

# Student Handbook 2017-18



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## Introduction

Welcome to Mayville State University. In making the decision to pursue your undergraduate education at MSU, you have chosen a distinctive institution with a proud and rich history and a promising future. All students have an important role to play in the life of the institution and all students benefit from the many contributions of those who have come before you.

During your time here, we encourage you to take an active role in your own education. Strive for excellence in everything you do, and never settle for mediocrity. Commit yourself to the service of others less fortunate than yourself, now and in your future life beyond our gates. Be open to different ideas, and to the many different people and cultures of our campus and world. The faculty, administrators and staff are here for you, and because of you. We will assist and support you in the process of your education. In doing so, we will also challenge you to stretch your mind, heart and spirit. Do not be afraid to call on us for assistance.

Best wishes for a successful academic year.

## Academic and Campus Services

### Academic Advising

Your academic advisor is the person whom you will consult regarding course selection and the overall planning of your degree. An advisor is responsible for supporting students and partnering with them so they can make informed decisions and create the right goals in order to excel. 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.

### Changing your Major

Current students who wish to change majors and/or advisors would discuss their interests with their current advisor and complete the Program Update Form and submit it via e-mail or in person to their current advisor. Following advisor approval and completion of the Program Update form, it would then forwarded via e-mail or in person to the Division Chair for assignment of new advisor. After the Division Chair makes an advisor assignment and completes Part C of form, it is sent via e-mail or as printed copy to the Academic Records Office for final processing. An Academic Requirement Report degree audit is available via the Office of Academic Records [Student Resources](#) page.

Students who express indecision about choice of major would be referred to Kristi Lentz for Career Counseling.

### 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.

# Campus Services

## Office of Academic Records

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

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. Creating and distributing the semester and yearly class schedules
11. Maintaining the C-ND master catalog
12. Final test schedules
13. Petitions for excess student-load, arranged courses, independent study, advanced standing,
14. Applications for major declaration and prior learning experience
15. Evaluation of requirements for teacher education, student teaching, internships, financial aid, and graduation
16. Application for graduation and teaching certification
17. Requests for substitution or waiver of academic requirements
18. Commencement bulletin, graduation lists, graduation honors, commencement exercises and diplomas
19. Certifying graduates for teacher certification

20. Family Education Rights and Privacy Act (FERPA)
21. Good student discounts for insurance
22. Building/maintaining the Academic Requirement Report

## 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 the 10<sup>th</sup> day of class for full semester classes. 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

## Athletics

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

Athletic Director  
Office Manager  
Head Athletic Trainer

Mike Moore  
Linda Arnegard  
Tim O'Brien

Baseball  
Basketball, Women  
Basketball, Men  
Football  
Softball  
Volleyball

Head Coach  
Head Coach  
Head Coach  
Head Coach  
Head Coach  
Head Coach

Scott Berry  
Dennis Hutter  
Darren Tighe  
Sean Thom  
Ashley Vandeven  
Lindsey Johnson

Location Lewy Lee Field House

Phone: 701-788-4834

## Campus Services

semester. In order to receive your refund, return your 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 your 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 houses the Bookstore, University Dining Services, Comets Landing Snack Bar, student lounge, swimming pool, meeting rooms, and study spaces, including the "Fish Bowl". 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

A room reservation tool has been developed and can be accessed at <http://www.mayvillestate.edu/about-msu/news-events/room-reservation-request/>. From the website it can be accessed from 'About MSU | Campus Events | Room Reservation Request.' Please use the form on this webpage for all meeting room reservations. Phone call or email requests will not be accepted.

1. Enter your information (\* denotes required information).
2. Push **SUBMIT**.
3. Your request will be submitted to key personnel for consideration.
4. A confirmation email will be sent as soon as possible – *please contact [roomres@mayvillestate.edu](mailto:roomres@mayvillestate.edu) if you have not received a confirmation within 48 hours.*

Available meeting rooms for use by recognized student groups through this request are: Luckasen Room, Heritage Room, Classroom Building Auditorium, Campus Foyer, the table in the Campus Foyer, Student Senate Conference Room, Upper Student Lounge – Campus Center, and OM 111 Conference Room.

For classroom requests, contact the Office of Academic Records at 701-788-4774.

For Fieldhouse room requests, contact [linda.arnegard@mayvillestate.edu](mailto:linda.arnegard@mayvillestate.edu).

For Wellness Center room requests, contact [wellnesscenter@mayvillestate.edu](mailto:wellnesscenter@mayvillestate.edu).

To cancel a reservation, contact [roomres@mayvillestate.edu](mailto:roomres@mayvillestate.edu).

### 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

## Campus 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 106.

### 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  
KVLV – 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.

### Career Services & Internships

Jay Henrickson, Director of Career Services and Internships  
Location: Classroom Building 115  
Phone: 701-788-4899

Website: [www.mayvillestate.edu/careers](http://www.mayvillestate.edu/careers)

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

**JOBS** – The Career Services & Internship Office can assist you with locating campus and off-campus job opportunities. Students can login to the *Mayville State Jobs Network* at <https://www.myinterfase.com/mayvillestate/student/>

**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](http://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. The career fairs are held in Fargo and Grand Forks. Upcoming Fairs are listed under "Events and Seminars" at [www.mayvillestate.edu/careers](http://www.mayvillestate.edu/careers) and in the *Mayville State Jobs Network*

**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

## Campus Services

interest/values/abilities. *MyPlan* is found at <http://mayville.myplan.com>.

**RESUMÉ and JOB SEARCHING ASSISTANCE-** We offer assistance and resources to help you get any kind of job or Internship: Writing a Resumé, Preparing for a Job Interview, Networking, Writing an Application Letter, or Job Searching Strategies

**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) –** Resources below provided by Career Services & Internships

### JOB ON CAMPUS and HOW TO APPLY

Applying for campus jobs in the first 2 weeks of the fall semester is recommended ... if you wait, jobs may already be filled!

#### How to FIND:

ALL available campus jobs are posted on the *Mayville State Jobs Network* website.

1. Go to [www.mayvillestate.edu/careers](http://www.mayvillestate.edu/careers)
2. Click on the student *Mayville State Jobs Network* link.
  - a. New user: "Click Here for a User Guide" and scroll down to the "First time users" link. Follow the instructions to register and create your personal profile. Once registered, go to the Jobs menu and search the campus jobs.

#### How to APPLY:

Thoroughly read each job description and application instructions. Apply with the Campus Job Application form (see "Resource Library" in left panel of the *Jobs Network*, or the Career Services site in the 'Student Portal' of the campus website). Complete the form on your computer, save, print copies for each department you apply to. It's ok to apply to more than one position.

**NOTE:** Some (not all) campus jobs can only be filled by students who have "Work Study" as part of their Financial Aid Award. Not sure of your award? Ask Financial Aid staff (Office in Main Building 106). Having a "Work Study" Award means you have 'priority' for a campus job, and will earn the Award by working part-time on campus. \*If you decide NOT to use the Work Study portion of your award, you MUST contact the Financial Aid Office immediately! If your Financial Aid Award does NOT include "Work Study", you can still apply for many campus jobs.

## JOB OFF CAMPUS in the COMMUNITY

#### How to FIND:

1) First, check the *Mayville State Jobs Network* (see section above).

2) Some local employers may have a job, but don't post them, so we encourage you to be pro-active and personally contact them. Our list of local employer 'prospects', and their contact information, is available from Career Services; in the Resource Library section of the Jobs Network; and the Career Services site in the 'Student Portal' of the Mayville State website.

For ANY Job or Internship, first check the *Mayville State Jobs Network* site. It includes world-wide internships and job postings ... and upcoming Career Events (Job Fairs, workshops, etc.)! See Jay Henrickson at Career Services & Internships, located (CB115) for questions about jobs, internships, or careers. Discover all of the job and career resources at [www.mayvillestate.edu/careers](http://www.mayvillestate.edu/careers).

**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 job-related questions, international students should speak to Pam Braaten, DSO, in the Admissions and Records office, or contact the Jay Henrickson in Career Services & Internships.

#### **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

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Elementary, Dakota Prairie School (McVie) 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 701-788-4868 or 800-437-4010 ext. 34868 or email us at [msucdp@mayvillestate.edu](mailto:msucdp@mayvillestate.edu).

**Collaborative Student** – see Office of Extended Learning

### 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.

### Dining Services

Students living in University residence halls are required to make a contractual agreement with the University for Board, contracts which are considered legal and binding. Changes to the board plan will be accepted during the first week of the semester. Board contracts do not include University vacation periods when school is not in session.

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 in cases where a student presents with a class or work conflict. 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 may be charged for the meal(s) effected, and may have a service fee applied. Example: 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 Dining Services should be forwarded to the Director (office in Campus Center Dining Room).

Dining 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. Students who leave behind a mess such that extra cleaning is required may be billed for that time required for the additional cleaning.

### Office of Diversity and Inclusion

Assistance for students from diverse cultural backgrounds is provided through services of the Office of Diversity and Inclusion 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 Director of ODI in the Byrnes-Quanbeck Library or email [dina.petherbridge@mayvillestate.edu](mailto:dina.petherbridge@mayvillestate.edu) for information.

### 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](http://www.mayvillestate.edu) and click "MSU Online",

## Campus Services

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.

### Early Alert System (Starfish)

Students who receive an alert through Starfish indicating a specific area 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. The Director of Student Success and Disabilities Services coordinates the Starfish system and monitors notices from instructors and may contact students to help address identified concerns.

### Enrollment Services

Enrollment Services manages the university's recruitment of students to Mayville State. Enrollment Services 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 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 Office 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 throughout 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.

### 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 may be 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.



## Campus Services

### 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.
7. Sophomore who completed 24 credits in their Freshmen year (not including dual credit and "Pass/No Pass" courses) and earned a 3.4 GPA. The policy requiring Freshmen and Sophomores to live on campus is grounded in decades of research that shows that students living in residence halls perform, as measured by grades, better than those

students who live in off-campus apartment or homes.

**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 106. 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 become 21 years of age during the term.

Students who are found to be in violation of the MSU Housing policy may be subject to partial or full charges for a residence hall room. 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 partial or full room charges for the semester.

### Information Technology Services

#### Computing Resource Agreement

The primary purpose of Mayville State University's internet access system, including its wireless connections, is to support and 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 extendable by members of the university community to people or groups outside the University.

The State Board of Higher Education Policy 1901.2 governs the users of MSU's data processing capabilities. See the document at <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=126&SID=11>

Users of technology provided by or through Mayville State University are also governed by State Board of Higher Education Policy 1901.2, the Acceptable Use of Information

## Campus Services

Technology Resources Policy. See the document at <http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=502&SID=78>

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.

### Help Desk Technical Support

The MSU Help Desk located in the lower level of the Byrnes-Quanbeck 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.

### Identification

Identification cards are made each students 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 and Food Service. Exterior doors to residence halls and the wellness center, and other doors, use the Student ID to permit entry. Requests for further information and/or what to do about lost ID cards should be directed to the Student Life Office, CC106. There is a charge of \$16 for replacing a lost ID card and \$8 for replacing a damaged card (must surrender the damaged card). The identification card must be presented when requested by university officials.

- 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 Student Involvement Office located in the Campus Center 106.

### 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.

## Campus Services

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](http://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 Pamela Braaten, PDSO, in the Office of Academic Records, 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 (“Moodle”)

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 Monday - Thursday, 8 am - 10 pm; Friday, 8 am – 5 pm; Sunday, 6 pm – 10 pm

Summer Semester and when Classes are not in Session Monday – Friday, 7:30 a.m. – 4:30 pm

The library is closed on holidays and on Saturdays.

### 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. Less formally, the Bookstore and the Admissions/Enrollment Services Offices often hold, temporarily, lost and found items. Emails are sent campus-wide when items are found or reported lost. Any items not claimed will be discarded in accordance to the Abandoned Property policy.

### 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 3<sup>rd</sup> St NE # \_\_\_\_ (your box number)**  
**Mayville, ND 58257**

## Campus Services

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

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.

### 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. employees or student's [username@mayvillestate.edu](mailto: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 a 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.

### 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

## Consumer Protection Information

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.

### 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 institutional certifying official in the Admissions Office (701-788-4667).

### 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](mailto:erin.kunz@mayvillestate.edu). All appointments are free to students.

### 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). Andrew Pflipsen, 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

## Consumer Protection Information

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/Misconduct Policies: Includes information about campus programs to ensure compliance with federal Title IX regulations that 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.

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.

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

## Emergency and Safety Information

**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 the Business Office in Main 108. Financial billing issues related to policy or university procedures should be directed to Jami Hovet, Vice President for Business 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 Andrew Pflipsen, Vice President for Student Affairs, 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

Andrew Pflipsen, Vice President for Student Affairs, 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.
- G.** Students who have concerns about technology related issues such as laptop, access to computing resources, etc. should contact the Help Desk in lower level of the Byrnes-Quanbeck Library. 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.
- H.** 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.
- I.** 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 Staff in Main Building 29 (facilities operations) or Bob Kozojed in the Campus Center Building 113 (custodial services).

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

### Emergency and Safety Information

In emergency situations, University community members and guests will be given instructions. This may come in the form of a building alarm, "Notifind," or a staff member giving instructions. Generally, these come in one of two forms – sheltering in the building where you currently are, or evacuating the building.

#### **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

## Emergency and Safety Information

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.

### Procedures for Tornado Warnings

MAYVILLE STATE UNIVERSITY 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 Birkeolo Hall
4. MARRIED/FAMILY HOUSING UNITS – Basement of Agassiz Hall

General Public and students in other locations:

Basement spaces are available in Old Main, the Science Building, the Library, and the Campus Center.

### 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

### 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.**

### Weapons and Explosives

Firearms, explosives, or other dangerous weapons are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the University. North Dakota law defines a dangerous weapon as an instrument that is designed, or likely to produce bodily harm. Since these items directly affect the health and safety of the residents, anyone found with these items is subject to expulsion.

Any of the following are considered a (firearm/weapon) guns, bows and arrows, knives, blowguns, etc., or explosive, ammunition, fireworks, etc.

### Definitions

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



## Emergency and Safety Information

on the part of any student/student groups-whether on or off University property are expressly prohibited.

### Incapacitation - Alcohol

Students who become incapacitated as a result of drinking, drug usage or a medical condition will receive proper emergency medical care when staff members become aware of their condition, EMS should be notified immediately. Residents will be financially responsible for the costs of this medical care including ambulance and/or hospitalization costs.

According to North Dakota Century Code #5-01-05.1, "**If a person is hospitalized for detox purposes, law enforcement or campus security personnel must notify the emergency contact.**" Incapacitated students who are in violation of local, state or federal laws concerning alcohol and other drugs are subject to citation and/or arrest for relevant violation of law.

### Sexual Violence/Misconduct Policy

See **Sexual Misconduct and Title IX Policy and Procedure**

### 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 hosts speakers and educational programs. Most of the alcohol and drug education programs are coordinated through the Student Life office in Campus Center 106 with assistance from SAC, RHA and other groups.

## Safety

### Campus Safety

1. When walking at night, travel in groups if possible. Always walk in well-lighted areas and do not take short cuts through dark or isolated areas.
2. If you feel threatened or think you are being followed, walk toward a well-lit or well-populated area. After reaching your destination, report the incident to your RA or RD, Student Life Office, or the Traill County Sheriff's Office.
3. In public areas, do not leave your belongings unattended. Keep coats, book bags, purses, and other valuables with you at all times.
4. If you bring your bicycle with you to MSU, always keep it secured with an oversized chain or cable style bike lock. Licensing your bike with the Traill County Sheriff's Office is also a good idea. This will help identify your bike if it is stolen.
5. If anything makes you feel uncomfortable or threatened, report it immediately to your RA or RD,

the Student Life Office, or the Traill County Sheriff's Office.

### Sex Offender Information

North Dakota has a sex offender registration law which requires persons convicted of sex crimes to register with local police departments. You may access this information by contacting the Traill County Sheriffs Department.

## Fire Safety

### Fire Alarm System and Equipment

The fire-alarm system and fire-fighting equipment are for your protection in the residence halls. Tampering with fire-fighting equipment, or setting off a false alarm, not only makes the system ineffectual but also endangers the lives of other residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, or other fire-fighting equipment and fire exit signs is prohibited by both our policy and state law. Any student tampering with fire-fighting equipment will be subject to punishment by state laws and disciplinary action. (Prosecuted as disorderly conduct, a Class 'B' misdemeanor, with a maximum punishment of 30 days in jail, a \$500 fine or both).

Each residence hall is equipped with a smoke detector which is periodically checked by hall staff. In some cases, the detector in your room is wired to the building central monitoring system.

### Fire Alarms and Safety

Fire prevention in the residence halls is taken very seriously by hall staff and is the shared responsibility of all students living in the halls. The use of toasters, microwaves, hotpots, or any other cooking appliances is prohibited in rooms. Cooking appliances can only be used in kitchenettes. Candles used for decorative purposes are prohibited. Candles and other devices with open flames, as well as incense, are prohibited. Students who attach paper wrap to residence hall room doors must leave a 1 ft. border around the door free from paper.

In accordance with North Dakota state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted to by hall staff. In the event of limited or poor evacuation, Resident Directors are authorized to direct hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings. Any person who willfully tampers with fire alarm

## Emergency and Safety Information

equipment resulting in a false fire alarm is subject to criminal punishment. Fines from \$250-\$1,000 may be assessed, and the incident will become part of the person's criminal record.

Fire extinguishers are provided as a life safety feature. Tampering with them will result in disciplinary action and may result in removal from MSU Housing.

### **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.

### **Fire and Building Evacuation**

All residents and/or guests are expected to respond appropriately and immediately whenever a fire alarm is sounded.

Building evacuation procedural guidelines (in force whenever an alarm has been sounded):

1. Lights on in room
2. Doors should be closed
3. Windows closed
4. Curtains open

All individuals should:

1. Wear shoes
2. Carry or wear a coat, and it is encouraged you also carry a towel.
3. Walk in single file to the outside of the building and get at least 50 feet away from the building.
4. Remain outside until a return signal is given.

It is required by law that all persons exit the building during a fire alarm.

If you discover or suspect a fire:

1. Stay calm. Think of what you need to do and then act.
2. Sound the alarm for the building
3. Evacuate the building
4. Notify the fire department from a safe location by dialing 9-911 (don't hang up; you'll need to stay on the line to provide emergency personnel with location.

### **Fire Drills**

The State Board of Higher Education mandates that at least one fire drill be held in each residence hall per term. All residents must leave the building when the alarm sounds for the drill. **North Dakota State Law requires evacuation.** Students are responsible for cooperating and following escape plans as explained by hall staff and posted on each floor. Failure to evacuate the building when an alarm is sounded *will* result in a disciplinary action.

Each room is equipped with a smoke detector for your protection. The light on the detector indicates it is in working order. The detectors must be tested at the beginning of each semester. If the light is not on or if your alarm is not working properly, report it to your Resident Director.

### **Fire Hazard**

For your protection, we urge you to use good judgment in decorating your room so that furniture, posters, mobiles do not create fire hazards.

### **Flammable Materials and Accelerants**

Because of the obvious fire hazard, highly flammable materials such as chemicals and gasoline are not permitted in the residence halls. The burning of candles are not allowed in residence hall rooms.

The burning of incense is not permitted in residence hall rooms at any time. It is a fire hazard, and many hall residents find the odor offensive to them.

### **Fire and Fire Alarm Procedure**

A fire emergency exists whenever a building fire evacuation alarm is sounding.

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

Students who become aware of a fire should activate the building fire alarm in buildings equipped with a manual fire alarm system; shout a warning and knock on doors to advise others, and evacuate the building. Call the Fire Department (911) from a safe location.

When calling 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.

## Standards of Conduct

(2) Do not hang up until released by the dispatcher.

### Building Evacuations:

The evacuation procedures shall be as follows:

- 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.
- 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.
- University Personnel will disseminate fire safety instructions annually and conduct fire exit drills annually.

## Standards of 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.

- 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: Notwithstanding 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. Possesses 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.

## Standards of Conduct

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 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. Misuse of university equipment, resources and facilities, mail-room resources, 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 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.
22. Engages in harassment or inappropriate actions toward other individuals, to include use of written or electronic forms of media with the intent of maliciously harming another person's reputation or name.

### 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** - \$150, 10 hours of community service, and mandatory completion of the electronic E Check-up To Go program.

**2nd offense** - \$225, 20 hours of community service, mandatory completion of the electronic E Check-up To Go program and BASICS (Brief Alcohol Intervention for College Students) program.

**3rd offense** - \$300.00, 30 hours of community services, mandatory completion of the electronic E Check-up To Go program, and mandatory completion of an alcohol assessment by a licensed addition counselor.

**Note:** All community service will be determined by Student Life and Facility Services and must be completed by the end of the current semester unless approved by the Director of Student Life. Failure to complete community service hours will result in further sanctions, up to and including suspension.

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.

## Standards of Conduct

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.

**Party Rooms** - \$150.00 and 10 hours of community service 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 and 10 hours of community service 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:**

**1<sup>st</sup> Offense** - \$200 fine, 20 hours of community services and immediate involvement by law enforcement.

**2<sup>nd</sup> and any subsequent offenses** – \$400 fine, 40 hours of community service, mandatory completion of an assessment by a licensed addition counselor, parental notification, and removal from campus housing.

**Note:** Any student convicted of a felony possession and/or distribution charge may be suspended from the institution upon an investigation and recommendation of the Director of Student Life.

### Disciplinary Procedures

#### I. Documentation:

- A. Student may be documented for an apparent violation of Code of Conduct, the Standards of Conduct, or the Residence Hall Handbook by a student, a faculty or staff member of the University.

"Documentation" is a written statement signed by a person who witnessed or is aware of the alleged violation.

- B. The complaint will be filed with the Student Life Office, Campus Center 106.
- C. The person entering the complaint will sign the incident report form. The Director of Student Life may accept anonymous citations, but it's status as "anonymously submitted" may be sufficient cause to fail to act through 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. Due Process:** In compliance with NDUS Policy 514 and legislation enacted by the 64<sup>th</sup> Assembly of North Dakota, Mayville State has established procedures to assure due process for students as part of its disciplinary process. These procedures include the following provisions:

- A. When a complaint for a serious violation of the Mayville State Code of Student Conduct 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. If the case is of a type that it is to be referred for action under the Sexual Misconduct and Title IX Policy and Protocol, a referral for adjudication under that Policy is made. The Sexual Misconduct and Title IX Policy and Protocol takes precedence to this document.
- C. The Director of Student Life, after discussion with both parties and any witnesses in the matter, will make a decision as to the disposition of the case and notify the student/organization using the physical or e-mail address provided by the student in Campus Connection. This decision may include one of the following actions:
  1. A dismissal of the allegation; or
  2. Assessment of a sanction appropriate to the charges; or
  3. Determination that the violation should result in conduct suspension or expulsion. In the event of a finding of suspension or expulsion, the Director of Student Life will Inform the accused student of this suspension or expulsion based on violations of standards of student behavior as outlined in the Code of Student Conduct or based on charges of violations of criminal or civil

## Standards of Conduct

code as verified by law enforcement or the courts. A student who is suspended or expelled has the right to appeal this decision to the Conduct Board as outlined below;

4. A dismissal of the allegation; or
  5. Assessment of a sanction appropriate to the charges; or
- D. The Director of Student Life will maintain complete records of all formal conduct and sanction proceedings.
- E. Any student who receives an official sanction of suspension or expulsion from the Director of Student Life may request an appeal hearing before the Conduct Hearing Sub-committee within three days of being notified of the decision under question. Failure to request an appeal hearing within the time allowed will be considered as the student's agreement with the sanction of suspension or expulsion.
- F. The Vice President for Student Affairs will organize formal hearings of the Conduct Hearing Sub-committee. The Conduct Hearing Sub-committee will consist of two faculty or staff who are members of the Student Affairs Committee and two students appointed by the Student Senate. The Vice President of Student Affairs shall chair the sub-committee. Hearings of the University Conduct Hearing Sub-Committee shall proceed as follows:
1. Within three (3) days of receiving the student's notice of their desire to appeal the decision under question to the Conduct Hearing Sub-Committee, or of being notified by the Director of Student Life that a case involving suspension or expulsion has been referred to the 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:
    - a) A statement of the time, place and nature of the hearing;
    - b) A reference to the particular section(s) of the Standards of Conduct involved;
    - c) A short and plain statement of the matters asserted;
    - d) A statement of the student's rights under these regulations, including an opportunity to present his/her own defense and the right to have an
- have the right to fully participate in the hearing as advisor or legal counsel present and available at all proceedings. Such legal counsel or advisor shall be defined in Section 5 below and as allowed by the Committee Chair.
2. 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.
  3. The Director of Student Life will attend the hearing and will present the statement of complaint and the supporting evidence.
  4. In connection with presenting the case, the Director of Student Life may present witnesses.
  5. When the case has been presented, the accused student may respond and may present witnesses in his or her behalf and may fully participate in the process, including the right to make opening and closing statements, and examine and cross examine witnesses, as allowed by the Committee Chair.
  6. Persons presenting supporting evidence may address the Conduct Hearing Sub-Committee only at the pleasure of the chairperson.
  7. Members of the Conduct Hearing Sub-committee may ask questions of any witness.
  8. For purposes of considering evidence presented, the Conduct Hearing Committee shall use a "preponderance of evidence" standard and shall make good faith efforts to include relevant evidence.
  9. 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.
  10. The decision of the Conduct Hearing Sub-committee will include the recommended sanction, which could include suspension or expulsion, dismissal of the charges or alternative sanctions.
  11. A student who fails to appear for a scheduled hearing will be deemed to have waived his/her right to a hearing.
- G. The student has the option to appeal any conduct discipline action of the Conduct Hearing Subcommittee involving suspension or expulsion to the President of the University within five (5) 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.

# Standards of Conduct

## **SANCTIONS: 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
  - E. 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**

- I. 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:
- II. The Director of Student Life or Vice President for Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
- III. 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 **and who is deemed to pose a substantial risk of immediate physical harm to students, faculty members or others.**

## **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.
- F. Any additional violations of the Code of Conduct while on probation may result in suspension from the university based on a recommendation of the Director of Student Life.

# Standards of Conduct

## 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



## Standards of Conduct

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 of 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 cannot 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

Hall Director (Housing matter only)  
 Director of Student Life  
 Conduct Hearing Subcommittee  
 University President

#### ACADEMIC

Faculty Member  
  
 Division Chair  
 Vice President for Academic Affairs  
 Committee on Admissions & Academic Standards  
 University President