safety of students, staff and guests. **Questions regarding security should be forwarded to the Director of Facilities Services. The office is located in Campus Center Room 113 or phone 701-788-4872. Campus Security Act statistics are compiled by the Vice President for Student Affairs whose office is located in Main 107.**

Sexual Violence Policy

Mayville State University is committed to maintaining a campus free from interpersonal violence including sexual violence. Mayville State University commits its resources to the following:

1. Provide crisis intervention for victims and judicial response for alleged offenders.
2. Educate and promote discussion on interpersonal violence.

I. Definitions and Scope

A. *Sexual Violence*—any kind of sexual contact that occurs against another person's will. No consent or permission is given. Examples include, but are not limited to: unwanted oral, vaginal, or anal penetration, acquaintance/date rape, stranger rape, marital rape, incest or same sex assault. Legal definitions may include sexual penetration between persons or the insertion of hand, finger or physical objects into another person's body.

B. *Relationship violence*—Use of physical harm, bodily assault or the threat of harm between dating partners. Examples include, but are not limited to: hitting, grabbing, and pushing; breaking or throwing objects in the presence of a partner; name calling, swearing and excessive criticism; excessive jealousy; threats of violence; blaming; and accusations of 'sleeping around.'

C. *Stalking*—unwanted, intentional contact, advances or obsessive behavior toward another person that frightens, intimidates or harasses that person. Examples include, but are not limited to: threatening, obscene and/or unwanted phone calls or emails; following a student, staff, faculty or campus visitors from class to class and/or work; giving someone unwanted gifts; and creating a feeling of fear.

D. *Sexual Harassment*—any unwelcome attention of a sexual nature that interferes with work or learning. Conduct that creates an intimidating, hostile or offensive environment. Examples include, but are not limited to: insults, pressure to have sex for promotion or good grades; rating another person's body; unwelcome touching; sending sexual messages via email, phone or mail; spreading rumors about a person's sexuality; and sexually explicit jokes or comments at school or work.

E. *Scope*—this policy pertains to students, staff, faculty, groups and persons who frequent the campus grounds and attend University sponsored events.

II. Reporting procedures

A. A victim of sexual violence can report a crime or incident and/or file a complaint to the Vice President of Student Affairs, Vice President of Administrative Affairs, Vice President of Academic Affairs, Director of Student Life, Human Resources Administrator or Campus Violence Intervention Advocate. Contacting any of the above individuals does not require filing a complaint or report. The discussion will be kept confidential if this is what the victim wants. Anonymity will be protected as far as possible.

B. If the victim chooses, administration will notify law enforcement, and if needed, a victim's advocate. The victim will be encouraged to seek medical treatment, preserve evidence and contact available resources. While victims are encouraged to make a report and file a complaint, it is his/her choice. The victim may determine whether campus officials shall continue with its own conduct process solely or along with criminal prosecution. It should be noted that Mayville State University has a lesser standard of proof than legal criminal proceedings.

III. Disciplinary Action and Hearing Rules Relevant to Students

A. Students who commit sexual violence can be disciplined for violating the Student Code of Conduct. The alleged student offender may choose whether to have the complaint heard and acted upon in an Administrative Hearing conducted by the Director of Student Life or in a formal hearing in front of the Conduct Hearing Sub-Committee. If the Director of Student Life or the Conduct Hearing Sub-Committee finds there is sufficient evidence to support the complaint, sanctions will be imposed, up to and including, suspension and expulsion. See Student Code of Conduct for possible sanctions.

B. Although college disciplinary proceedings must be conducted in accordance with basic rules of due process, they do not follow the same rigid procedures as criminal cases. Discipline may be imposed upon a finding of probable violation of school rules, rather than under the higher standard of guilt beyond a reasonable doubt. The intention of the Code of Student Conduct is to meet the needs of the victim, and at the same time, lead to changes in the perpetrator's behavior and to make amends for his/her behavior.

C. Victims have the right to prompt response from Mayville State University to assist with the options he/she chooses. A victim of an assault has the right to request a change in residence and/or assistance in academics, if the situation and the university faculty deem it necessary.

D. The victim of an assault has a right not to be prosecuted for lesser offenses that may have occurred near the time of an assault. For example, an underage student is drinking at the time of an assault; he/she can report the assault without fearing the consequences of underage drinking.

E. Hearing Rules Specific to Sexual Violence Allegations

1. The accusing student may choose to give testimony in the presence of the accused student and the Conduct Hearing Sub-Committee at the hearing. As an alternative, the accusing student may choose to give testimony before the Conduct Hearing Sub-Committee in private session, which testimony shall be recorded and played to the accused student.
2. The accusing student may be present throughout the hearing, except for private deliberations of the Conduct Hearing Sub-Committee.
3. Information regarding the accusing student's and accused student's past sexual history will not be allowed at the hearing except as it pertained specifically to each other.
4. The Conduct Hearing Sub-Committee may consider the results of any police investigation pertaining specifically to the case.
5. In case of finding guilt, and prior to sanction deliberations, the Conduct Hearing Sub-Committee may consider information pertaining to prior criminal convictions or findings of guilt in other University conduct proceedings.

6. The accusing student and the accused student are entitled to have others present during conduct proceedings.

7. The accusing student and the accused student shall be informed of the outcome of conduct proceedings.

IV. Information for faculty and staff

A. Harassment on the basis of sex is a violation of Sec. 703 of Title VII (Civil Rights Act of 1964). Mayville State University's commitment to equal opportunity includes an assurance to its employees and students that they will not be subjected to sexual harassment.

B. Students or employees concerned about violations of the Mayville State University sexual harassment policy should request assistance from any of the following:

Steven Bensen
Equal Opportunity/Affirmative Action Officer
Main Building, Room 110
Ph. 701-788-4760

Raymond Gerszewski
V.P. for Student Affairs
Main Building, Room 107
Ph. 701-788-4770

Contacting any of the above offices does not require filing a formal complaint. You may call any of the offices just to discuss a concern you have. The discussion will be kept confidential. The appropriate office will then work with you to determine what action, if any, you would like to take. Anonymity is protected as far as possible. In addition, Mayville State University's equal opportunity grievance policy is available for any person who wishes to file a complaint alleging a violation of this policy. A copy of this policy is available from the Equal Opportunity/Affirmative Action Officer.

V. Educational Programs

Mayville State University offers educational programs aimed at raising awareness of sexual violence on campus. A primary focus of these programs is prevention through awareness and education. It is important for men and women to understand what behaviors constitute sexual violence and what the consequences are for his/her behavior at Mayville State University. Violators will be dealt with according to the Code of Student Conduct. Along with educational programs, the University provides informational handouts to students that are distributed as part of programs or made available in residence halls and other locations on campus.

AREA RESOURCES

Rape and Abuse Crisis Center	(800) 344-7273
Abuse and Rape Crisis Line	(701) 746-8900
Traill Co. Sheriff's Dept.	(701) 436-4510
Sanford Union Hospital	(701) 786-3800
Campus Nurse	(701) 788-4865
Human Resources Administrator	(701) 788-4761
Vice President of Student Affairs	(701) 788-4770
Campus Counselor	(701) 788-4772

Student Academic Assessment Report (SAAR)

The Student Academic Assessment Report (SAAR) is an official notice of a student's academic progress. This SAAR may show that a student has made progress in a class or that the student needs improvement in a specific area. A SAAR may be given to a student at any point throughout the term. Comments and/or recommendations by the instructor (to include a conference if necessary) are encouraged. A SAAR provides intervention at the

earliest possible opportunity whether it is for academic/personal counseling or working with Learning Support Services on writing/reading skills, tutoring, etc. Mayville State shows a compassionate and caring attitude for the student's academic and personal growth through the SAAR.

Student Success Center
The Academic Support Center has services that are available to all Mayville State University students, both on campus and off campus, who would like to take advantage of various opportunities and resources to enhance their academic experience at MSU. Services available are: Supplemental Instruction, Traditional Tutoring and Peer-led Study Groups, computerized assisted instruction (ranging from basic skills to more advanced skill improvement), guidance in effective study strategies, proofreading services, referrals, etc. Additional services and accommodations are available for students with documented disabilities. Students who request accommodations for disabilities must register with the Coordinator of Disabilities Services. The Student Success Center office is located in the Classroom Building, room 109. Stop by CB109 or contact staff at academicsupport@mayvillestate.edu.

Tablet Computers
Every full time, on-campus student is issued a Tablet computer for the entire semester. Part-time on campus students can gain Tablet PC access, as follows:

1. Check out a Tablet PC from the Help Desk as needed for coursework and as available for homework; or
2. Pay an additional fee (based on credits enrolled) and be issued a Tablet PC for the entire semester. The cost of option 1 is included in the technology fee.

All users participating in the Tablet initiative get a new computer every 24 months and software is upgraded at least annually. Tablet PC access includes Microsoft Office Professional (Word, PowerPoint, Excel, Access), Movie Maker (editing and DVD authoring), Antivirus, a computer carrying case, and a computer exchange service in case of damage or corruption. All MSU graduates participating in the Tablet PC initiative have the option to purchase the Tablet at the end of each lease.

Teacher Learning Center
The Teacher Learning Center (TLC) is an educational resource center that is located in the Education Building. The TLC houses over 9,000 materials in the areas of science, math, social studies, language arts, health, school-to-work, art music, early childhood education, children's literature and education. The materials are available to students, faculty, area schools and community members. The TLC also provides professional development services for educators, administrators and students. The TLC has a large main area that is used for education and early childhood classes, meetings and professional development activities. The TLC is wired for internet access in the main classroom area and also in a study area. The TLC is open some evenings to provide access to materials to educators and community members.

Trespassing
Trespassing is the unauthorized presence on or use of University premises, facilities or property.

Tobacco Policy
Smoking and use of chewing tobacco are prohibited on all university properties, with the exception of personal vehicles. Smoking or use of chew tobacco will be allowed in personal vehicles only.

Use and Mis-use of University Resources and Facilities, including computing facilities and databases. The use of university equipment, resources and facilities for political purposes, for personal or private use, or for profit, unless such use is specifically authorized, or for other purposes not related to the students educational purposes, is prohibited.

Specific to the MSU Mailroom, Main 25, students are not allowed to use on-campus distribution for personal or private use, or for profit, or for other purposes not related to the students' educational purposes. We recommend

that you use USPS for delivery of such items. Continued violations of this policy will be referred to the Student Services Office, Main 107 for possible student conduct processes.

Veterans
MSU works closely with the Veterans Administration in providing educational opportunities for discharged veterans. Veterans will be admitted to Mayville State upon the completion of entrance requirements, national test results or by enrolling as special students. Questions regarding veterans can be forwarded to the Student Services Office in Main 107, 701-788-4842, or to the institutional certifying official in the Admissions Office (701-788-4667).

Weapons
The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, incapacitate or inflict death including, but not limited to: all firearms, pellet guns, switchblade knives, knives with blades five or more inches in length, incendiary devices, homemade explosive such as pipe bombs and Molotov cocktails and chemicals such as mace and tear gas.

Withdrawal from the University
Students who find it necessary to withdraw from the University should consult staff in the Student Success Center, located in Classroom Building 108. Instructions for following the appropriate withdrawal procedure will be provided. This procedure is extremely important both to the student and to the University because such things as course grades, refunds, bills, financial aid and on-campus housing are involved. If students do feel it necessary to withdraw from school, they are advised to do so before the deadline for dropping classes, which is the Friday of the 12th week in a semester. After this date, students will receive grades in their classes, even if they have not been attending them. To avoid establishing a record of failing grades, students should pay attention to this deadline and follow the withdrawal procedure outlined above. **For complete academic information go the Academic Catalog.**

Students that withdraw from school are suspended from receiving financial aid for the following semesters with the right to appeal. All students that withdraw from school or receive all "F"s for the term may be required to return all or a portion of their financial aid received for that term.

Writing Center
The Writing Center helps students to access their knowledge stores and effectively put their ideas on paper. The Writing Center is useful for every student, at every level, and in any discipline. We work with students who are finishing their composition courses, completing research papers, working on portfolio reviews, finishing capstone projects, working in multimedia courses, and needing any other type of writing assistance. The Writing Center has set hours when tutors are available to students. You can make an appointment by stopping in and signing our scheduler or by calling the Center. Walk-in appointments are available, but we recommend making appointments ahead of time to ensure that a tutor is available. Distance students are also welcome to use the Writing Center. To make an appointment, e-mail the Writing Center Coordinator at erin.kunz@mayvillestate.edu. All appointments are free to students.

Campus Organizations

Alpha Phi Sigma

Alpha Phi Sigma is a national honorary scholastic fraternity founded in 1930. To be eligible for membership a student must have earned a 3.25 honor point average in no less than 90 credit hours.
Contact: Dr. John Pederson 788-4668

Collegiate DECA

DECA exists to enhance students' leadership and professionalism; to develop community and campus service activities; to help grow students' business, information technology and career skill sets; to create interest and understanding in the American business enterprise system; to facilitate the transition from college to the world of work; to foster high ethical standards in business; and to encourage business activity that demonstrates civic, social and moral responsibility. Membership is limited to full-time students currently enrolled at Mayville State University who have an interest in business and/or computer information systems.
Contact: Robert Johnston 788-4627

Campus Crusade

The purpose of this organization is to share with other students about personal Christian relationships and to participate in the study of the Bible.
Contact: Linda Arnegard 788-4834

Comet Radio

Comet Radio is Mayville's State's very own radio station. The staff is always looking for energetic, self motivated people to join the group. In addition to program hosts and producers, Comet Radio organizes events and assists with the promotion of other events on campus.
Contact: Robert Miess 788-4885

Computer Technology Club

The objectives of the Computer Technology Club are to promote computer interests and inquiry, to improve the knowledge and understanding of computer programming concepts, to share ideas and theories about computer programming principles, and to sponsor speaker and seminars related to the use of technology in today's world.
Contact: Terry Palmer 788-4791

Early Childhood Association

The purpose of this organization is to promote professionalism, create opportunities for networking, and build relationships among students majoring in early childhood program. The group also serves to increase awareness of careers in early childhood education, to advocate for quality child care, and to implement community service projects that support the development of young children.
Contact: Kelli Odden 788-4867

HPER Club

This organization is for students who are interested in Health and Physical Education fields. Students participate in a variety of professional related activities, including workshops and conferences.
Contact: Rebecca Gunderson 788-4841

Intramurals

Intramural sports are sponsored to encourage and promote opportunities for individuals and groups to learn cooperation, good sportsmanship and to attain physical fitness. Some of the sports available for intramural competition include: flag football, basketball, billiards, bowling, walleyball, volleyball, softball, racquetball, tennis, soccer, and track/field. Schedules and team rosters are arranged for each competition and are posted and distributed to all students.
Contact: Mike Moore 788-4706

Multicultural Club

The Multicultural Club is for students of all cultures and ethnic backgrounds, including international students and American students. Multicultural Club works to promote world and cultural awareness by sponsoring events and activities throughout the year, and acts as a voice for international and minority students on campus.
Contact: Dorothy Nelson 788-4858

MSU Speech Team
Students can participate in a variety of local, regional and national speech and forensics events. Membership in the National Phi kappa Delta Honorary Society is available to qualified individuals.
Contact: Bob Sylskar 788-4725

MSU Theater
Two to three productions are put on each year by MSU students, faculty, staff, and community members utilizing the Historic Main Theater.
Contact: Bob Sylskar 788-4725

Music Club
This club exists to promote musical interests and inquiry; to improve the knowledge and understanding of basic musical concepts; and to attend and encourage participation in musical events and activities held on the campus. Membership is limited to students currently enrolled at Mayville State.
Contact: Mike Bakken 788-4742

Newman Club
This organization is for students of the Catholic faith and other interested in Christian development.
Contact: Pat Nordine 788-4780

Student Alumni Ambassadors
The purpose of SAA is to assist the admissions office with the recruitment of prospective students and to promote and support the Alumni Association. Students who are involved with SAA develop leadership skills and gain professional growth.
Contact: Charlotte Anderson 788-4842

Psychology Club
This group provides an organization for students interested in applied psychology and psychological issues to become more aware of research, career and internship opportunities related to the science and practice of psychology. It also provides a forum for the discussion and understanding of contemporary and historical issues associated with the study of psychology.
Contact: Dr. Rob Bennett 788-5231

Residence Hall Association
RHA is the governing body of all residence halls. The general membership of RHA is comprised of all on-campus residents. RHA holds educational and social activities and is an avenue for input into programming and policies regarding all aspects of residence life.
Contact: Richard Smith 788-4697

Science Club
The focus of the MSU Science Club, as a student organization, is to provide MSU students with the opportunity to meet and discuss science in an informal environment. Student will have opportunities to practice and develop teaching science through demonstrations and performing educational science shows in area schools (k-12). Students will also visit local science labs, businesses, and research areas and travel to science museums and exhibits throughout the area.
Contact: Greta Paschke 788-4747

Student Education Association
The student branch of the National Education Association is affiliated with the North Dakota Education Association, and members of SEA share in both the privileges and obligations of the national and state organizations.
Contact: Neil Race 788-4828

Student Activities Council
The Student Activities Council assist with the planning, promotion, and implementation of campus events, including major events such as Homecoming and Spring Fling. Students serve as an advisory board to the Director of Campus Programming as well as provide hands-on assistance in the implementation of campus entertainment and social and educational events.
Contact: Kelsey Henning 788-4697

Student Senate
The Student Senate is the governing arm of the student body, with general executive, legislative and judicial powers. It coordinates with the faculty and administration in matters of students' welfare. Senate members also represent the student body on University committees.
Contact: Dr. Ray Gerszewski 788-4770

University Singers, Concert Band, Jazz Band
The University Singers (the university choir), the Concert Band and Jazz Band meet for regular practice and perform concerts throughout the school year. Each group is provided with opportunities to enhance their education through field trips and off-campus performances.
Contact: Mike Bakken 788-4742

Young Democrats/Young Republicans-
These two student clubs are affiliated with the local political organizations and sponsor a variety of activities, including speakers, political forums, and the "Get Out & Vote" campaign.
Contact (Young Republicans): Paul Meartz 788-4809
Contact (Young Democrats): Kelly Kornkven 788-4816

Code of Student Conduct

Students of Mayville State University are entitled to fair and equal treatment in access to the program, facilities and activities of the University, in accordance with the Constitution and laws of the United States, the constitution of North Dakota and the policies of the State Board of Higher Education. Students of the University are entitled to competent academic instruction and fair treatment in academic evaluation. In matters of campus discipline, students are entitled to prompt and fair procedural due process.

Mayville State University is committed to the view that an important purpose of higher education is to develop mature and responsible adult citizens and community leaders. Likewise, the University expects that, on or off campus, students will conduct themselves with courtesy, truthfulness, respect for law and a thoughtful concern for the rights of others.

Standards of Conduct

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

B. Other offenses: Not withstanding actions taken by civil authorities, the Director of Student Life or his/her designate may initiate conduct proceedings against a student who:

1. Violates either singularly or in concert with others the minimum standards of individualized conduct required by 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, including, but not limited to, disorderly conduct and disruptive activity.
2. Posses or uses dangerous weapons on University owned or controlled property. Legal hunting weapons that are secured in personal vehicles are permitted. Dangerous weapons include, but are not limited to items such as ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, fireworks, firearms, metal-tipped darts, bows and arrows, BB guns, sabers, swords, knives used primarily for hunting related purposes, war souvenirs, incendiary devices, pellet guns, bb guns, stun guns, paintballs and/or paintball guns, imitation guns (squirt/toy) and/or other potentially dangerous items. Items not traditionally used as weapons may be considered as weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury on others. Examples include, but are not limited to baseball bats and kitchen utensils.
3. Conducts oneself in a manner that significantly interferes with the operation of the University.
4. Conducts oneself in a manner that significantly endangers the health or safety of members of the University or visitors on the campus (see Trespassing).
5. Damages, defaces or destroys University property.

6. Involves oneself in hazing which is prohibited on or off campus (see Hazing).
7. Possesses or uses intoxicating beverages in or on University property not exempted by the President of the University.
8. Sexually harassing any other person by making repeated and/or unwelcome sex related comments, sexual overtures, physical behavior or by displaying offensive visual materials which interfere or are intended to interfere with another person's work or study.
9. Possesses unauthorized keys to University buildings. The duplication of a key issued to a student is prohibited.
10. Illegally uses, possesses and/or sells a drug or narcotic. This includes possessing drug par paraphernalia.
11. Engage in disruptive activity such as disorderly conduct that includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language in a public place; obscene actions; and/or disrespect for the rights and privileges of others including terrorizing, stalking, menacing, telephone abuse and harassment and the impediment of free movement.
12. Maliciously and/or negligently tampers with fire equipment on campus.
13. Engages in any form of dishonesty including, but not limited to:
    a. Scholastic dishonesty: cheating, plagiarism and other forms of academic dishonesty.
    b. False Information: furnishing false information to or withholding required information from any University official, faculty member or other official.
    c. Forgery: forgery, alteration or misuse of any University document, record or instrument of identification.
    d. ID misuse: lending or giving to another person a University ID card or any document that is intended for use solely by the individual to whom the document was issued. The MSU ID card is considered the official University ID card. Duplication and/or altering of this card are prohibited.
    e. Mediation Violation: failure to comply with a mediated agreement.
14. Interferes with University business, academic processes or student activities.
15. Failure to comply with policy stated in Mayville State University catalog, Student Handbook and Residence Hall Handbook or with the written or verbal instructions of an authorized University Official.
16. Fails to surrender one's University ID upon request of any persons that properly identifies them as acting in an official capacity.
17. Violations of local, state or federal law may be treated as a violation of the Code of Student Conduct.
18. Theft or misappropriation of personal property.
19. Acts of intolerance which are motivated by prejudice towards someone's race, gender, ethnic background, religion or sexual orientation.
20. Mis-use of university equipment, resources and facilities, mail-room resources, including ccmputing facilities and databases. The use of university equipment, resources and facilities for political purposes, for personal or private use, or for profit, unless such use is specifically authorized, or f or other purposes not related to the student's educational pursuits, is also prohibited.
21. Failure to meet with a University Official or to comply in a timely manner when asked to meet with a University Official.

Mayville State University
Sanctions Related to Violations of Institutional, Local and State Policies and Laws Related to Alcohol and Illegal Drugs.

The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of alcohol on campus grounds or in campus facilities:

Alcohol Violation- Possession (empty or full containers)
1st offense - $100 and mandatory completion of the electronic e-CHUG (on-line Check-up to Go) program.

2nd offense - $200 and mandatory completion of the electronic e-CHUG (on-line Check-up to Go) program and BASICS (Brief Alcohol Intervention for College Students) program.

3rd offense - $300.00; mandatory completion of the e-CHUG program, mandatory completion of an alcohol assessment by a licensed addition counselor and referral to the Director of Student Life.

Special Circumstances involving risk to health or safety of student: Referral to Student Conduct Officer, removal from housing, parental notification and mandatory alcohol or drug assessment by licensed addiction counselor. Law enforcement may also be involved at any time if it is determined by staff that it is in the best interests of the university community. Proceeds of fines for incidents involving use of alcohol and other drugs will be targeted for use in programming and educational activities that are shown by research to reduce students' use of such substances.

Important Note: Students present in rooms where university policies are being violated (whether they are an active participant or not) are also held accountable as an accessory (an accessory is defined as an individual who signifies their intent to participate as implied by their presence).

Party Rooms - $100.00 per resident of that room. A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional $100.00 fine for each resident of the room. Residence Hall staff may contact local law enforcement, which could result in the filing of legal charges.

Parental Notification: If a student has been found guilty of multiple alcohol or drug related offenses occurring on campus, or if it is determined that that the student's health and safety is endangered because of his/her use of alcohol or other substances, the university reserves the right to notify the student's parents of these facts and concerns. This notification may occur even if the student is 21 or older. The university's Director of Student Life or the Vice President for Student Affairs will determine if such parental notification is to be made after consideration of each case and documentation of any such offenses. This process for parental notification is specifically allowed under federal law and is in accordance with the 1998 amendments to the Family Educational Rights and Privacy Act.

The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of marijuana on campus grounds or in campus facilities:

1st Offense - $100 fine and immediate involvement by law enforcement.
2nd and any subsequent offenses – mandatory completion of an assessment by a licensed addition counselor, parental notification, and possible removal from campus housing. Drug testing could be required for any subsequent violation if the student were allowed to remain in campus housing.

Disciplinary Procedures
UNIVERSITY DISCIPLINARY PROCEDURES

I. Citation:

A. Student may be cited for violation of Code of Student Conduct by a student, a faculty or staff member of the University.

B. The complaint will be filed with the Student Life Office, Campus Center 103 on the incident report form supplied by that office.

C. The person entering the complaint will sign the incident report form. Anonymous citations will not be accepted for entry into the disciplinary process.

D. Pending action on any charges, the status of a student should not be altered, or the right to be present on the campus and to attend classes suspended, except for reasons relating to safety and well-being of other students, faculty or college property.

II. Responsibilities of the Conduct Officer (Director of Student Life):

A. When a complaint citation has been filed, the Director of Student Life will interview the complainant, the student cited in the complaint and any witnesses.
Note: If either party/witness fails to appear, the Director of Student Life may proceed administratively in the parties' absence.

B. The Director of Student Life, after discussion with both parties and any witnesses in the matter will make a recommendation as to the disposition of the case and notify the student/organization using the address provided to the Student Life Office. The letter will describe the alleged violation and possible penalties in order to:

1. Dismiss the allegation; or
2. Proceed administratively by assessing a sanction appropriate to the charges; or
3. Determine the violation which may result in serious sanctions such as conduct suspension or expulsion, prepare a complaint based on the allegation and refer the case to the Conduct Hearing Sub-Committee.

C. The Director of Student Life shall notify the accused in writing of the outcome of the complaint with information explaining the appeal process.

D. Both the accuser and the accused shall be informed of the outcome of a campus conduct proceeding within 30 days after the appeal process is complete. Decisions made by the Conduct Hearing Sub-Committee shall be final, pending the normal appeal process.

E. The Director of Student Life will maintain complete records of all formal conduct proceedings.

III. Conduct Hearing Sub-Committee:

A. Any student who receives an official sanction from the Director of Student Life may request a hearing before the Conduct Hearing Sub-committee within five class days of the decision under question to appeal the Director's decision.

B. The Director of Student Life may, after reviewing the incident report form, refer the matter directly to the Conduct Hearing Subcommittee without making a decision on the complaint.

C. The Vice President for Student Affairs will organize formal hearings of the Conduct Hearing Sub-committee.

D. The Conduct Hearing Sub-committee will consist of two faculty members appointed by the Faculty Association and two students appointed by the Student Senate. The Vice President of Student Affairs shall chair the sub-committee.

IV. Hearing of the University Conduct Hearing Sub-Committee shall proceed as follows:

A. Within three (3) class days of receiving the student's notice of their desire to appeal the decision under question to the Conduct Hearing Sub-Committee the Vice President of Student Affairs will schedule the meeting and will notify members of the sub-committee and the student(s) involved of the time and place of the meeting. 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 section(s) of the Standards of Conduct involved;
3. A short and plain statement of the matters asserted;
4. A statement of the student's rights under these regulations.

B. No member of the Conduct Hearing Sub-Committee who has a personal interest or involvement in a particular case may sit in judgment in that meeting.

C. The Director of Student Life will attend the hearing and will present the statement of complaint and the supporting evidence.

D. In connection with presenting the case, the Director of Student Life may present witnesses.

E. When the case has been presented, the accused student may respond and may present witnesses in his or her behalf.

F. Persons presenting supporting evidence may address the Conduct Hearing Sub-Committee only at the pleasure of the chairperson.

G. Members of the Conduct Hearing Sub-committee may ask questions of any witness.

H. At the conclusion of the hearing, the council will meet privately to consider a decision and will notify in writing the Director of Student Life and the students involved within twenty-four (24) hours of its decision.

I. The decision of the Conduct Hearing Sub-committee will include the recommended sanction.

J. The student has the option to appeal any conduct discipline action of the Conduct Hearing Subcommittee to the President of the University within five (5) class days of the decision under question. In general, an appeal must be based on errors committed during the investigation and/or hearing process that had a substantial effect on the determination of whether the violation occurred or not.

SANCTIONS

I. Definition and purpose:

A. Sanctions are those penalties that may be imposed by the University upon persons who, in proper hearing processes, have been found to have committed violations of the Code of Student Conduct.

B. Sanctions are intended to teach students that certain kinds of behavior are unacceptable in the University community or among educated persons generally. The teaching purpose, rather than punishment, should guide the assignment of sanction for particular offenses. Throughout the conduct process, it is most important to have the student focus on their behavior and not what was done to them.

C. Consistent with the teaching purpose of sanctions, students should expect that sanctions will become more severe for repeat offenses.

D. The University reserves the right to suspend immediately and remove from campus without hearing, any student that poses an immediate threat to the health or safety of persons on campus or themselves. This includes the threat of disruption of the educational process and the threat of destruction of the property of the University or others. (See Interim Suspension) A properly constituted hearing on the matter will take place as early as possible.

COMPLIANCE WITH SANCTIONS

Once the appropriate disciplinary authority has imposed sanctions and the student/student organization has completed the appeal process or elects not to appeal, the student/ student organization must complete the sanctions within the allotted time frame stated in the sanctions.

I. If a student does not complete the sanctions or violates the sanctions as prescribed, the student may be prohibited from registering. At the direction of the Vice President for Student Affairs or designee, the Director of Academic Records shall place a hold on registration. This restriction will be removed once the student has demonstrated to the Vice President for Student Affairs or designee that the sanction has been completed. If a student has already pre-registered and the sanction has not been completed, the student will be canceled out of all classes on the day before the first day of class for which he/she is registered.

II. Student organizations that do not complete the sanctions or violate the sanctions as prescribed will no longer be considered in good standing and will not be entitled to the rights or privileges of student organizations.

III. The procedures outlined above will be explained by the Vice President for Student Affairs organization at the conclusion of a hearing and will also be articulated in writing in the results of hearing letter.

LACK OF COOPERATION

If the student absents him/herself from campus or does not respond when requested to participate in the conduct process the following steps will be taken:

I. The Director of Student Life or Vice President for Student Affairs shall make every reasonable effort to locate the student through ordinary channels.

II. If the student cannot be located or does not respond, the Director of Student Life or the Vice President for Student Affairs will initiate the normal conduct procedures in the student's absence.

Interim Suspension
Pending a formal hearing, the Director of Student Life, or designee, may act to remove as necessary from the campus any student who may be acting contrary to the safety or well-being of oneself, others or the property of the University.

Conduct Probation
This sanction is given for those situations in which the infraction has caused serious questions regarding the individual's ability to cope within a collegiate setting. This sanction is invoked for a minimum of three (3) months but not more than twelve (12) months from the date of sanction. Notification of sanctions will be made to the appropriate University offices, including the student's academic advisor. Students on conduct probation:

A. May be subject to move from their residence hall and/or may not be allowed to enter any University housing unit.
B. May be subject to additional stipulations as outlined by the Director of Student Life or Conduct Hearing Subcommittee.
C. May be subject to loss of designated privileges.
D. May be subject to expulsion or suspension if involved in any act of misconduct, including violation of the terms of the conduct probation.
E. May be subject to a fine.

Conduct Suspension
This sanction is one of involuntary separation of the student from the University for a period not to exceed twelve (12) months from the date of sanction. Notification of sanctions will be made to the appropriate University offices including the student's academic advisor. Students suspended:

A. Shall be sent grades or marks which would be appropriate if they were voluntarily withdrawing.
B. May be required to leave the land and/or premises of the University effective the date of suspension. The Vice President for Student Affairs may grant permission in writing for entrance of the student to University premises for a specified purpose and time.
C. Shall receive any refund of money in accordance with the refund schedule in effect at the time of the dismissal.
D. May be subject to additional stipulations as outlined by the Director of Student Life or Conduct Hearing Subcommittee.
E. Shall be reinstated only after meeting specific criteria established by the Vice President for Student Affairs.

Conduct Expulsion
This sanction is one of involuntary separation of the student from the University. Such separation will result in the student being permanently barred from the University. Notification of sanctions will be made to appropriate University offices including the student's academic advisor. Students dismissed:

A. Shall be assigned grades or mark, which would be appropriate if they were withdrawing voluntarily.

B. May be required to leave the land and/or premises of the University effective the date of dismissal. The Vice President for Student Affairs may grant permission for entrance of the student to University premises for a specified purpose and time.

C. Shall receive any refund of money in accordance with the refund schedule in effect at the time of dismissal.

D. Shall be permanently barred from the University.

Additional Stipulations

Additional stipulations are the prerogative of the hearing officer or Conduct Hearing Sub-committee, and they may be mandated as part of all conduct sanctions above. Examples may include but are not limited to counseling, room changes, hall changes, fines, restitution for damages, work assignments and programs. In all cases such stipulations will be consistent with the nature of the offense and the educational mission of the University.

Loss of Designated Privileges

This may be invoked as part of conduct probation sanctions. Examples might include restriction on the use of sound equipment (i.e., record players, radios, etc.), participation in specified University activities (i.e., intramural) or use of University services.

Mandatory Suspension

For some serious offenses, the University may mandate mandatory suspension for a minimum of at least two (2) days. Listed below are the violations for which the student will be suspended if found guilty:

A. Arson.

B. Tampering with fire equipment.

C. Causing a fire alarm to sound.

D. Possession of a firearm, air gun, bow and arrow, ammunition or other dangerous weapons. Weapons are defined in the Student Handbook.

E. Possession or use of firecrackers, bottle rockets or any other type of firework, explosive or explosive device.

F. Engaging in fights and/or assaulting another individual. May include intimidation or making of threats against another person.

G. Theft of University property.

Restitution

Restitution shall be compensation for damage or for the offense committed by payment of money or through appropriate work requirements related to the offense. The work will in no way degrade the individual or inhibit academic progress.

Fines

The levy of a fine shall be made up to three times the value of the property taken from a rightful owner without authorization, or property willfully damaged, destroyed, or abused, or shall be a monetary penalty. Money collected in excess of property will be turned over to a student loan, scholarship or similar fund.

Student Rights

All students are guaranteed a fair and impartial hearing in the proceedings of the University conduct system. The basic fundamentals of fair play, human understanding and the adherence to the laws of the land must always form the basic premise of conduct due process. A student against whom an allegation charging violations of the University standard of conduct has been lodged shall have the following rights:

A. To be given written notice of the charges in sufficient time to ensure an adequate opportunity to prepare for the hearing.

B. To present information on their own behalf, including written and oral statements and physical exhibits when appropriate.

C. To hear all information presented and to question all who present it.

D. To be advised by an advisor or attorney for consultation during questioning.

E. To receive a timely decision.

F. To appeal decisions involving the imposition of specified restrictions, probation, suspension or expulsion.

Conduct Records

A. An individual student's conduct record, notice of appeal, and each petition for review are confidential and may not be disclosed in whole or in part. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.

B. Conduct suspension or expulsions are the only conduct actions reflected in the official transcript of the student. Upon the directive of the Conduct Hearing Sub-committee, the Vice President of Student Affairs shall inform the Registrar to place on the student's permanent academic record the words "may not register." The Registrar shall remove the notation when the penalty expires or has been terminated.

C. Students who wish to challenge specific date or information on their conduct record, amend their records, or request the release of their records must submit a written consent letter specifying the records to be released. The student is entitled to a copy of these and wishes to revoke this waiver, the student must make a request in writing at the Registrar's office to revoke the waiver.

D. For each student who has received a conduct penalty, the University shall maintain a written record reflecting the nature of the violation, the penalty assessed and other pertinent information. Conduct records are kept in the Resident Directors Office and the Campus Programming Office as active files for a period of one year or until all sanctions are completed, whichever length of time is greater, and in retrievable storage for an additional minimum of five years. This conduct record shall be separate from the student's academic record, but shall be considered to be part of the student's educational record. All hearing records, notices of appeal, and petitions for review are confidential and may not be disclosed in whole or in part except as provided in this section.

E. Students needing to review their conduct or hearing records are asked to contact the Vice President of Student Affairs Office or Campus Programming Office, as appropriate, to schedule an appointment to conduct the review of these records.

F. The contents of a student's conduct record may be made available to persons outside the University only upon written request of the student, or in response to a court order. If the student can not be reached, university officials are expected to comply with judicial orders and subpoenas. A reasonable attempt shall be made to notify a student of the university's intention to comply with court orders, unless directed otherwise by the court order.

The following appeal structure is extended to students (in order):

CONDUCT	**ACADEMIC**
Hall Director (Housing matter only)	Faculty Member
Director of Student Life	Division Chairman
Conduct Hearing Subcommittee	Vice President for Academic Affairs
University President	Committee on Admissions & Academic Standards
	University President

Academic Information

For complete academic information go to the Mayville State University Academic Catalog.

ACADEMIC STANDING

The grade point average (GPA) for all courses attempted at Mayville State University is the basis for determining academic standing. A cumulative grade point average of 2.00 ("C") is the minimum satisfactory level of academic performance, the level required for graduation.

ACADEMIC PROBATION/SUSPENSION

Students who receive a Student Academic Assessment Report (SAAR) indicating specific areas needing improvement should immediately consult with the instructor and, in conference with the instructor, devise a course of action aimed at correcting the areas needing improvement.

PROBATION

Each student who earns less than a 2.00 term grade point average (GPA) at the conclusion of fall or spring semester is automatically placed on academic probation and is informed of this action in a letter sent by the Vice President for Academic Affairs to the student's home and through the student's personal campus email. Students are subject to suspension without regard to whether they have ever been placed on academic probation.

SUSPENSION

Mayville State University's suspension policy requires students to attain a minimum term grade point average of 1.00 for each semester. The suspension policy also requires students to achieve institutional grade point averages at or above the following:

- 1.70 cumulative GPA at the conclusion of the semester in which the total number of institutional and transfer hours attempted reaches 24 semester hours; and,
- 2.00 cumulative GPA at the conclusion of any semester in which the number of institutional and transfer hours attempted reaches or exceeds 64 semester hours.

Attempted credits include all courses (except withdrawals) on a student's record, including repeated and no credit courses, "Fs", incompletes, etc. A student who is suspended following the spring semester will be permitted to enroll for the summer session in an attempt to raise their cumulative grade point average (GPA) above the designated suspension level prior to the fall semester. Failure to meet the above standards will result in academic suspension, for a maximum period of one year. Students who are suspended from the University for failure to meet the academic standards are notified of their status in writing and through the University's e-mail system. Transfer and returning students must meet the above academic standards for admission to the University. Once admitted, however, transfer students will be allowed to enroll for at least two semesters, provided they have a 1.00 GPA or above for the term. The applications of transfer and returning students who fail to meet this standard for admission will be reviewed and decided on by the Admissions and Academic Standards Committee. The Committee may impose special conditions of admission for transfer and returning students who fail to meet the academic standards. Students on academic suspension from another institution of higher education will normally be denied admission until that suspension has expired.

SUSPENSION APPEAL

Students who have been suspended may appeal the suspension to the Admissions and Academic Standards Committee. To appeal, a student must provide a typewritten explanation detailing the reasons for this failure, and appear before the Admissions and Academic Standards Committee of the Faculty Association. Should you choose to exercise this right of appeal, you must make an appointment to meet with the committee. Appointments are made by contacting the Office of Academic Affairs at 701-788-4711. If a student does not exercise his or her right to appeal the suspension, he or she will be eligible to reapply for admission to the University at the conclusion of the one-year suspension.

Classification of Students

Regular Students

Regular students are those who have satisfied entrance requirements, are duly enrolled as full-time students, and are pursuing at least one of the degree programs. They are classified at the beginning of each semester as follows:

Freshmen are those who have earned **fewer than 24** semester hours.
Sophomores are those who have earned **24** semester hours.
Juniors are those who have earned **60** semester hours.
Seniors are those who have earned **90 or more** semester hours.

A student carrying 12 or more hours in any semester is considered a full-time student. Students who expect to graduate in four years (8 semesters) must complete an average of 16 credits per semester.

Credit by Examination

A student may earn a maximum of 30 semester hours of prior-learning credit, including advanced standing credit, advanced placement credit, CLEP, and life-experience credit. For more information about credit by examination, go to ndus.edu/students/earn-credit-by-exam.

Advanced Standing Credit

Credit by examination (Advanced Standing) for Mayville State courses is available in some programs. Interested students should consult with the discipline faculty involved to determine if this option is available. The last day to register for credit by examination is the same as the last day to register or add a class.

Advanced Placement Credit

Students who have completed certain College Entrance Examination Board (CEEB) advanced placement courses in high school and who have earned a minimum score of 3 on the Advanced Placement Examinations will be awarded college credit as follows:
CEEB should forward examination scores directly to the Office of Academic Records.

CLEP Credit

The College Level Examination Program (CLEP) is one of the accepted means by which a student may establish college credit. It is a national program that affords the student an opportunity to obtain college recognition for his/her formal or informal preparation prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer to another institution should first check to see what the limitations of the receiving school might be.
A student must be enrolled at Mayville State University to receive CLEP credit. Students may not take CLEP subject exams after enrolling in that course. Students who wish to participate in the CLEP program must pay a $80.00 fee to ETS/CLEP for each examination completed. In addition, a $15.00 fee for each examination must be paid to the institution. Contact the Office of Student Services in Old Main 107 for additional information about CLEP.

Life Experience Credit

Students who have achieved a significant degree of educational growth in disciplines offered by Mayville State University through professional, cultural, or community activities may seek to be granted credit for life experience. A student may earn a maximum of 30 semester hours of prior-learning credit, including life experience credit, CLEP credit, advanced-standing credit, etc. Students who believe they are eligible for life- experience credit must complete an application form available at the Office of Academic Records who will assist in identifying the appropriate academic discipline and a faculty member representing that area. The student and faculty advisor work to develop the validating documentation. This evidence is, in turn, reviewed by the discipline faculty and by the Curriculum Committee before a final decision is made by the Vice President for Academic Affairs. Credit awarded under this program is considered the same as transfer credit and may not be used to satisfy the 30-hour resident requirement. This credit will only be awarded with an "S" satisfactory grade and placed on the transcript when the student has successfully

completed one semester of resident work. A student must be currently enrolled to receive life-experience credit. When credit is granted the transcript will indicate the department, course number, course title, credit-hour value and the fact that this credit is life experience.

Grades and Grade Point Average

The grade point average is determined by calculating the total number of honor points earned and dividing by the number of attempted credit hours in which a letter grade of A, B, C, D, or F was received.

Grade	Interpretation	Honor Points Per Credit Hours
A	Excellent	4
B	Above Average	3
C	Average	2
D	Passing	1
F	Failure	0
I	Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0
AU	Audit	0

Grade Appeal Policy

Faculty must evaluate and grade student work fairly and reasonably, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. Once a grade has been recorded for a class, the grade cannot be changed unless an error was made by the instructor. Students may repeat a class if they would like to improve their grade. A grade appeal is an allegation by a student that such student's semester grade in a course offered for credit was not in accordance with the grading criteria described in the course syllabus. The student must contact the instructor of the course before the fifth week of the following semester to discuss the instructor's and student's reasoning for the grade given or desired. The complete policy addressing procedures required for resolving grade appeals is available in the Office of Academic Affairs.

Incomplete Grade

A student who has an excusable reason for not completing coursework may request an "I" (Incomplete). This process is initiated by the student filling out the Incomplete Grade Request Form. If an Incomplete Grade is granted by the instructor and advisor, the student is responsible for completing the work by a deadline approved by the instructor, but no later than the close of the following term. With instructor approval, a student may be granted a one-time extension, including a contracted date of completion, for removing the incomplete grade. If any incomplete grade is not removed by the end of the specified time, the grade as recorded on the Incomplete Grade Request form will be placed on the transcript by the Registrar.

Repeated Courses

If a student receives an "F" (failure) in a course, he/she should repeat it as soon as possible if it is required for graduation. When a course is repeated to improve grade point average, only the last earned grade is counted in the grade point average. Each course registration and its earned grade, however, continue to appear on the transcript. Course repeats are not allowed on a one-to-one basis such as independent study or on an arranged basis. This policy may be appealed through a sub-waiver form when there are extenuating circumstances and would require approval.

In regard to financial aid and Title IV funding in relation to the repeating of a course, the following applies:

- A failed course may be repeated as many times as needed until passed.

- A previously passed course may only be repeated once. This includes even those courses where a higher grade is required for the major (e.g., minimum of "C" for Teacher Education and Business Administration core courses, etc.)
- This does not include courses designated as repeatable (e.g. band, choir, student government, etc.) as these are not restricted nor limited (unless designated otherwise) and, therefore, a student may repeat these courses as often as allowed.
- If a student finally passes a failed course with a passing grade, he/she may repeat the course one more time to try and achieve a higher grade.

SATISFACTORY/UNSATISFACTORY CREDIT

Students with junior standing or above are permitted to register for an academic course on a satisfactory/unsatisfactory (S/U) option based on the following policies:

1. Students must have an overall 2.0 grade point average in order to qualify.
2. The S/U option may be used for courses that do not apply to a major or minor field. The student, however, may use this option if the course is in excess of the requirements for the major or minor field of specialization.
3. The S/U option is not available for required general education or professional courses.
4. Students may not change to, or from an S/U option after the last day to add classes.
5. Life experience credit, CLEP, or military credits (recorded as S/U), may be used toward the major and/or minor upon approval from the respective Division chair.
6. S/U credit will not be used in determining honor points or honor point ratio.
7. The traditional "D" or better will be considered satisfactory "S."

Other courses in which S/U credit may be earned are listed in each department of this catalog. These courses may be taken upon the advice of the student's advisor.

TRANSFER GRADE POINT AVERAGE

Total hours earned and the grade point average from all transfer institutions are entered on the Mayville State University official transcript and are calculated for a cumulative grade point average, however, transfer courses do not appear on the MSU official transcript.

ACADEMIC FRESH START

The Academic Fresh Start policy allows a student who has had former academic deficiencies and been out of higher education for three consecutive years to recover without penalty and have an *Academic Fresh Start*.

- The student must be currently enrolled as an undergraduate student at Mayville State.
- At least three consecutive years must have elapsed between the earned credits and the *Academic Fresh Start* request.
- An Academic Fresh Start may be requested for all coursework in no more than four selected quarters or semesters including previous transfer credits *or* Mayville State credits.
- Individual course(s) do not qualify for an *Academic Fresh Start*.
- All courses in forgiven terms cannot be used to meet pre-requisites or degree requirements.
- To qualify, a student must have completed a minimum of 12 semester credits with a 2.50 GPA or higher.
- *Academic Fresh Start* may be invoked only once and is irreversible.
- The policy is not available to a student pursuing a degree after a first baccalaureate degree has been granted.
- Students are responsible for ascertaining if the *Academic Fresh Start* would affect their current or future eligibility status for financial aid or veteran's benefits or other financial assistance programs.
- Teacher Education candidates are not eligible for an *Academic Fresh Start* at this time due to state teacher licensing requirements currently in place.

For more information or to make an *Academic Fresh Start* request contact the Office of Academic Records at Old Main 114.

If approved the academic transcript will indicate the terms affected by the *Academic Fresh Start.* Credits and grades will continue to appear on the academic transcript with credits included in attempted hours; however, letter graded courses will be excluded from the grade point average. Graduate and professional programs and other universities' undergraduate programs are not bound by the Mayville State University *Academic Fresh Start* policy.

ACADEMIC HONORS

DEAN'S LIST

The University makes personal, as well as public acknowledgement of the academic achievement of students earning a semester grade point average of 3.50 or higher on a 4.00 scale by naming them to the **dean's list**.

Criteria for selection to the dean's list are solely academic. Consideration is based on grades reported to the Registrar at the end of each semester. The dean's list includes all students who maintained a GPA of at least 3.50 for the semester while completing a minimum of twelve (12) graded credits a term from Mayville State University during the academic year. Students assigned an "Incomplete" for any course(s) are ineligible for dean's list consideration for that semester.

Core courses that are required for an MSU approved program and are only available from a collaborative institution are included in the twelve (12) credit maximum and are used in GPA determination for dean's list. (The MSU Medical Laboratory Science program offered in collaboration with the University of North Dakota is the only qualifying program.)

COMMENCEMENT HONORS

Three levels of honor students are recognized at the spring commencement exercises of Mayville State University:

Cum Laude	3.50 - 3.69
Magna Cum Laude	3.70 - 3.89
Summa Cum Laude	3.90 - 4.00

Eligibility for honors designation requires completion of 30 semester hours from Mayville State using the institutional grade point average. For publication purposes, commencement honors for spring commencement candidates are calculated at a designated time after fall semester. The final transcript for all baccalaureate graduates will, however, reflect the appropriate commencement honors. The Commencement Participation Policy can be found in the academic catalog under "Graduation Requirements."

ADMISSION TO MAJOR PROGRAMS

A formal major declaration process is required for all teaching majors and the following Bachelor of Science programs: Medical Laboratory Science, Biology, and Chemistry. See the Division chair of these programs for more information.

CHANGE IN PROGRAM – ADDING OR DROPPING COURSES

Program changes include adding courses or withdrawing from a course after students have made class reservations. All students can use "Campus Connection" through Friday of the first week of classes. After that time, each add or drop requires the following procedures:

Drop an on campus course:

1. Secure a Change in Program form from the Office of Academic Records in Old Main 114.
2. Secure the instructor's signature for each class added or dropped.
3. Secure the advisor's signature.
4. Present the completed form to the Office of Academic Records for processing.

All "Change in Program" forms must be completed and filed with the Office of Academic Records in order to become official changes. The official date of these changes will be the date received at the Office of Academic Records.

Drop Extended Learning courses BIOL 220/220L, BIOL 221/221L, or BIOL 302/302L:

1. Send an email to ExtendedLearning@mayvillestate.edu stating name, student id number, and the Catalog number (i.e. BIOL 220) and name of the course to drop. An attempt to drop course(s) in ConnectND by the student will be unsuccessful.

Drop a Dual Credit course:

1. To drop a dual credit course, first receive permission from your high school principal or superintendent. then have your principal or superintendent contact the Office of Extended Learning at 701-788-4667 to complete the drop.

Drop an Online, IVN, Off Campus face-to-face course:

1. Degree-seeking students should consult with their advisor.
2. Send an email to records@mayvillestate.edu stating name, student id number, and the Catalog number (i.e. ENGL 120) and name of the course to drop. An attempt to drop course(s) in ConnectND by the student will be unsuccessful.

CLASS ATTENDANCE AND PARTICIPATION

At Mayville State University, student attendance and participation are very important elements of university success. The instructor will inform students of attendance expectations, participation, and grading policy. Students incurring an absence are expected to notify an instructor as soon as possible and are responsible for completing all assigned academic work. Faculty members will determine whether or not the student is excused from class or will be allowed to make up missed coursework. If an appropriate arrangement to make up missed coursework cannot be made between the student and instructor, an appeal can be made to the academic division chair. Faculty should consider their attendance policy for students representing Mayville State University in approved inter-collegiate athletic, music, theatrical or other events.

All faculty members are required to complete an enrollment verification for each course taught accordingly:

- 16 WEEK (fall/spring): After fifth full day of instruction
- 5WK (fall/spring): After first full day of instruction
- Mini Session (summer): After first full day of instruction
- 4WK1 (summer): After first full day of instruction
- 4WK2 Session (summer): After first full day of instruction
- 6WK 1 Regular Session (summer): After second full day of instruction
- 8WK1 (summer): After second full day of instruction
- 10WK1 (summer): After third full day of instruction

For on campus courses, enrollment verification means that a student has attended that specific course. For online courses, enrollment verification means that the student has logged into Moodle and has participated in a discussion; completed an assignment, quiz, or test; or has emailed the instructor regarding the course. By the fifth full day of instruction for 16-week classes (see University Calendar), if a student has not had enrollment verified for a course, the student will be administratively removed from the course. The Office of Academic Records will email the student and advisor notifying them of the course removal from the student's schedule. If the student wishes to re-enroll in the course, prior approval must be secured from the instructor of the course, the division chair overseeing the course, and the academic advisor. Appeals for administrative drops are handled by the academic division chair overseeing the course. A student's lack of attendance in a course does not guarantee automatic cancellation of enrollment in the course. Each student is responsible for courses on the study list. Students are responsible for courses on their respective study lists. Only a properly processed "drop" through ConnectND Campus Connection will assure the student that a course has been removed from the study list. If ConnectND Campus Connection access is not available (i.e. dual credit students) the Office of Academic Records should be notified to assist with the drop. Failure to follow this procedure will result in a failing grade on the student's record.

ConnectND Campus Connection will not allow a student to drop all coursework for the term. Students wishing to make a complete withdrawal for the term should contact the Mayville State University Office of Retention at 701-788-4675 in CB 108 by the end of the 12th week of the term.

COURSE LOAD

Full-time enrollment is twelve (12) semester credit hours. A normal course load is between 15-17 semester credit hours. A student may register for as many as nineteen (19) semester credit hours per term. A student wishing to enroll in excess of nineteen (19) semester credit hours in a term will require an institutional overall GPA of 3.00. An outstanding incomplete grade will prevent the student from receiving an overload without a petition to the Academic Standards Committee. Mayville State's policy limits enrollment to a maximum of twenty-two (22) semester credit hours a term during the academic year. Students taking 19 or more credits should use the 12-18 credit-hour-rate plus the per-credit-hour rate for the additional hours over 18 credits.

Petition applications are available at the Office of Academic Records.

LATE REGISTRATION

The academic calendar, with dates of registration, is published in the front of this catalog. If an emergency has occurred and a student cannot enroll on the designated registration date, he/she should obtain permission for late registration from the Registrar.