



Mayville State University

Policy Manual

Introduction to the Policy Manual

This manual is intended to provide all faculty and staff members at Mayville State University with the information they need to understand and participate effectively in university administration and governance.

Having trouble finding a policy?

All Mayville State University policies are numbered with an “M” prefix such as M123. All policy numbers correspond with NDUS policy manual numbers. If you are searching for a policy that is NOT located in this policy manual, please defer to the NDUS policy manual. The direct link to the NDUS policy manual is located below.

Other valuable resources for these purposes include:

NDUS Policy Manual, which contains all policies of the State Board of Higher Education. NDUS policies apply to Mayville State University. The NDUS policy manual is located at [NDUS policies](#).

NDUS Procedures Manual (PR), which contains a variety of “how to” statements from the Chancellor of the North Dakota University System. These, too, apply to MSU, and the relevant section has a hot link on each of the MSU policy manual index pages. The NDUS Procedures Manual is also located online at [NDUS procedures](#).

Policy Sponsors

Each Mayville State University policy has a sponsor, as indicated at the end of the policy statement. Please discuss with the sponsor any questions or suggestions you may have.

The sponsor is the university’s leader for:

- answering any questions about the policy;
- accepting suggestions for revisions to the policy; and
- accepting suggestions for new policy in a related area.

Each sponsor is responsible for:

- providing fair and consistent answers about the policy;
- deciding whether, when, and how to propose revised or new policies;
- consulting with appropriate officials, committees, or other entities when policy revisions or new policies are under active consideration;
- securing any official approvals necessary for revisions or new policies (this will vary from one change to another, from one policy to another); and
- submitting the final drafts of revisions or new policies (with documentation of any official approvals) to the President’s Cabinet for final review.

When each policy has been through the complete review process, the University President will have final approval on each policy before incorporation into the university policy manual.

For other matters related to University policy, State Board of Higher Education policy, or this policy manual, please consult with the appropriate Vice President or with the President.



University Policy Manual

Introduction

TABLE OF CONTENTS

Section 100	Introduction
Section 200	University Governance <i>Faculty and Staff Association and Senate Constitutions and Bylaws Student Association and Senate Constitutions and Bylaws</i>
Section 300	Governance and Organization
Section 400	Academic Affairs
Section 500	Student Affairs
Section 600	Personnel <i>NDUS Human Resource Manual (Staff)</i>
Section 700	Compensation
Section 800	Financial Affairs
Section 900	Facilities
Section 1900	Miscellaneous
TIAA-CREF Retirement Plan	



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Introduction
Section: 100. Index

PAGE: (1 of 1)

Section 100	Index
100.01	Constitutional and Statutory Authority
100.4	Mission and Vision of the North Dakota University System
100.5	Beliefs and Core Values of the State Board of Higher Education
100.6	Authority and Responsibility of the State Board of Higher Ed.
100.7	Institutional Mission Statements
M 100.7	Mayville State University Mission, Vision, and Statement on the College Learning Environment
Section 101	Table of Contents
Section 102	Objectives and Codification
Section 104	Distribution of Manual
Section 105.1	Distribution of Materials (for office use)

MISSION STATEMENT

The mission of Mayville State University is to educate and guide students, as individuals, so that they may realize their full career potential and enhance their lives. We do this in an environment that reflects our tradition of personal service, commitment to innovative technology-enriched education, and dynamic learning relationships with community, employers, and society.

As a member of the North Dakota University System, Mayville State University offers undergraduate degrees.

*Approved by the State Board of Higher Education
February 20, 1998*

VISION

The vision of Mayville State University is to be known for continuing academic excellence in a cooperative, enjoyable working and learning environment that anticipates and responds to individual needs.

INSTITUTIONAL PURPOSES

In order to realize its mission, MSU will ensure that the strategic plan, budget, and human resources decisions promote achievement of the following purposes:

- ✓ Collaborative relationships with schools, employers, and communities that contribute to the economic growth and social vitality of North Dakota.
- ✓ Effective support for appropriate applications of information technologies to instruction and administration.
- ✓ Academic programs and services that address career and North Dakota workforce opportunities.
- ✓ Innovative, flexible delivery of instruction that meets the needs of the individual.
- ✓ Enrollment and revenue development through retention, recruiting, and new opportunities.
- ✓ Assessment and improvement of student learning outcomes and institutional effectiveness.
- ✓ Continued fulfillment of the constitutionally mandated mission of teacher education.

THE COLLEGE LEARNING ENVIRONMENT

At Mayville State University, we believe the relationships between faculty, staff, and students to be of primary importance. The other traditional functions of a college take their being and importance from the ways in which they support and augment teaching and learning. Our goal is the development of well-prepared and socially responsible persons who possess discriminating intellectual capability.

Mayville State offers programs of study at the associate and baccalaureate levels. The University serves non-traditional continuing education students as well as traditional resident and commuter students. The University recognizes the right of all students to courses designed to acquaint the individual with the broad areas of knowledge in the scientific, social, and cultural milieu. Likewise, the University recognizes the right of students to curricula and programs specifically designed to meet student needs and interests.

A. Faculty, Administrative Staff, and Students

The dedication of the University to excellence in teaching and learning makes necessary the best efforts of the students, faculty, and administration. Appointment, retention, tenure, and promotion for faculty members is one measure for this concern for the welfare of the student. One of the first considerations in the development of faculty is the consideration of skill in teaching. Skill in teaching is not the only criterion, but it is the first.

Students have the obligation to match faculty involvement in teaching with their own involvement in learning. Motivation is a double responsibility residing with the student as well as with the teacher.

Students have a personal and professional interest in the teaching/learning process. Faculty should develop their courses with this in mind. It is assumed that both students and faculty will exhibit daily a positive concern for the success of the teaching/learning process.

Faculty, staff, and students are partners in the day-to-day operation of this University. Instruction and education extend beyond the classroom, laboratory, and library. Administrative staff employed in student affairs, advising, and in other areas dealing directly with students in curricular or extra-curricular activities are recognized as partners with the faculty and with the students.

Although rewards for faculty, staff, and students shall be based on their contributions to the teaching/learning process, it is emphasized that research activities, especially by members of the teaching faculty, shall be prized and encouraged. Faculty performing research activities deserve support, not only because of their attempt to acquire new knowledge, but also because their efforts demonstrate to students the ways in which new knowledge is developed and evaluated.

B. Policy Determination and Implementation

Mayville State University and all other state-supported higher education institutions in North Dakota are under the general administration and direction of the State Board of Higher Education.

The State Board of Higher Education is a policy-making body. The Board appoints a Chancellor who serves as its executive officer in the administration of the eleven state-supported campuses.

The Board has delegated responsibility for the overall welfare and operations of the university to the university's President. The Faculty Association has a constitution approved by the President and the Board that defines the academic governance responsibilities of the faculty. The Staff Association represents the views and interests of the staff in accordance with a constitution approved by the President.

Reviewed: Fall, 2008

Sponsor: President



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: University Governance
Section: 200. Index

PAGE: (1 of 1)

Section 290	MSU Faculty, Staff and Student Constitutions and Bylaws
--------------------	--

- | | |
|-----------------|--|
| M 290.1 | Faculty Association and Senate Constitution |
| M 290.2A | Staff Association and Senate Constitution |
| M 290.2B | Staff Association and Senate Bylaws |
| M 290.3A | Student Association and Senate Constitution |
| M 290.3B | Student Association and Senate Bylaws |
| M 290.3C | Code of Student Senate Elections |

MAYVILLE STATE UNIVERSITY FACULTY ASSOCIATION AND SENATE CONSTITUTION

ADOPTED NOVEMBER 22, 1993

Amendments approved: February 19, 2009

(Previously Revised: January 13, 2005)

Last Approved by North Dakota State Board of Higher Education: April 29, 1999

Preamble

The Faculty of Mayville State University, with the cooperation of the administration and the North Dakota State Board of Higher Education, have created this Constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy to the end that the purposes of North Dakota Higher Education System, Mayville State University, students, and faculty may be fully realized.

Organization for the furtherance of faculty positions on relevant educational and other issues should not be confused with administrative organization, the purpose of the latter being to designate clearly the responsibility and authority for performing certain institutional tasks that are dictated by policy established by the North Dakota State Board of Higher Education, the Mayville State Faculty Association, and the Mayville State Faculty Senate.

Handbook Reference

This document is proposed to replace pages 76-90 of the June, 2004 edition of the Mayville State University Faculty Handbook.

Article I. Name

The name of this organization established to exercise the responsibilities, above and below, shall be the Mayville State University Faculty Association. Its subsidiary body shall be deemed the Mayville State University Faculty Senate.

Article II. Purpose

The purpose of the Association shall be to consider educational affairs which apply to the role of the faculty as herein outlined.

1. The purpose of the Faculty Association and Faculty Senate shall be to serve as the agency for the formulation of educational policy at Mayville State University and to serve as the forum for the determination of official opinion of the Faculty of the University.

2. The President of the University shall be the official agent for transmitting minutes, decisions, and policy recommendations from the Faculty Association and Senate to the State Board of Higher Education and the Chancellor's Office, unless the Council of College Faculties be the appropriate pathway for such actions or the Chancellor or State Board of Higher Education shall direct particular communications be directed elsewhere. As Chief Executive Officer, the President of the University guides and leads the institution by observing the policies of the Board of Higher Education and by considering the needs and recommendation of the faculty, the various committees of the Faculty Association and Senate, and the other executive officers of the University.
3. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to make decisions on the following matters of educational policy subject to review by the President of the University and ultimate acceptance or rejection by the Board of Higher Education:
 - A. Standards for admission, selection, and retention applicable to all students of the University;
 - B. Requirements for the granting of degrees that are applicable to all students of the University;
 - C. Curricula requirements within Board-approved programs that are applicable to all students;
 - D. Instructional standards throughout the University;
 - E. Procedures for faculty participation in the selection and evaluation of colleagues;
 - F. Standards of academic freedom throughout the University; and
 - G. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising power in areas not identified at this time.
4. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to advise the President of the University, Dean/Vice President for Academic Affairs, and Board of Higher Education on the following matters:
 - A. Appointment, promotion, tenure, dismissal of faculty members;
 - B. Issues affecting current or projected budget decisions, including salaries and other budgetary items for the University as a whole;
 - C. Issues of faculty welfare such as salaries and fringe benefits; and
 - D. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising its advisory function in areas not identified at this time.

5. The Board of Higher Education, having delegated policy-making power to the Faculty Association/Senate, may disapprove acts of the Association/Senate. Within ten days following the delivery of the minutes of the Faculty Association or Senate meeting, the President, representing the Board's authority on campus, may veto an act. He/she shall notify the Faculty Association or Senate, as appropriate, of such veto. If the Association or Senate wishes to appeal the veto, notice of the veto shall accompany a copy of the act and be delivered to the Chancellor of the North Dakota University System. The Chancellor shall review the act and the veto. She/he shall make a final determination as to the disposition of the act, in keeping with SBHE policy 305.1(6).

Article III. Membership

The Faculty Association of Mayville State University will consist of all faculty employed full-time and who give a minimum of half-time academic service, defined as six hours of teaching per semester, or professional service in lieu thereof, Fall and Spring, to the University. Each member has one vote and must be present to vote. Ex- officio members, as outlined in the By-laws, may serve as non-voting members.

Part-time faculty who teach at least 6 credit hours/semester for an academic year may chose to become a voting member of the Mayville State University Faculty Association by expressing their willingness to join as voting members at the Mayville State University Faculty Association meeting initiating each academic semester. Only those who exercise this opportunity will be voting members and therefore included along with the number of full-time faculty in determining the existence of a quorum at subsequent Faculty Association meetings.

Article IV. Meetings

Section A. Regular Meetings

The Faculty Association shall meet in regular session during the week preceding the beginning of regular classes in the fall semester and thereafter during November, February, and April. Special meetings may be called by the President of the Association/Senate, by a majority vote of the Faculty Senate, or by petition containing signatures of ten (10) members. Notice of Association meetings will be distributed two (2) weeks prior to the meeting date. Agenda items will be distributed one (1) week prior to the meeting date. Items to be included in the agenda must be submitted to the Association/Senate President twenty-four (24) hours prior to distribution of the agenda.

Agenda items may be submitted by committee chair, committee members, individual faculty members, or individual administration members.

Meetings shall be conducted according to Robert's Rules of Order, latest edition. A quorum shall consist of fifty percent plus one (1) of the official voting membership of the Association.

Section B. Special Sessions

1. Special sessions are special meetings of the voting membership of the Faculty Association. Discussion on any Faculty Association agenda item may be moved to a special session by motion, second, and majority vote of the Faculty Association. Assembly of the required special session may be immediate (by motion, second, and majority vote of the Faculty Association), or delayed--but must convene within 7 calendar days of the Faculty Association meeting in which discussion was moved. The date, time, and location of delayed special sessions will be set by the Association/Senate President.
2. The Association/Senate President may call a special session of the Faculty Association at his/her discretion.
3. A minimum of ten (10) voting members of the Faculty Association may file a written request for a special session with the Association/Senate President. The request must include the special session agenda, the latest acceptable special session meeting date, and the signatures of all requesting faculty. The Association/Senate President must make every effort to convene a special session of the Faculty Association prior to the deadline date stated in the written request.
4. Notice and agenda shall be provided to the voting membership of the Faculty Association at least 24 hours prior to a special session whenever possible. Other voting members of the Faculty Association may append items to a special session agenda by notifying the Association/Senate President at least 48 hours prior to a special session.

Article V. Organization of Officers

The elected officers of the organization shall consist of a president, a vice president, and a Secretary. A parliamentarian will be appointed by the President. Terms of office will be one (1) year. Election of officers will occur at the April meeting. Term of office begins

June 1. An individual's term of office is limited to two one-year terms. Said individual must step down from that office for one year when this term limit is reached. The President, Vice President, and Secretary must each represent a different academic division.

Section A. President

The President of the Association/Senate shall preside at Faculty Association meetings and otherwise act as the chief executive officer of the Association.

Section B. Vice President

The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as assistant to the President of the Association/Senate and carry out the duties the President may deem necessary.

Section C. Secretary

The Secretary shall:

1. Record and file minutes of each meeting of the Association and of the Faculty Senate and distribute copies of said minutes to members of the Association within one (1) week after each meeting.

2. Keep a record of membership and activities of the Association including the most current Constitution.
3. Make provisions for balloting at any and all Association meetings.

Section D. Vacancies

Vacancies among the elective offices of the Association shall be filled in the same manner and with the same timing as that of the original election, with the election to fill the vacancy scheduled for the next meeting following the development of the vacancy.

Article VI. Qualifications, Nominations, and Election of Officers

Section A. Qualifications

1. Members of the Association who have held membership two (2) full academic years prior to election and are tenured are eligible to hold the office of President or Vice President.
2. Members of the Association who have held memberships one (1) academic year prior to election are eligible to hold the office of Secretary.
3. Members having served two (2) terms in an office of the Association, partial terms not counted, shall be ineligible for re-election.

Section B. Nomination

1. A nominating committee, consisting of the divisional representatives on the Senate, shall nominate at least two (2) candidates for each of the three (3) elective offices on the Faculty Senate. The report of the nominating committee shall be distributed to the membership of the Association by March 15.
2. Nomination for elective offices also may be by petition, with signatures of five (5) voting members of the Association and an affidavit of the member's agreement to serve attached. The Secretary will prepare and have available nomination petitions. Completed petitions shall be filed with the Secretary one week and one day prior to the election day.

A list of all nominees will be circulated to the Faculty Association by the Secretary one (1) week prior to the election. The Secretary will prepare ballots for the election of officers to be held at a meeting of the Association during April.

3. Ballots shall include a designated "write-in" space for each office. Nominations from the floor shall be received at the time of the elections.

Section C. Election

The election of the President and Vice President of the Association/Senate shall be by majority vote of the members voting. If one candidate does not receive a majority of the votes cast, a run-off election between the two (2) candidates receiving the largest and second-largest number of votes shall be held at the same meeting. Election of the Secretary shall be by plurality.

Article VII. Faculty Senate

Section A. Membership

The voting membership of the Faculty Senate is composed of the elected officers of the Faculty Association, and five (5) elected senators--one from each academic division. The representative to the Council of College Faculties serves in an ex officio status.

The term of office for elected senators is two (2) years. Terms are staggered. Members from the Divisions of Teacher Education and Learning Resources; Science and Mathematics; and Business and Computer Information Systems are elected in even-numbered years. Members from the Divisions of Health, Physical Education, and Recreation; and Liberal Arts are elected in odd-numbered years. During the initial formation of the Faculty Senate, those senators elected in their division's non-election year shall serve a term of one (1) year. No senator may serve two continuous terms.

To serve as an elected senator, a faculty member A) must be a full-time faculty member for the duration of his/her term; B) must have one (1) academic year of membership in the Faculty Association prior to the semester in which they are elected; and C) must not be a divisional chairperson.

The senators representing the five (5) academic divisions shall be elected by their respective divisions at a division meeting to take place prior to the August Faculty Association meetings. Each division shall announce its elected senator at the August Faculty Association meeting.

Vacancies among the elected senators shall be filled following the same procedure. Divisions must elect a replacement to serve the remainder of the vacated term. The newly-elected senator inherits all the rights, responsibilities, and privileges of the office of senator upon divisional election. The division shall immediately notify the President of the Faculty Senate of the newly- elected senator's identity and announce the newly-elected senator at the next meeting of the Faculty Association.

The President, Vice President, and Secretary of the Faculty Association shall respectively serve as President, Vice President, and Secretary of the Faculty Senate.

The President and/or Dean/Vice President for Academic Affairs of the University may attend Senate meetings upon the invitation of the President of the Faculty Senate.

Section B. Meetings

Regular meetings of the Faculty Senate shall be held monthly during the nine-month academic year. Special meetings may be called by the President of the Association/Senate by giving written notice to the members twenty-four (24) hours in advance of such a meeting.

Section C. Duties and Responsibilities

Activities shall include, but not be limited to, the following:

1. To receive and act upon proposals, suggestions, and information from committees, students, individuals.

When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association as action taken. When such proposals and suggestions are not supported by a unanimous vote, they will be referred to their source with a recommendation, or they will be placed on the agenda for action by the Association.

2. To prepare the agenda for the Association meetings that shall include a review of action taken.
3. To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.
4. To receive reports from the administration on the proceedings of the Board of Higher Education or legislative bodies concerning the University and to keep the Association informed regarding pertinent actions by these groups.
5. To express and convey to the Association opinions and resolutions on any questions relating to Mayville State University. and joint programs with Valley City State University.
6. To function as an advisory committee to the President of the University in the preparation of the biennial budget and payroll. When acting in such an advisory capacity, the Senate shall meet in session with the President and/or Dean/Vice President for Academic Affairs and the State Salary Committee Representative.
7. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Association, or the Faculty Senate, itself.
8. To act in an advisory capacity to any persons representing Mayville State University on an inter-institutional budgetary and salary matter.
9. To make recommendations in the following financial and buildings related areas: long-range building and equipment policies, including the internal structure and use of facilities; priority of building projects; policies on purchasing equipment; location of new buildings; campus maintenance and beautification; and, policies on matters of finance in operation.
10. To act as a forum for the exploration of faculty-related issues, including problems related to teaching and working at Mayville State University.

Article VIII. Curriculum Committee

Section A. Purpose

The Curriculum Committee will study and recommend in the areas of curricular structure, general education requirements, requirements of the majors and minors in the various disciplines, program additions, program revisions and deletions, grading, academic calendar, graduation requirements, and other curricular and instructional issues.

Section B. Membership

The voting membership on the Curriculum Committee shall consist of the Dean/Vice-President for Academic Affairs and the chair of each of the divisions. The Student Body will be represented by two (2) students, nominated and elected by the Student Senate. The two students will share one (1) vote. The Registrar and the Director of the Library shall serve as non-voting members.

If the chair cannot be present, she/he may appoint a substitute.

No member of the Tenure, Promotion, and Awards Committee also may be a member of the Curriculum Committee, with the exception of the Dean/Vice President for Academic Affairs.

Section C. Officers

The Committee shall organize and elect its own officers.

Section D. Duties and Responsibilities

The Committee shall be accountable to the Faculty Senate, hence to the Faculty Association, and shall submit copies of its minutes to the Faculty Association. All policy and operational recommendations shall be reported to the Faculty Senate for approval.

It shall make a continuous evaluation of academic requirements of the University and keep the faculty informed of current trends.

It shall receive requests for curriculum changes from divisions and make recommendations concerning them to the Faculty Senate.

It shall advise the Vice President for Academic Affairs regarding policies and priorities for all extended learning personnel.

The Curriculum Committee shall advise the library director concerning the operations, budget, and policies of the Library.

Section E. Meetings.

Meeting of this Committee shall be held monthly, more frequently if necessary.

Article IX. Tenure, Promotion, and Awards Committee

Section A. Purpose

The Tenure, Promotion, and Awards Committee advises the administration concerning tenure, promotion, and awards. It also shall consider and recommend in the manner of developmental leaves. The Committee is responsible for establishing criteria and procedures, soliciting and reviewing nominations, and selecting the recipient of the "Burlington Northern Faculty Achievement Award," or its equivalent, or other awards as created, each year.

Section B. Membership

The Dean/Vice President for Academic Affairs and five tenured faculty members of the Faculty Association, one from each division. Each division shall elect their respective member. If a division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative. The Dean/Vice President for Academic Affairs shall be a non-voting member. There shall be no student members of the Committee. No member of the Tenure, Promotion, and Awards Committee also may be a member of the Curriculum Committee, with the exception of the Dean/Vice President for Academic Affairs.

Section C. Procedures

1. The Chair of the Tenure, Promotion, and Awards Committee shall be elected from among and by the Committee members. The Dean/Vice President for Academic Affairs shall not be eligible for election to the position as chair.
2. The advice of the committee concerning tenure and promotion shall be conveyed to the President of Mayville State University. Committee policy shall be subject to Faculty Association/Senate support and approval.
3. In actions regarding policy and procedure concerning the recommendations for promotion and tenure, the following policy applies: While committee discussion concerning a faculty member's fitness must be kept confidential, the results of such deliberations and the reasoning behind them shall be made known in writing to the faculty member concerned, if the faculty member requests such action in writing. The President of Mayville State University shall normally receive the recommendation of the Committee within five days of its formulation. The President is not bound by the advice of the Committee and she/he may make a decision in these matters that is contrary to the advice of the Committee for compelling reasons possibly known only to him/her and/or for reasons of program and staffing balance relating to future enrollment projections and student demand. The President will make such reasons known to the Committee upon request unless to do so would, in her/his opinion, seriously injure the University or the faculty member involved.

Section D. Meetings

Following an organizational meeting in August or September, the Committee shall meet in October to finalize plans for the tenure-promotion process and December to evaluate the candidates for tenure and/or promotion. The Committee shall meet as necessary to carry out its award function(s).

Article X. Admissions and Academic Standards Committee

Section A. Purpose

The Admissions and Academic Standards Committee monitors and recommends policy to the Faculty Senate in the areas of admissions and academic standards.

When dealing with academic standards the committee monitors student progress in meeting the academic standards of the University. Responsibilities include developing standards for academic probation and retention, rendering decisions involving academic suspensions, appeals from academic suspensions, setting conditions of re-admission for students successfully appealing an academic suspension, and determining policy relative to academic dishonesty. The Committee also hears allegations of unfair grading practices and recommends academic policy and practice in areas that are more general in nature, e.g., the last date to withdraw from a class without penalty, transfer credit practices, the residency requirement, etc.

Also, when dealing with admissions, the committee considers and recommends policy in the matter of admissions. Admissions criteria based on State Board of Higher Education policy are monitored by the Committee and this responsibility includes establishing criteria for automatic acceptance of transfer and returning students, hearing appeals from students who fail to meet these criteria, and establishing special conditions of acceptance for transfer and returning student who are successful in their appeal. The Director of Admissions and Records may refer special cases of transfer and returning students directly to the Committee for consideration of admission and, if admitted, the establishment of special conditions

Section B. Membership

The voting membership of this committee shall consist of the Dean/Vice President for Academic Affairs, who chairs the Committee, and five full-time, faculty members of the Faculty Association, one from each division. The Director of Admissions and Records shall be present at meetings as resource, hence non-voting, persons. The divisions shall elect their respective member.

Members shall serve two-year terms. Terms will be staggered. Members from the Divisions of Teacher Education and Learning Resources; Science and Mathematics; and Business and Computer Information Systems will be elected in even-numbered years, and members from the Divisions of Health, Physical Education, and Recreation; and Liberal Arts will be elected in odd-numbered years. The group originally elected in their non-election year shall serve an initial term of one (1) year.

Section C. Procedures

The Committee shall report all recommendations for policy to the Faculty Senate.

Section D. Meetings

The Committee shall meet each semester as needed

Article XI. Standing Committee on Faculty Rights

Section A. Purpose

The Standing Committee on Faculty Rights is the formal hearing committee for faculty grievances regarding issues of academic freedom, tenure, academic appointments, and dismissal as outlined in SBHE policy 605. The chair is elected annually by the membership from among their own number.

Section B. Membership

The membership of the committee shall consist of five tenured members of the Faculty Association, one from each division, serving five-year terms at staggered intervals. Each division shall elect their respective member. If an academic division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative until a member of the unrepresented division is eligible or the five-year term is fulfilled. Division chairs, administrative officers, staff, and students are not eligible to serve on this committee.

Section C. Procedures

The duties of this committee are determined by the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process.

Section D. Meetings

As necessary.

Article XII. Teacher Education Committee*Section A. Purpose*

The Teacher Education Committee conducts a continuous study for the purpose of harmonizing the standards of the liberal arts curricula with the requirements of teacher certification, facilitates the development and improvement of all teacher education programs, and determines the criteria for admission to the teacher education program. Appropriate subcommittees discharge each of these responsibilities.

Section B. Membership Appointments

Faculty membership on the Committee, and subcommittees, will be limited to persons with professional preparation and experience in teacher education. Subject to the objection of the Faculty Senate, the membership shall be appointed by the chair of the Division of Teacher Education and Learning Resources in consultation with the Dean/Vice President for Academic Affairs. Said appointments are effective with notification that they have been made to the President of the Faculty Association/Senate, no later than September 15. The Faculty Senate shall have one (1) month to note in writing to the Chair of the Division of Teacher Education and Learning Resources its disapproval of any appointed member. The appointment process outlined above should be repeated in such instance for the appointment of a more suitable member. If the Faculty Senate does not act within one (1) month, the appointments shall be considered finalized.

Section C. Subcommittee on Curriculum Development

1. This subcommittee formulates goals and objective for teacher education curricula, reviews and recommends to the Curriculum Committee relative to new courses and programs, and establishes policies regarding practicum and student-teaching procedures and practices.
2. The voting membership of this committee shall consist of the Dean/Vice President for Academic Affairs, a representative of each discipline offering a major in teacher education, four faculty from the Division of Teacher Education and Learning Resources, two student representatives appointed by the Student Education Association, and two practicing teachers to be appointed by the local education association of the Mayville-Portland Public School system.
3. The chair of the Division of Teacher Education and Learning Resources serves as chair of this subcommittee.
4. This subcommittee shall meet at least twice per semester.

Section D. Subcommittee on Admission and Retention

1. This subcommittee screens and admits student applicants to the teacher-education program and to student teaching.

2. The voting membership of this committee shall consist of two faculty from the Division of Teacher Education and Learning Resources and a representative from each discipline offering a methods class and a major in teacher education.
3. The chair of the Division of Teacher Education and Learning Resource serves as chair of this subcommittee.
4. This subcommittee shall meet at least twice per semester.

Section E. Procedures

This Committee shall report all recommendations for policy involving faculty to the Faculty Senate.

Article XIII. Committee on Student Affairs

Section A. Purpose

The Committee on Student Affairs recommends policies and monitors procedures in the areas of student development services, student government, the promotion and coordination of co-curricular and social programs, student retention programming, and disciplinary affairs. Appropriate subcommittees to discharge these responsibilities are outlined below.

Section B. Membership

The membership of this Committee shall consist of the Vice President for Student Affairs and Institutional Research, who shall serve as chair; the Director of Housing, two (2) members of the Faculty Association, four (4) staff members appointed by the Staff Senate, and six (6) students appointed by the Student Senate.

Section C. Meetings

Each semester and as needed.

Section D. Procedures

The Committee reports all recommendations for policy to the Faculty Senate.

Section E. Conduct Hearing Subcommittee

This subcommittee serves as a hearing board for those disciplinary matters of a serious nature; i.e. incidents of violence, property damage, and other actions which may be cause for probable suspension from the institution. The Committee reviews information regarding specific incidents which have been referred to it by the University judicial officer. In this regard, the subcommittee considers all pertinent information and makes a recommendation regarding disciplinary action, including suspension or expulsion from the institution to appropriate officials.

Section F. Membership

The committee includes the Vice President for Student Services, who serves as subcommittee chair and votes only in the case of a tie, two student members, and two faculty/staff members.

Section G. Meetings

Each semester and as needed.

Section H. Subcommittee on Residence Life

This subcommittee considers issues and recommends policy regarding housing and the residence hall system. It also serves as an appeals board for those individuals seeking an exemption from the institutional housing policy. In this regard, it considers information from the appealing student.

Section I. Membership

The membership of this Committee shall consist of two student members, and three faculty/staff members, one of whom will be the chair and vote in case of a tie.

Article XIV. Athletic Committee

Section A. Purpose

The Athletic Committee counsels the Athletic Department in its operation and approves its programs and budgets. It also counsels the Athletic Department in the promotion of high academic standards and class attendance rates for athletes.

The Athletic Committee shall report to the Faculty Association on any plans or actions.

Section B. Membership

The members of this Committee shall consist of the Vice President for Business Affairs, three (3) faculty/staff members appointed by the Vice President for Business Affairs with the advice and consent of the Faculty Senate and providing equitable gender representation, the Athletic Director, the University Representative to the DAC, and two (2) students appointed by the Student Senate, one male and one female.

The faculty/staff members shall serve a two (2) year term on the Committee. Nominations for the appointments of new faculty/staff members to this committee need to be submitted by the Vice President of Business Affairs to Faculty Association President before the August Faculty Association meeting.

A faculty member on this committee must chair this committee.

Section C. Meetings.

The Committee shall meet each semester.

Article XV. Council of College Faculties

The Council of College Faculties is a structure of the North Dakota University System with faculty representation from each campus, representatives serving three (3) year terms. Association members who have held membership two (2) full academic years prior to taking office are eligible to serve. The Mayville State University representative shall be nominated and elected in the same manner and timing as the officers of the Association and will become a member of the Faculty Senate. Term of membership begins June 1.

The representative shall attend Council of College Faculties meetings or send a Senate-approved alternate to be named at the beginning of each year. The representative shall report the actions and concerns of the Senate/Association to the Council and shall report the actions and concerns of the Council to the Senate/Association.

Article XVI. Financial Aids Committee

Section A. Purpose

The Student Financial Aids Committee advises the Director of Student Financial Aid by developing guidelines pertaining to qualifications for Institutional Scholarships and approval of all scholarship recipients, reviewing academic standards of students receiving financial aid, enforcing the "Good Standing Policy for Financial Aid" and evaluating the students who do not meet the academic standards set forth in this policy.

Section B. Membership

The Vice President for Business Affairs, the Vice President for Student Services, the Directors of Student Financial Aids and Admissions, and four faculty members of the Faculty Association. The Director of Student Financial Aids chairs the Committee.

Section C. Meetings

The Committee shall meet each semester and as needed.

Article XVII. Amendments

Amendments to or revisions of the Constitution must be proposed in writing at a regular meeting of the Faculty Association one (1) month prior to voting on the above. Amendments may be adopted and submitted to the president upon a two-thirds vote of the membership at any Faculty Association meeting.

By-Laws

1. Amendments to or revisions of the By-laws of this Constitution are subject to the same procedures as listed in Article XXII except that only a simple majority is required.
2. Ex-Officio Membership. Ex-officio (non-voting) membership shall consist of the University President, Dean/Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Business Affairs.

**CONSTITUTION
OF THE
STAFF ASSOCIATION AT
MAYVILLE STATE UNIVERSITY**

Adopted: April 12, 1996

Article I Name

The name of the organization shall be the "Staff Association of Mayville State University."

Article II Authority and Mission

A. Authority

The Staff Association was established with the encouragement and approval of the President of Mayville State University on April 12, 1996.

B. Mission

The Staff Association is established to be a representative body of classified employees, officers of the institution, and all other permanent employees who are not members of the faculty association and, as such, to recommend to the University Administration proposals designed to improve the status of all employees, aforementioned.

The Association shall strive to promote communication between the President, Vice Presidents and all employees of Mayville State University.

C. Objectives and Purposes

Mayville State University's Staff Association shall serve the following objectives and purposes:

- a. To gain a spirit of unity, pride, and cooperation by being recognized equally with the faculty and students as participants in advising University administration.
- b. To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern.
- c. To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues, which, on majority approval, bear the authority of a responsible voice in University affairs.
- d. To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues.
- e. To involve democratically chosen staff representatives in the operation of the University and to increase awareness of interrelating problems and opportunities.

Article III Membership

Members of the Association shall be all classified personnel, officers of the institution, and all other permanent employees who are not members of the faculty association.

The Staff Senate shall consist of 15% of the Association elected in accordance with the Staff Association and Senate Bylaws.

Article IV Officers

Officers of the Association shall be officers of the Senate which consist of a President, the immediate Past President, a Vice President/President Elect, a Secretary, a Treasurer, and Membership/Attendance Officer.

Article V Bylaws

The Association may adopt or amend such bylaws as may be required for the accomplishment of its purposes. The bylaws will be reviewed annually.

Article VI Amendments to the Constitution

- A. Proposals for amending the Constitution may be initiated by:
 - 1. the President of the University;
 - 2. five voting members of the Staff Officers;
 - 3. five voting members of the Senate; or
 - 4. petition signed by approximately five percent of the Association as defined in Article III of this Constitution.

- B. Amendments shall be approved by a simple majority (51%) of all members of the Staff Association and the President of the University.

Approved by:

President, Mayville State University

Date

AMENDED BYLAWS

STAFF ASSOCIATION AND SENATE MAYVILLE STATE UNIVERSITY

1. Purpose of the Senate.

The purpose of the Senate shall be to fulfill the Association's stated objectives and purposes. The Senate shall be advisory to the President of the University or other groups as deemed appropriate.

2. Composition of the Senate.

- a. The Staff Senate is a representative group of the Staff Association.
- b. The Senate will be comprised of members representing the various employee classification numbers as follows: 1000, 2150 who are not members of faculty association, 3000, 4000, 5000, 6000, and 7000. Membership to the Senate is based on approximately 1 member for every 6 of each category, to be reviewed annually. Representatives from each classification number will be as listed on Attachment A.
- c. Election of representatives to the Staff Senate will be by two separate written ballots from each classification. Staff may only vote within their respective classification.

Ballot 1: will ask for nominations

Nominees will be contacted before placing name on the ballot.

Ballot 2: will be the voting ballot

A nominee with simple majority of votes will be elected.

In case of a tie, an additional ballot will be issued with those names on it.

- d. Staff Officers are elected from the membership of the Senate. (see Election of Officers)
- e. The Staff Officers will consist of: President, Vice President, immediate Past President, Secretary/Treasurer, Membership/Attendance Officer.
- f. A Senator who has had reclassification in the Broadbanding system during his/her term shall continue to represent their original category until the next general election held in April when a new representative shall be elected. (Item #7, page 6)
- g. The Director of Human Resources or the Director's designated representative shall serve in an ex-officio capacity on the Staff Association, Staff Senate and Staff Officers.

3. Terms of Senate Members:

- a. Senate membership shall be for a two (2) year term with approximately one-half of the members selected each April. A member may not serve more than two (2) consecutive full terms. (Refer to 4.c below)
- b. Terms of senators begin in May and filled annually, thereafter.

- c. Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- d. If a senate member has served two (2) consecutive full terms, their names will be absent from the voting ballot for a period of one year.

4. Election of Officers.

- a. At the regular May meeting Staff Senate nominations and voting for the Staff Officers shall be accepted through motions from within the Staff Senate according to Roberts Rules of Order.
- b. The Staff Senate will nominate and vote annually in May for the following officers:
 - 1. Vice President (President-Elect)
 - 2. Secretary/Treasurer
 - 3. Membership/Attendance Officer
- c. The Secretary/Treasurer, and Membership/Attendance Officer will hold a renewable one year term in office. The Vice President, President, and Past President will hold a non-renewable one year term in office.
- d. The senator elected as Vice President will assume the office of President and then immediate Past President. After being elected to Vice President, this senator may be granted an additional two (2) year term on the Staff Senate, if required, to complete the terms of President and immediate Past President.
- e. The immediate Past President cannot concurrently hold another office.
- f. The Staff Officers can declare an office vacant when an officer is unable or does not properly perform the duties of the office, e.g. does not attend meetings or fulfill duties described for that office. A vacant position of the Staff Officers shall be filled by a special election following the vacancy.
- g. Winners will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.

5. Duties of the Officers.

a. **The President:**

- (1) presides over all meetings of the Staff Association, Staff Senate and Staff Officers.
- (2) insures that all Staff Association and Senate activities are conducted in a professional manner **and recorded in a notebook to be given to the next president.**
- (3) has the authority to appoint such committees as are deemed necessary for the business of the Staff Association and Senate.
- (4) insures that all actions conform to the Staff Association Constitution and Bylaws.
- (5) serves ex-officio on all committees of the Staff Association and Senate.
- (6) serves as the direct communication liaison between the President of the University and the Staff Association.
- (7) may disburse monies from the Operating Expense Fund in the absence of the Secretary/Treasurer.
- (8) may disburse monies from the Development Fund with approval from the Staff Officers, in the absence of the Secretary/Treasurer.

b. **The Vice President (President-Elect):**

- (1) presides in the absence of the President.
- (2) assumes the duties of the President for the non expired term in the event the President is unable to

complete the term of office.

- (3) serves on Program Committee that confirms speakers for Staff Senate/Association meetings.
- (4) carries out additional duties as assigned by the President.

c. The Immediate Past President:

- (1) serves as an active member of the Staff Officers providing continuity in the administration of the Staff Association and Senate.
- (2) serves as an advisor to current and proposed activities, using previous Staff Officers experience to give a historical perspective.

d. The Secretary /Treasurer

- (1) takes and maintains minutes of each meeting of the Staff Association, Staff Senate and Staff Officers.
- (2) publishes and distributes the minutes of each Staff Senate/Association meeting to all members prior to the next monthly meeting.
- (3) distributes the agenda to all staff members one week prior to each respective meeting aforementioned. (refer to #1)
- (4) maintains an accurate record of all resolutions duly adopted and the vote on such resolutions.
- (5) receives and keeps all communications and reports to and from the Staff Association.
- (6) files copies of the minutes of the Staff Association, Staff Senate and Staff Officers and special reports with the President's Office and shall pass on a duplicate file to the succeeding secretary.
- (7) Copies of minutes will be sent to the Library.
- (8) is primarily responsible for the Staff Association's fiscal affairs.

e. The Membership/Attendance Officer:

- (1) schedules meeting locations for the Staff Association, Staff Senate and Staff Officers for the following year; and notifies the Staff Senate President and the Secretary.
- (2) maintains a roll of current members and their attendance at meetings.
- (3) maintains permanent records of Senators and terms served.
- (4) maintains current election results and contacts eligible Senators following a vacancy in Staff Senate membership.

f. Staff Officers:

The Staff Officers collectively shall:

- (1) serve as the governing board or steering committee of the Staff Senate/Association.
- (2) set the yearly calendar of Staff Association/Senate meetings and activities.
- (3) prepare the agenda for each meeting of the Staff Association and Senate.
- (4) insure that the Constitution and Bylaws are followed and reviewed annually.
- (5) receive proposals for consideration at Staff Senate/Association meetings.
- (6) approve disbursement of funds when required.

6. Committees and Task Forces.

The following is a list of committees and a brief description of their duties:

a. Staff Association Committees

The Staff Senate shall establish such committees as are necessary to conduct Staff Association and Senate business. Some committees shall be responsible to the Staff Senate and shall perform duties

determined by the Staff Senate and/or the Staff Officers. All members are eligible to serve on any Staff Association committee(s).

- (1) **Bylaws Committee** -- reviews and suggests amendments to the Bylaws and presents them to the Staff Senate and then to the Staff Association.
- (2) **Legislative Committee** -- provides members with information regarding legislative activity placing particular emphasis on issues affecting higher education and Mayville State. The committee depends on feedback from the Association members to propose and initiate a coordinated effort as a result of the given information. The Legislative Committee will also serve as a committee that staff may bring issues and concerns to for consideration/action by Staff Senate. The issues could range from campus concerns to state-wide or legislative concerns. The committee may determine if gathering more information is appropriate and may determine when the issue should be forwarded to the Executive Committee for consideration. All issues and concerns must be presented to the Staff Officers before being brought to the Staff Senate.
- (3) **Program Committee** -- investigates topics and speakers for Staff Association and Senate meetings and forwards their recommendations to the Staff Officers for consideration.
- (4) **Public Relations Committee** -- 1) publicizes the activities of the Staff Association, internally and externally, 2) assists the Staff Senate in opening up channels of communication among all employees, 3) develops ways to help employees become more public-relations minded by presenting a more positive and professional image to the University's various constituencies, and, conversely to develop guidelines on how the administration can assist in that effort, and 4) raises public awareness about the vital role performed by employees in the success of the University.
- (5) **Staff Development Committee** -- identifies programs and activities that will provide personal and professional growth opportunities for University staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

b. Mayville State University Committees

The Staff Senate shall elect one Senator as a representative to each University committee, as requested. If more than one representative is requested, the representative need not be a staff senate member. Each representative will be responsible to attend his or her committee meetings and report to the Staff Senate. Representatives on these committees shall also represent the staff on University committees and shall have the full rights of senators in those committee matters, including the right to vote and serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees:

- (1) **Institutional Improvement Assessment Committee** (1 senator-2 Association members)
- (2) **Student Affairs** (1 senator - 3 Association members)
- (3) **Finance and Plant Committee** (1 senator – 1 Association member)
- (4) **Campus Center Board of Governors** (1 senator)
- (5) **Other committees established as needed**

c. Other Committees

The Staff Senate shall nominate and elect a Senator as a representative to each committee, as requested. If more than one representative is requested, the representative need not be a staff senate member. Each representative will be responsible to attend his or her committee meetings and report to the Staff Senate. A brief description of each committee follows:

- (1) **ND Council of State Employees (COSE)** -- strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state. (One representative)

d. Task Force and Temporary University Committees

The Staff Officers will appoint Staff Association members to serve on University task forces and temporary University committees, as requested.

7. **Transfer of Job Category.** Senate members who transfer from one job category to another within the University will continue to represent their original category until the next scheduled general election. (Item #2.f, page 1)
8. **Attendance/Absenteeism.** Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer to record their absence from any Staff Senate meeting. A Senator who has three (3) unrecorded absences in any twelve (12) month period or fraction thereof, will be contacted by the Membership/Attendance Officer. A Senator's position may be vacated by a vote of the Staff Officers. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g. military leave), the position will be temporarily filled following the procedures under Interim Vacancies.
9. **Interim Vacancies of Staff Senate.**
The vacancy will be filled by special election for the completion of the unexpired term or until the return of the person on extended leave.
10. **Meetings and Actions.** The Staff Association shall meet in regular sessions - Fall and Spring of each year. The Senate shall meet in monthly sessions. A majority of the Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the Mayville State University Staff Association.
 - a. Special meetings can be called by the Staff Officers when deemed necessary.
 - b. All meetings shall be open.
 - c. A record of proceedings at meetings shall be kept and made available by the secretary.
 - d. Association members may propose items to be included on the agenda for the next Association/Senate meeting by speaking to a senator.
11. **Amendments to the Bylaws.** Amendments to these bylaws may be proposed by a motion at any regular meeting of the Senate. The proposed amendment to the Bylaws will be introduced at an Association meeting and/or by written notice. It will be voted on at the next meeting or by a written ballot. If approved by a majority vote of the Staff Association, the proposed amendment will be submitted to the President of the University for approval.
12. **Dissolution.** Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the President of the University.

Adopted: April 12, 1996

Amended: August 23, 2002

Constitution of the Mayville State University Student Senate

PREAMBLE

We, the students of Mayville State University, do hereby ordain and establish this constitution of the Mayville State University Student Senate for the benefit of all students of this institution. Student Senate is committed to a policy that all students shall have equal opportunity to our programs and to participate in Student Senate without discrimination based on race, color, national origin, religion, sexual orientation, sex, handicap, or age.

ARTICLE I

The name shall be “Mayville State University Student Senate”, henceforth referred to as “Student Senate”.

ARTICLE II

PURPOSE

The purpose of the Student Senate is twofold:

- 1) To act as the governing organization of the student body
- 2) To act as a representative of the student body to the faculty and staff

ARTICLE III

MEMBERSHIP

All students enrolled in any of the regular curricula of the university and possessing a valid identification card, shall be members of the student body. Every student is eligible for membership in the Student Senate, providing they have a cumulative G.P.A. of 2.00 or better, and are in good standing in accordance with the current [Code of Student Conduct](#), located in Student Services.

ARTICLE IV

THE STUDENT SENATE

Section 1.

Authority of the Student Senate:

The authority of the Senate shall include but not be limited to the following:

- A. To safeguard a student's right to participate in all MaSU sponsored activities and receive a fair hearing of all grievances before any agency of appropriate jurisdiction.
- B. Have the power to review all Student Senate committee action.
- C. To propose legislation that falls under major school policy, and to take action on that legislation as defined in Article X.
- D. Delegate any powers granted to it under this constitution to duly recognized student organizations. The Student Senate shall at least hold the powers concurrently and may withdraw these powers should the constituent organization fail to meet the responsibilities vested in them.
- E. To secure information from any board or official of the University as is deemed necessary and appropriate.
- F. To exercise such additional powers as deemed necessary for the general welfare of the student body.
- G. To take all necessary and proper actions for executing the foregoing powers and duties vested in this Constitution in the Senate or any of its officers.
- H. To set up regulations governing social affairs and any other activities that fall under the jurisdiction of the Student Senate.

Section 2.

Meetings:

- A. The Student Senate shall meet at least 10 times per semester during the regular academic year. The time and place of meetings shall be set and posted by the President at least 24 hours prior to the meeting in a minimum of two places around campus, via electronic mail, or on the shared campus virtual drive.
- B. A simple majority (half plus one) of Student Senate members shall constitute a quorum.

- C. The most current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority on all matters not covered in this Constitution.
- D. Postponement of Senate meetings shall be designated by the President.
- E. All meetings are open. All guests may have a voice but no vote.

Section 3.

Voting Procedures:

Roll call vote will be taken on all introduced legislation, and the individual results will be posted by the secretary in no less than two public areas on campus or on the shared campus virtual drive no later than 24 hours after vote has been taken.

Section 4.

Forfeiture of Office:

- A. Any member of the Student Senate who is absent from Student Senate meetings three times during a semester shall forfeit the office and privileges that accompany the position. Senators who exceed these absences may appeal to stay on Student Senate to the executive committee.
- B. It is each Senator's duty to inform the President of their absence prior to a scheduled meeting.
- C. In the event any Student Senate member is found to be in violation of In Good Standing, he/she shall forfeit his/her membership for the duration of his/her term in office.
- D. Any member who is unable to attend the regular meetings of the Student Senate for more than one semester shall forfeit their office or membership and the position shall be declared vacant.

Section 5.

Recall – Suspension – Impeachment:

Any member of the Student Senate may be recalled upon presentation of charge by petition. This petition shall contain the names of at least fifteen percent of current FTE. The person charged will have one opportunity to state their case for defense in front of the Student Senate before the vote of the Student Senate before the vote of the Student Senate is taken. The functions of any office are suspended upon charge of recall.

ARTICLE V

DUTIES, POWERS AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS

Section 1.

The Executive Committee:

- A. The executive powers of the government of the Student Senate shall be vested in the President, Vice President, Secretary, Public Relations Officer and Parliamentarian. They shall be elected in the manner prescribed in the [Code of Student Senate Elections](#) and shall hold office for one year.
- B. The Executive Officers' term will expire two weeks after the inauguration of the new officers. During such time they will serve as guidance and research personnel for the newly elected Executive Committee.
- C. Inauguration of new officers shall take place two weeks before the end of the Spring term, the exact date to be set by the Student Senate then in office. The new President shall appoint a Parliamentarian at large before the end of the Spring semester.

Section 2.

The President:

- A. The President of the Student Senate shall preside at all student assemblies and shall act as chairperson of the Student Senate.
- B. The President shall have the authority to call all meetings of the Student Senate and the Student Body at all public functions.

- C. The President shall appoint special committees for administering the policies and activities of the Student Senate.
- D. The President shall have the power to appoint members of both the Student Senate and the student body to committees with the agreement of the appointees and the Senate.
- E. The President shall have the power to appoint the Parliamentarian, with Senate Approval.
- F. The President shall chair the Executive Committee.
- G. The President shall be responsible for enforcing the policies and procedures as determined by the Student Senate and the Constitution.
- H. The president shall compose the weekly agenda and post it, via electronic mail, or on the shared campus virtual drive at least 24 hours before the meeting.
- I. The President shall cast a vote in case of a tie, whether in Executive or Senate meetings.

Section 3.

The Vice President:

- A. The Vice President shall perform the duties of the President in the latter's absence.
- B. The Vice President shall perform the duties of the President upon the request of the President.
- C. The Vice President shall assume the office of the President upon the withdrawal from school, or the resignation or dismissal of the President.
- D. The Vice President shall have the right to vote at Student Senate meetings and the right to introduce legislation.
- E. The Vice President shall serve as a voting member of the Finance Committee.

- F. The Vice President shall chair the committees as outlined in the [By-Laws](#).
- G. The Vice President of the Student Senate shall be an ex officio member of all student committees and shall perform the duties customarily pertaining to the office of the Vice President.

Section 4.

The Secretary:

- A. The Secretary shall be responsible for the maintenance of any Student Senate records not covered by the Treasurer. The Secretary's records shall be maintained in the official Student Senate scrapbook. The President of the Student Senate may request a report of the Secretary at any regular meeting of the Senate.
- B. The Secretary shall be responsible for submitting the minutes of the meeting. The Secretary shall be responsible for posting the minutes via electronic mail, or on the shared campus virtual drive.
- C. The Secretary shall keep an accurate roll of all Student meetings, including voting records by all Senate members. These results should be made available for public viewing by the Secretary.
- D. The Secretary shall be responsible for informing Student Senate of absentees pertaining to the attendance policy as outlined in Article IV, Section 4.
- E. The Secretary shall be responsible for maintaining an open records policy. The records shall be open to all students and the President of the University.
- F. The Secretary shall be responsible for keeping records on file in the Student Senate Office.
- G. The Secretary shall perform duties specified by the President at the request of the President.
- H. The Secretary shall have a right to vote at Student Senate meetings and to introduce legislation.

- I. The Secretary shall chair the Recruitment and Retention Committee.

Section 5.

The Treasurer:

- A. The Treasurer shall collect, through the Business Office of the University, all fees and monies due Student Senate.
- B. The Treasurer shall deposit, have charge of, and account for all the funds of the Student Senate and shall be custodian of its property.
- C. The Treasurer shall pay bills upon the approval of the Student Senate.
- D. The Treasurer's accounts shall be audited annually by the Student Senate and by the University accountant.
- E. An itemized report of expenditures and receipts shall be submitted to the Student Senate at Senate meetings.
- F. The Treasurer shall serve as a voting member on the University Finance Committee.
- G. The Treasurer shall chair the Budget and Finance Committee.
- H. The Treasurer shall perform duties specified by the President at the request of the President.
- I. The Treasurer shall have a right to vote at Student Senate meetings and to introduce legislation.

Section 6.

The Public Relations Officer:

- A. The Public Relations Officer shall have a right to vote at Student Senate meetings and to introduce legislation.
- B. The Public Relations Officer shall chair the Public Relations Committee.

- C. The Public Relations Officer works with the Senate in posting any advertisements. The Public Relations Officer will be responsible for the maintenance of a calendar of activities sponsored by the Senate.
- D. The Public Relations Officer shall update and maintain the official Student Senate scrapbook and website which shall be kept in the Student Senate office and may be reviewed by any member of the Student Senate upon their request.

Section 7.

The Parliamentarian:

- A. The Parliamentarian shall be a consultant to the Student Senate President and Student Senate. The Parliamentarian should be familiar with the Student Senate Constitution, [By-Laws](#), [Code of Student Senate Elections](#), and [Robert's Rules of Order Revised](#).
- B. The Parliamentarian shall chair the Legislative Committee.
- C. The Parliamentarian shall have a right to vote at Student Senate meetings and to introduce legislation.
- D. The Parliamentarian shall perform duties specified by the President at the request of the President.
- E. The Parliamentarian shall establish and chair the General Election Committee and enforce any rules from the [Code of Student Senate Elections](#).
- F. The Parliamentarian shall establish that all Senate members remain in good standing throughout their term.

Section 8.

Action Taken by the Executive Committee:

- A. The Executive Committee of the Student Senate is authorized to exercise discretionary power until such matter as the Senate can be convened in a matter requiring immediate action.

B. In order for the Executive Committee to act, all members of the Executive Committee must be present. Action taken by the Executive Committee shall be either approved or disapproved by the Student Senate at the next regular meeting by the Student Senate.

C. Summer session interim – see Article VIII, Section 1.

Section 9.

Meeting Schedules:

The Executive Committee of the Student Senate shall meet at least once a month during the regular academic year. The meetings will be called at the discretion of the President.

ARTICLE VI

ADVISOR(S) OF THE STUDENT SENATE

Section 1.

The Student Senate advisor(s) shall be appointed before the end of the Spring semester by the President with Senate approval. This position may be filled by any Faculty, Staff, Administration member, or qualifying student(s). The Student Senate may appoint additional advisors at its discretion. The additional Student Senate advisor shall serve at the discretion of the Senate.

Section 2.

The Student Senate advisor(s) shall remain neutral in providing advice, suggestions, and recommendations.

ARTICLE VII

PRESIDENTIAL APPOINTMENTS

Section 1.

The President shall have the authority to appoint all committee members and chairpersons, who must then be approved by a two-thirds majority of the Student Senate. Likewise, in the case of the dismissal of any Presidential appointee, a two-thirds majority of the Student Senate is required.

- Section 2. All Presidential appointees shall be directly responsible to the President and the Student Senate as a whole. They shall attend all meetings of their respective committees to ensure that the students' interests and rights are fairly and rationally represented. They shall report any and all action taken by the committees to the Student Senate President and the Student Senate.

ARTICLE VIII

ADOPTED MEASURES

- Section 1. Activities:
- During the Summer Session of the University, the customary activities of the Student Senate shall be carried on under the direction of an Interim Council composed of the Student Senate advisors and the existing Executive Committee.
- Section 2. Adopted Measures:
- Measures adopted by the Interim Council or the student body in the Summer Session shall be binding for that term only, but resolutions recommending more permanent action may be presented to the Student Senate when they reconvene in the Fall Semester.
- Section 3. Finances:
- The Interim Council monies shall consist of only those fees collected during the Summer Session. In any extreme emergency, the Interim Council can apply to the President of the University for the Student Senate funds left over from the previous semester.

ARTICLE IX

AMENDMENTS TO THE CONSTITUTION

Section 1. Submissions of Amendments:

All proposed amendments to this Constitution shall first be proposed to the Student Senate for consideration. If a proposed amendment is approved by the Senate, it shall be brought before the student body for final action. A meeting or balloting must be held no later than one month after the proposed amendment was presented to the Student Senate.

Section 2. Reconsideration of the Amendments:

Should the Student Senate fail to recommend a constitutional amendment proposed by one or more members of the student body, the student body may draw up a petition. The Student Senate shall, within ten school days of the receipt of the petition, call a meeting or balloting of the student body to vote upon the proposed amendment. Such petitions must be presented to the Student Senate at least ten school days before the close of the regular school year.

Section 3. Notice of Amendments:

A copy of the proposed amendment shall be posted in at least two areas around campus, the current campus publication, via electronic mail, or on the shared campus virtual drive at least one week before the date set for the meeting or balloting at which the amendment is to be voted on.

Section 4. Ratification of Amendments:

Fifteen percent of the previous semester's FTE count shall constitute a quorum when an amendment or revision of the constitution or a revised portion of it is proposed.

The proposed amendment or revision, having passed the Constitutional Revision Committee and the Student Senate, will then be voted on by the student body. A majority of the students voting for the amendment shall constitute ratification of the amendment.

ARTICLE X

LEGISLATIVE ACTIONS

- Section 1. Those qualified to introduce legislation (as defined in Article IV) shall propose a piece of legislation to the Student Senate.
- Section 2. A quorum of Student Senate (as defined in Article IV, Section 2) shall vote on the proposed legislation, and of those voting a 2/3 majority must be attained for the proposal to gain support.
- Section 3. The proposed legislation, as accepted by Student Senate, shall be presented before the student body, and a vote taken on it. Of those voting, a 2/3 majority shall be needed to pass the legislation.
- Section 4. The proposed legislation shall be presented to the President of the University and to the appropriate Faculty Association committee for its consideration in a regular or special assembly of the members.

ARTICLE XI

ADDITIONAL MATTERS

- Section 1. Permanent files of the Student Senate shall be located in the Student Senate office or on the shared campus virtual drive.
- Section 2. A copy of this Constitution, all amendments, the [By-Laws](#), the [Code of Student Elections](#), resolutions, and other official measures enacted or adopted by the Student Senate shall be placed by the Secretary in the permanent files of the Student Senate or on the shared campus virtual drive. A duplicate copy shall be filed with the Vice President of Student Affairs, the Student Senate Advisors, and the University Library.

ARTICLE XII

RATIFICATION TO THE CONSTITUTION

- RATIFIED - Student Senate Constitutional Revision Committee, May 1, 1988, by a unanimous ballot. Mitchell G. Nelson, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, April 26, 1989, by a unanimous ballot. Cheryl Holweger, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, April 29, 1990, by a unanimous ballot. Shannon McDonald, Chairman and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, May 13, 1991, by a unanimous ballot. Melissa Wagner, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, February 15, 1995. Margaux Kotchman, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, February 21, 1996. Darla Mikkelson, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, March 10, 2001. John Lyng, Chairperson and Parliamentarian
- RATIFIED - Student Senate Constitutional Revision Committee, January 20, 2002. Mandy Beck, Chairperson and Parliamentarian
- RATIFIED - Student Senate Constitutional Revision Committee, March 19, 2012. Michael Voller, Chairperson and Parliamentarian

BY-LAWS OF THE MAYVILLE STATE UNIVERSITY STUDENT SENATE CONSTITUTION

ARTICLE 1

PURPOSE OF BY-LAWS

The By-laws shall provide a set of rules and specifications for the establishment and implementation of the constitutional directives. The By-laws shall also provide a written record of certain procedures to be followed to which the Student Senate or student body may refer.

ARTICLE II

REVISIONS TO THE BY-LAWS

The by-laws of the Student Senate may be amended or revised by two-thirds vote of the Student Senate at any regular meeting at which a quorum of the Student Senate is present. Proposed amendments or revisions to the By-laws must be presented to the Student Senate at least one week before a vote on the amendments or revisions is held.

ARTICLE III

APPOINTMENTS MADE BY THE PRESIDENT WITH SENATE APPROVAL

Section 1.

The Public Relations Chair:

The Public Relations Person works with the Senate in posting any advertisements. The Public Relations Person will work with the Secretary to meet this goal. The Public Relations Person will be responsible for the maintenance of a calendar of activities sponsored by the Senate.

Section 2.

The Historian:

The Historian(s) shall update and maintain the official Student Senate scrapbook which shall be kept in the Student Senate office and may be reviewed by any member of the Student Senate upon their request.

Section 3.

Resident Hall Association Representative:

The RHA Representative must be an on-campus senator, and shall act as a liaison between RHA and Student Senate.

ARTICLE IV

MEETINGS OF THE STUDENT BODY

Section 1.

Motions:

In any meeting of the student body any member shall have the privilege of introducing from the floor a motion relative to any matter of interest to the members, except amendment or revisions to the constitution. The President of the Student Senate shall have the authority to discuss such a motion with the members of the student body and refer it to a committee for further study. Recommendations for amendments or revisions of the constitution shall be presented to the Student Senate as indicated in Article IX of the Constitution.

Section 2.

Quorum:

At any meeting of the student body which has not less than fifteen percent of the student body, action can be taken which will be binding on the student body and the Student Senate, except for Constitutional Amendments.

Section 3.

Calling a meeting:

Students must present a petition of 10% of the student body to Student Senate one week prior to the scheduled time and date of the student body meeting.

ARTICLE V

FEE PAYMENTS

The Student Senate may adjust any of the items on the student portion of the Student Activity Fee. The items include: The Mill (yearbook), Contingency Funds, Student Organizations, Campus Improvements, and Student Senate.

ARTICLE VI

STANDING COMMITTEES OF THE STUDENT SENATE

Section 1.

- A. The Executive Committee (EC)
- B. The General Election Committee (GEC)
- C. The Budget and Finance Committee (BFC)
- D. The Legislative Committee (LC)
- E. The Public Relations Committee (PRC)
- F. The Blood Drive Committee (BDC)
- G. The Special Activities Committee (SpAC)

- H. The Senate Banquet Committee (SBC)
- I. The Community Service Committee (UWC)
- J. The Recruitment and Retention Committee (RRC)

Section2.

Definition of each committee:

- A. The Executive Committee (EC)
 - 1. Duties of the Executive Committee are defined in the Constitution.
- B. The General Election Committee (GEC)
 - 1. The General Election Committee shall be chaired by the Parliamentarian, unless he or she is running in the election.
 - 2. This committee will consist of four Student Senate members appointed by the Parliamentarian and approved by the Senate.
 - 3. This committee will do anything mentioned in the Code of Student Senate Elections or that Student Senate deems necessary.
- C. The Budget and Finance Committee (BFC)
 - 1. The Budget and Finance Committee reviews spending and income and prepares annual budget.
 - 2. This committee will consist of five volunteer Student Senate members.
- D. The Legislative Committee (LC)
 - 1. The Legislative Committee shall be chaired by the Parliamentarian.
 - 2. This committee will consist of four volunteer Student Senate members.
 - 3. This committee will handle any revisions dealing with the Constitution, By-Laws, Code of Student Senate Elections, or anything the Senate deems necessary.

- E. The Public Relations Committee (PRC)
 - 1. The Public Relations Committee shall be chaired by the Public Relations Chair.
 - 2. This committee consists of four additional members of Student Senate.
 - 3. This committee advertises activities and continues public relations with University members and the community.

- F. The Blood Drive Committee (BDC)
 - 1. The Blood Drive Committee shall be chaired by a volunteer from Student Senate.
 - 2. This committee will consist of two or three additional members.
 - 3. This committee is responsible for arranging the Campus Center Multipurpose Room, getting volunteer workers, getting food from Marriott Food Services, and advertising the blood drive.

- G. The Special Activities Committee (SpAC)
 - 1. The Special Activities Committee shall be chaired by the Student Senate Vice President.
 - 2. This committee will consist of two additional Student Senate members.
 - 3. This committee is responsible for all campus that do not fit under any of the other standing committees.

- H. The Senate Banquet Committee (SBC)
 - 1. The Senate Banquet Committee shall be chaired by a volunteer from Student Senate.
 - 2. The committee will consist of one or two volunteer Student Senate members.
 - 3. This committee will organize the annual Student Senate banquet by meeting with Administrators prior to the banquet to discuss details, suggestions, and concerns.

- I. The Community Service Committee (UWC)
 - 1. The Community Service Committee will consist of three volunteer Student Senate members.
 - 2. The chair of this committee will be chosen by its members.
 - 3. This committee is responsible for arranging fund-raising events to raise money for charitable organizations.

- J. The Recruitment and Retention Committee (RRC)
 - 1. The Recruitment and Retention Committee shall be chaired by the Student Senate Secretary
 - 2. The committee will consist of 4 additional members of Student Senate.
 - 3. This committee shall work with Enrollment Services and Campus Programming to construct ideas to build enrollment at MSU.

Section 3. Minimum meeting requirement:

Each committee shall meet at least one time each semester.

Section 4. If for some reason the chairperson of a committee cannot fulfill his/her duties, the President shall appoint someone to do so.

ARTICLE VII

INSTRUCTOR OF THE YEAR

Section 1. In recognition of the dedication and excellence in teaching at Mayville State University, the Student Senate of Mayville State University, on behalf of the student body, will select an instructor of the year.

Section 2. Nominations:

- A. Nominations for this award may be made for any faculty member. Nominations will be based on Instructor of the Year Guidelines. (See attached form A.)

- Section 3.
- B. Nominations will be made to the President of the Student Senate at a time determined each Spring Semester.
 - A. Each nominated teacher must complete a short interview session with members of Student Senate.
 - B. Prior to the interview session the candidates must submit a personal essay form to the committee based on their teaching involvement.
 - C. Final selection of the teacher of the year requires a 2/3 majority vote from members of Student Senate.
 - D. Any Selection Committee member will abstain from voting on teacher of the year if they have nominated someone.
- Section 4.
- The announcement of the instructor of the year will be made by the outgoing President of the Student Senate at the Student Senate Awards Banquet.
- Section 5.
- The award will consist of an engraved plaque, which will be presented at the Student Senate Banquet. The instructor of the year will also have his/her name and the year in which the award was received engraved on the permanent plaque located in the Campus Center.

ARTICLE VIII

SENATE EXECUTIVE COMMITTEE

- Section 1.
- Inauguration of new officers will occur during the annual Senate Banquet/Honors Day. The inauguration will consist of recognition of the new officers by the Student Senate President and a swearing in of new officers.
- Section 2.
- The new officers will be sworn in by the outgoing Student Senate President, or in the case that he/she is re-elected to the presidency, or elected to any other office of the Executive Committee, the swearing in of new officers will be conducted by the Parliamentarian, or the next in succession.
- Section 3.
- The swearing in of the officers will follow a form. The form shall include: defending the Constitution of the Mayville State University Student Senate; recognizing the duties of the office to which they have been elected; and fulfilling the aims, goals, and objectives of the Constitution to the best of their abilities.

ARTICLE IX

STUDENT ORGANIZATIONS

- Section 1. All student organizations will be informed annually of Student Senate policies which pertain to them. A memo will be sent to the organization's President or Advisor by the Student Senate Secretary, after the first Student Senate meeting of the semester, no later than the second month of school.
- Section 2. Students wishing to form a new organization on the campus shall first secure permission from the Student Senate by presenting a written constitution one week prior to the date of desired approval. The Student Senate recommendations will go to the Student Affairs Committee for their support.

Code Of Student Senate Elections

Article I

General Policies

The Code of Student Senate Elections will be used as a guideline for use in all Student Senate elections. All proposed changes to the Code of Student Senate Elections must be approved by the Student Senate. This Code will comply with the Student Senate Constitution and By-Laws.

Article II

Method of Election of Officers and Senators

Voting shall be by the Australian Ballot System (secret ballot). It shall be under supervision of a special General Election Committee of at least four members of the Student Senate, appointed by the Parliamentarian of the Student Senate. This committee is to be appointed four weeks prior to the election. No candidate for office or senator shall serve as an official at the election or as a member of the General Election Committee.

Article III

Candidates for Officers

- Section 1. Election of officers shall be held after the ninth week and before the eleventh week of the Spring Semester.
- Section 2. Candidates for offices must have completed a minimum of two semesters; one semester or more which must have been completed at Mayville State University.
- Section 3. All candidates:
- A. Candidates for office shall be required to submit a personal essay form and signed Student Records Release Form to the Student Senate General Election Committee.
 - B. All candidates must be in Good Standing.
- Section 4. President and Vice President:
- A. Candidates for President and Vice President must be on Student Senate for at least one semester.
 - B. Candidates for President and Vice President must serve on Student Senate the same semester in which the election is being held.
- Section 5. Personal Essay Forms:

Personal essay forms must be obtained from a place designated by the General Election Committee. This personal essay form shall be made available three weeks prior to the election date. This form shall be due by 9:00 a.m. exactly one week prior to when the elections begin. This form shall be returned to a designated member of the General Election Committee.

Article IV

Candidates For Senators

Section 1. Election of senators shall be held after the third week and before the fifth week of the Fall Semester.

Section 2. Representation on the Student Senate:

- A. The Division Chair from each department shall nominate two students they feel will represent the student body well.
- B. Each of these students would be asked to fill out a short application.
- C. Any other students interested in Student Senate would also have the opportunity to fill out an application to be reviewed by the Executive Committee.
- D. This pool of students will be required to attend a Senate meeting as a group, which will give the Senate a chance to get to know all potential Senators.
- E. The Executive Committee will then choose seven new Senators from the entire pool of students based on the application, personal essay form, and group interview.

Section 3. All Candidates:

- A. Candidates for Student Senate will be required to submit a personal essay form and a signed Student Records Release Form to the Student Senate General Election Committee.
- B. All candidates must be In Good Standing
- C. Open Senate positions for Spring Semester shall be held no later than the fourth week of the Spring Semester. Personal essay forms shall be made available at least three weeks prior to the election date. Complete forms must be turned in at least one week prior to the date of the election.

Section 4. Personal Essay Forms:

This personal essay form must be obtained from a place designated by the General Election Committee. This personal essay form shall be made available three weeks prior to the election date. This form shall be due by 9:00 a.m.

exactly one week prior to when the elections begin. This form shall be returned to a designated member of the General Election Committee.

Section 5. Appointment of Senators

Senators will be appointed by the Executive Committee, based on Personal Essay forms, as well as the group meeting with the Executive Committee at a previously held Student Senate meeting.

Article V

Vacancy – How Appointed

Section 1. Any vacancies in the office of Vice President, Secretary, Treasurer, and Public Relations Chair shall be filled by members of the Student Senate. The Parliamentarian shall be filled by members of the student body as an appointment of the President with Senate approval.

Section 2. Any vacancy occurring before January 1st in any other Senate position shall be filled by a special election to be held no later than thirty days after the occurrence of the vacancy. Special elections are to follow the same rules as

Elections. All vacancies occurring after January 1 will be filled by appointment by the Executive Committee of the Student Senate with Senate approval.

Article VI

Voter Identification

Section 1. All registered students are eligible to vote.

Section 2. Any person living anywhere but the residence halls or Berg Hall shall have the voting status of an off-campus student.

Article VII

Polling Places

Section 1. There shall be at least one polling booth set up on campus in a central location.

Section 2. The polling booth will be open for six hours, from 9:00 a.m. to 3:00 p.m.

Section 3. The poll worker will define the voting instructions to the voter as defined by the Code of Student Elections.

Section 4. There shall be at least two poll workers located at each polling area.

Section 5. Polling dates, times, locations, and sample ballots will be posted around campus by the General Election Committee at least three days before the election. Posters must include date, day, time, and places of the election.

Section 6. Ballot boxes shall be locked and unlocked only by a General Election Committee member. The ballot box will remain locked during polling hours.

Article VIII

Validation of Ballots

The voters name shall be confirmed when a ballot is turned in. When a ballot is turned in, the pollster shall initial or stamp it with the identifying initials of the pollster or the official stamp before placing it in the ballot box. Any ballots found during the ballot counting which do not have this mark shall not be considered a valid vote and therefore will not be counted.

Article IX

Ballot Counting

The counting of the ballots shall take place immediately following the closing of the polls. Ballot counting shall be carried out by the General Election Committee and in the presence of at least one official advisor of the Student Senate.

Article X

Ballot Checks

Ballots shall be kept for a period of not less than one month after the election day. Ballots can be reviewed by any of the candidates whose name appears on the ballot; and this review must take place in the presence of at least two members of the General Election Committee.

Article XI

Tie Between Candidates

If a tie occurs between candidates for a certain position, a special election will be held and will follow the same guidelines as a regular election.

Article XII

Campaigns

Section 1. Campaigning consists of distribution of campaign materials and verbal or written promotion of a candidate. Distribution includes setting or posting campaign materials on tables, chairs, etc.

- Section 2. Campaign materials include any printed material with candidate's picture, name or slogan. Campaign materials shall not be placed in classrooms.
- Section 3. There will be no campaigning, by the candidates themselves, or distribution of campaign materials on the day of the election. Candidates should remove campaign materials by 8:00 p.m. the night before the election. Failure to do so will result in a forfeiture of candidacy. This will be checked by the General Election Committee.
- Section 4. Candidates are responsible for acts they do which violate the Constitution, By-Laws or the Code of Student Senate Elections.

Article XIII

Appeals And Penalties

- Section 1. Status of appeal must be announced within 24 hours of the closing of the polls. Appeals must be turned into the General Election Committee.
- Section 2. The General Election Committee has the flexibility to match the violations with an appropriate penalty.
- Section 3. All campaigns violations will be dealt with on an individual basis.

Revisions Approved 4-16-07



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Governance and Organization
Section: 300. Index

PAGE: (1 of 2)

Section 301		Organization
	301.1	Organization & Titles of Institutions Governed by the State Board of Higher Education
Section 302		Committees/Boards
	302.4	Councils
	302.6	Student Financial Assistance Program Advisory Board
	302.7	Budget and Finance Committee
	302.8	Compensation Board
	302.9	Faculty and Staff Advisors
Section 303		Board Operations
	303.1	Board Meetings and Agendas
	303.2	NDUS Strategic Plan and Objectives: Institution Strategic Plans
Section 304		Chancellor/Commissioner
	304.1	Chancellor/Commissioner of Higher Education: Authority and Responsibilities
Section 305		Presidents
	305.1	College and University Presidents' Authority and Responsibilities
	M 305.1	The President
Section 306		Chancellor's Staff
Section 307		Institutional Organization
	307.1	Institutional Organization Notice and Approval
	307.3	Branch Campus Governance and Organization
Section 308		Code of Conduct
	308.1	Officer and Employee Code of Conduct
	M 308.1	Employee Code of Conduct



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Governance and Organization
 Section: 300. Index

PAGE: (2 of 2)

Section 310		Board President/Board Members
	310.1	Board President and Member Responsibilities
	310.2	Board Officers; Elections
Section 330		Policy Introduction, Amendment and Passage
Section 331		Approval of College University Constitutions by the Board
Section 340		Other Entities
	340.1	State Forester
	340.2	Foundations
	M 340.2	MSU and MSU Foundation - Memorandum of Agreement
Section 350		Other Boards
	350.1	State Board of Agricultural Research and Education
	350.2	Work Force Training Boards
	350.3	School of Medicine and Health Sciences Advisory Board: Reports
Section 370		University Committees
	M 370	Institutional Improvement and Assessment Committee
	M 371	Enrollment Management and Retention Committee
	M 372	Student Affairs Committee
	M 373	Student Activity Fee Finance Committee
	M 374	Student Publications Board
	M 375	Residence Hall Food Service Committee
	M 376	Substance Abuse Prevention Committee
	M 377	Diversity Committee
	M 378	Strategic Planning Committee

The President

The president is the chief executive officer of the institution and a member of the Chancellor's executive staff. The president is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration. The President is the chief spokesperson for the university.

The State Board of Higher Education (SBHE) delegates to the president of each institution full authority and responsibility to administer the affairs of the institution in accordance with SBHE policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the board. (See NDUS policy 305.1)

Presidential responsibilities include the following areas:

Planning

The preparation and implementation of both short and long range plans related to institutional goals, academic programs, teaching methodology, research, public service, and the development of the financial, human and physical plant resources to accomplish Board approved goals and objectives for the University.

Policy Making Procedures

The development, use of, and monitoring of administrative organization and policy making structures for the maximum utilization of resources; providing for significant opportunities for involvement of the various University constituencies (faculty, staff, student, alumni, etc.) in these policy making procedures.

Personnel

The recruitment, selection, professional development, promotion, termination, and evaluation of faculty and staff to achieve the goals of the institution.

Business Affairs

The preparation of the biennial and annual salary and general operating budgets and the presentation of these spending plans for approval to various internal and external agencies, including the appropriation hearings of the legislature. The supervision of the allocation process of appropriated funds and local funds in compliance with the policies of the Board and the state of North Dakota.

Plant Facilities

The construction, remodeling/renovation, and maintenance of the physical plant facilities and necessary equipment to support the academic mission of the University.

Specific Responsibilities

The following areas list the State Board approved presidential duties and responsibilities to support the above general areas of responsibility.

General

- Execute directives of the State Board of Higher Education.
- Execute policies formed by the various committees and approved by the Faculty Association.
- Make necessary reports to the State Board of Higher Education and state and federal agencies.

Personnel

- Recruit and select faculty members as needed, following established procedures.
- Define the scope of authority of faculties, councils, committees and administrative officers of the institution.
- Approve all personnel actions, except the award or change in tenure status, involving all faculty members and other institution employees.
- Appoint and determine salaries, consulting with the executive in each of these areas.
- Determine appointment and reappointment salaries of the faculty within the framework of the budget, salary parameters, and tenure policies, consulting with the Vice President for Academic Affairs.
- Insure necessary directives, memos, and bulletins to staff so that all are aware of their duties.
- Be available for conferences with faculty and students on all types of University problems.
- Review administrative assignments.
- Review promotion, tenure, and dismissal actions, and make final recommendations to the State Board.

Business Affairs

- Approve the annual and biennial budgets before they are presented to the State Board and assist in preparation of the same.
- Collaborate with the Vice President for Business Affairs in supervising the operation and maintenance of plant.
- Present budget requests to the Board of Higher Education, Office of Management and Budget, and the North Dakota Legislature.
- Collaborate with the Vice President for Business Affairs in supervising the building program of the University by negotiating with architects, contractors, loan agencies, and the Board on new building projects.

Curriculum

- Collaborate with the Vice President for Academic Affairs to execute curriculum policies approved by faculty.
- Provide leadership in areas of new program development.
- Collaborate with the Vice President for Academic Affairs to provide leadership in the evaluation of ongoing and new programs.

Student Personnel Services

- Collaborate with the Vice President for Student Affairs and Institutional Research to develop and execute policies governing student life.
- Collaborate with the Vice President for Student Affairs and Institutional Research to execute the student personnel service program.

Public Relations/External Affairs/Development

- Maintain good relations and effective communication with the Chancellor, the SBHE and other North Dakota institutions of higher education and cooperate with other NDUS institutions to improve academic offerings, expand access to higher education, promote faculty development, improve support services, reduce unnecessary duplication and enhance efficiency.
- Supervise the total public relations program of the University.
- Attend alumni meetings and report on the state of the University and its needs.
- Provide leadership for legislative relations.
- Represent the University at public meetings or appoint a University representative.
- Supervise and lead in the development of private giving to the University.
- Keep staff and faculty informed on University affairs.
- Serve on the Board of Directors of the MSU Foundation, M-300 Club, and Alumni Board of Directors.

Reviewed: Fall, 2008

Sponsor: President

Employee Code of Conduct

1. Introduction and Application.

This Code of Conduct is adopted in accordance with SBHE Policy 308.1 and applies to all Mayville State University employees. The State Board of Higher Education and Mayville State University are committed to uphold the highest ethical and professional standards. All Mayville State University employees must comply with all laws and regulations as they apply to the activities of the employee related to employment at Mayville State University. Activities that achieve results unlawfully or by unethical behavior - including, but not limited to, payments for illegal acts, indirect contributions, rebates, and bribery - are not tolerated. Employees who have information concerning a possible violation of this Code or are uncertain about application or interpretation of any legal requirement should report the matter to their supervisor or utilize the fraud hotline, when appropriate.

2. General Employee Conduct.

Mayville State University supports an environment that is free of discrimination or harassment as stated in policy M603.1.3 Anti-Harassment/Hostile Work Environment. All employees are expected to conduct themselves in an appropriate manner, including modeling the MSU Strategic Plan Goal, "Enhance a culture of personal service in which the evolving needs of our students and customers are met". Violation of applicable laws or policies governing possession and use of alcoholic beverages or drugs, including the Drug Free Workplace Act, SBHE Policy 615 or institution policies, is cause for dismissal or other discipline. Likewise, sexual or other harassment (including actions contributing to a hostile work environment) in violation of federal or state law, SBHE Policy 603.1 or Mayville State University policy, is cause for dismissal or other discipline.

3. Conflicts of Interest.

All employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of Mayville State University. Employees must comply with applicable federal and state laws, including SBHE Policy 611: Employee Responsibility and Activity policy. Employees may not unlawfully use their position or the knowledge gained as a result of their position for private or personal advantage. Employees are responsible for their own actions. Any individual who has concerns or questions regarding a perceived or potential conflict or regarding application or interpretation of federal or state law or SBHE policy is encouraged to communicate with a supervisor and/or utilize the fraud hotline.

4. Outside Activities and Employment.

Mayville State University employees share responsibility for good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to Mayville State University and is encouraged. However, employees must comply with applicable federal and state laws and SBHE policies. At all times, employees must avoid other services and activities outside of their University System employment that interfere with best efforts in fulfilling their assigned duties.

5. Relationships with Clients and Suppliers; Conflicts of Interest.

Employees must comply with applicable federal and state laws and SBHE Policy 611.4 and are responsible for being familiar with applicable laws and policies governing conflicts of interest. They should avoid investing in or acquiring a financial interest in any business organization that has a

contractual relationship with Mayville State or that provides goods or services to Mayville State University, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

6. Gifts, Entertainment and Favors; Kickbacks and Secret Commissions.

Excluding only *de minimus* contributions, such as purchase of a meal at reasonable value as part of a conference or other event with no conditions attached to such purchase and as permitted under applicable federal and state laws, employees may not accept entertainment, gifts, or personal favors that could influence, or appear to influence, decisions in favor of any person or organization with whom or with which Mayville State University has, or is likely to have, business dealings. Similarly, employees may not accept any other preferential treatment under circumstances that because of their position with Mayville State University, the preferential treatment may influence or be perceived as influencing their official conduct. Employees may not receive payment or compensation of any kind from any source for Mayville State University duties and responsibilities, except as authorized under Mayville State University pay policies. Specifically, the acceptance of “kickbacks” or commissions in any form from vendors, suppliers or others is prohibited and any violation of this prohibition shall be cause for dismissal and result in referral for prosecution under the law.

7. Mayville State University Funds and Other Assets.

Mayville State University shall adopt and enforce strict standards to prevent fraud and dishonesty. Employees who have access to Mayville State University funds and other assets in any form must follow the prescribed procedures for recording, handling, and protecting money and other assets as detailed in applicable Mayville State University procedure manuals or other explanatory materials.

Employees responsible for spending or approving expenditure of Mayville State University funds or incurring any reimbursable expenses must comply with all applicable laws and policies and use good judgment on behalf of Mayville State University to ensure that good value is received for every expenditure. Mayville State University funds and all other assets are for Mayville State University purposes only and not for personal use or benefit. Mayville State Employees may not use institutional or system property, equipment, supplies or staff for private or personal use, except as authorized under institutional or system policies, such as noted in Mayville State University policy M802.6.

8. Mayville State University Records and Communications.

Accurate and reliable records of many kinds are necessary to meet Mayville State University legal and financial obligations and to manage the affairs of Mayville State University. Mayville State University books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities and exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication, whether internal or external, including, but not limited to, false expense, attendance, enrollment, financial, or similar reports and statements, or false advertising, deceptive marketing practices, or other misleading representations.

9. Dealing with Outside People and Organizations.

Employees must take care to separate their personal roles from their Mayville State University positions when communicating on matters not involving Mayville State University business. They may not use Mayville State University identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve Mayville State University business, employees may not represent that they speak for Mayville State University, unless that is one of their

duties or they are otherwise authorized to do so. When dealing with anyone outside Mayville State University, including public officials, employees must take care not to compromise the integrity or damage the reputation of Mayville State University or the University System.

10. Prompt communications.

In all matters involving communication with Mayville State University, all employees must endeavor to make complete, accurate, and timely communications and respond promptly and courteously to all proper requests for information and complaints.

11. Privacy, Confidentiality and Open Records.

Employees must comply with applicable laws, regulations and SBHE policies concerning privacy, confidential records, access to open records and records retention.

12. Procedure for Reporting and Investigating Suspected Violations; Protection of Employees Reporting Fraud

Employees shall report suspected or known violations according to their choice of one or more of the following:

- Report the suspected or known violation to the employee's supervisor
- Report the suspected or known violation to a member of the President's Cabinet
- Report the suspected or known violation anonymously to the fraud hotline by telephone at 1-866-912-5376
- Report the suspected or known violation anonymously to the fraud hotline online at www.eidebailly.com/hotline.

Alleged violations of this code shall ordinarily be investigated by the Vice President for Business Affairs, and employees shall cooperate in investigations of alleged violations.

Any employee who makes a report of suspected violations of this code in good faith shall be protected against retaliation of any kind; any officer or employee who retaliates or attempts retaliation in response to a good faith report shall be subject to disciplinary action or dismissal. Employees shall report suspected violations of this code according to one or more of the options listed above, and failure to report known or suspected violations is in itself a violation and may lead to disciplinary action or dismissal.

13. Employee Acknowledgement of Policy.

The NDUS office and Mayville State University shall require that each new employee review the Code of Conduct and sign a statement certifying the employee has read and agrees to comply with the Code. Further, all benefitted employees are required to annually certify in writing or electronically that they have read and are in compliance with the Code of Conduct.

Adopted: June 21, 2010

Reviewed: Spring, 2012

Revised: March 19, 2012

Sponsor: Human Resource Director

Mayville State University and MSU Foundation Memorandum of Agreement

This Agreement is between Mayville State University (“MSU”) and the Mayville State University Foundation (“Foundation”). The parties agree as follows:

RECITALS

- A. MSU is a state institution of higher education established under the constitution and laws of North Dakota and governed by the North Dakota State Board of Higher Education.
- B. The Foundation is a separate, independent, non-profit corporation recognized by the Internal Revenue Service as having tax-exempt status under Section 501(c)(3) of the U.S. Internal Revenue Code.
- C. The Foundation’s primary purposes include supporting and assisting in the development of MSU and its mission, and soliciting, managing and disbursing funds and property for the benefit of MSU, its divisions, departments and students.
- D. Except as expressly stated in this Agreement, MSU and the Foundation do not wish to delegate any of the authority of each to the other nor does the Foundation wish to exercise public authority or to perform any governmental function on behalf of MSU.
- E. To achieve this clarity and to foster their mutually supportive goals, MSU and the Foundation desire to formalize the relationship between them required by North Dakota State Board of Higher Education Policy 340.2.

1.0 DESCRIPTION OF SERVICES AND BENEFITS PROVIDED BY THE FOUNDATION TO MSU.

- 1.1 MSU delegates its authority to the Foundation to act, consistent with applicable laws, policies and regulations, for MSU and its divisions, departments, students, athletic booster organizations and clubs by:
 - 1.1.1 Being paying and receipting agent for gifts to MSU and to its divisions, departments, students, athletic booster organizations and clubs.
 - 1.1.2 Conducting fundraising for capital projects, subject to the restrictions of State Board of Higher Education Policy 902.1
 - 1.1.3 Holding, loaning, preserving, insuring or selling personal property donated to MSU or to its colleges, divisions, departments, students, athletic booster organizations and clubs for the benefit of the donee and in a manner consistent with donor intent.

1.1.4 Holding, managing, renting, preserving, or insuring real property donated to MSU or to its colleges, divisions, departments, students, athletic booster organizations and clubs for the benefit of the donee and in a manner consistent with donor intent.

1.1.5 Except as otherwise provided in a gift instrument or by law other than N.D.C.C. chapter 59-21, holding, managing and investing an institutional fund of MSU. As used in this Agreement the term “institutional fund” means any fund received by MSU through gift, donation or endowment and held by MSU for the advancement of education or for its own benefit where the donor does not express a contrary intent in the gift instrument. The term also includes donations or gift funds and endowment funds whereby, according to the terms of a gift instrument, the funds are not wholly expendable by MSU on a current basis. It is the intent of MSU that the Foundation act as its agent pursuant to Policy 810 of the North Dakota State Board of Higher Education and N.D.C.C. chapter 59-21 with respect to all institutional funds currently held by MSU or that it may hereafter be entitled to hold.

With respect to the delegation of government functions contained in subparagraphs 1.1.1 through 1.1.5, the Foundation acknowledges and agrees that MSU retains ultimate authority regarding them.

Paragraph 1.1 does not limit the authority of MSU and the Foundation to enter into written agreements concerning the exercise of additional governmental functions by the Foundation. However, MSU and the Foundation acknowledge and agree that they will jointly seek the approval of the North Dakota State Board of Higher Education or the Chancellor, as the same may be required by North Dakota State Board of Higher Education policy or implementing procedure, prior to beginning a formal fundraising campaign for specifically identified new building construction, major renovations or major building additions; prior to requesting legislative authorization for the issuance and sale of revenue bonds; or prior to use of donated funds, gifts or grants, in whole or in part to construct buildings or other improvements.

1.2 In addition to performing the duties delegated to it in paragraph 1.1, the Foundation’s support of MSU and its divisions, departments, students, athletic booster organizations and clubs may include:

1.2.1 Soliciting and accepting gifts of personal and real property and of cash and negotiable or marketable instruments or securities for which the donor restricts use for the benefit of MSU or for which the Foundation may establish such a restriction.

1.2.2 Investing, managing, preserving, administering and disbursing funds donated to it for the benefit of MSU in a manner consistent with donor intent.

- 1.2.3 Keeping a searchable database that includes reasonably accurate mailing addresses, telephone numbers, email addresses and other pertinent information for all graduates, former students and “friends” of MSU and for all donors to the Foundation and to MSU’s divisions, departments, athletic booster organizations and clubs.
- 1.2.4 Applying for grants and managing grant funds in its own name.
- 1.2.5 Holding, loaning, preserving, insuring or selling personal property donated to it in a manner consistent with donor intent.
- 1.2.6 Holding managing, renting, preserving, insuring or selling real property donated to it in a manner consistent with donor intent.
- 1.2.7 Funding student scholarships.
- 1.2.8 Funding faculty or employee development grants.
- 1.2.9 Recognizing faculty or other employee service.
- 1.2.10 Providing grant funds for MSU projects.
- 1.2.11 Promoting and assisting in development of MSU.
- 1.2.12 Providing annual institution discretionary funds.

The Foundation provides the services and benefits to MSU in paragraph 1.2 without exercising public authority or performing any governmental function on behalf of MSU; and without receiving any authority to act for or on behalf of MSU; and without receiving public funding, or expending public funds, to further the mission, objectives and functions of MSU.

- 1.3 Except as otherwise stated in this Agreement, the Foundation retains all reporting and appointing authority over any Foundation employee who may provide the services and benefits to MSU in paragraphs 1.1 through 1.3. The fulfillment of Foundation responsibilities to MSU does not create any employment relationship between a Foundation employee and MSU, except as explicitly stated in this Agreement.
- 1.4 MSU acknowledges and agrees that its authority with respect to delegated government functions enumerated in paragraph 1.1 is not intended to infringe upon or limit the separate, non-governmental functions and activities of the Foundation. MSU acknowledges and agrees that such non-governmental functions and activities include:

- 1.4.1 Except as otherwise stated in this Agreement, all employment decisions concerning Foundation and Association employees including decisions related to appointment, compensation and benefits, dismissal, discipline and terms and conditions of employment;
- 1.4.2 Determining Foundation needs and priorities;
- 1.4.3 Buying, selling, donating, investing and managing real and personal property owned by the Foundation;
- 1.4.4 The means and methods of distributing and determining the amount of Foundation assets made available to MSU ,its students, staff, faculty and officers;
- 1.4.5 The means and methods of distributing and determining the amount of Foundation support for MSU extracurricular, instructional, programmatic or department activities;
- 1.4.6 The means and methods used by the Foundation in cultivating and soliciting potential individual, corporate or government donors and raising fund;
- 1.4.7 The means and methods of accepting donations of any type and accounting for them;
- 1.4.8 The means and methods of recognizing students, staff, faculty, alumni, donors and persons of interest to the Foundation;
- 1.4.9 Collecting, creating databases and using information about current and former students, alumni, staff, faculty, donors and persons of interest to the Foundation;
- 1.4.10 The means and methods of marketing the Foundation and its functions; and
- 1.4.11 Participating in or supporting the social, cultural and athletic activities of MSU or its divisions, departments, students, athletic booster organizations and clubs.

2.0 DESCRIPTION OF SERVICES AND BENEFITS PROVIDED BY MSU TO THE FOUNDATION.

MSU support of the Foundation may include:

- 2.1 Payroll services at no cost to Foundation;
- 2.2 Telecommunications and technology support services at no cost to Foundation;

- 2.3 Building and grounds maintenance services at no cost to Foundation;
- 2.4 Subject to applicable federal or state law or State Board of Higher Education restrictions, access to MSU files and data relevant to Foundation business;
- 2.5 Renting MSU-owned land and facilities to the Foundation.
- 2.6 Permitting the use of MSU name, logos, seals, trademarks, trade names, service marks and other symbols or marks previously created or to be developed, as provided in section 5.0.
- 2.7 Allowing access to and use of its historical archives.
- 2.8 Contracting for use of movable personal property for use in events.
- 2.9 Providing referrals of qualified students for scholarship assistance.
- 2.10 Providing referrals of qualified employees or students for housing in facilities owned and/or managed by the Foundation.
- 2.11 Providing information concerning students, faculty and staff that may be useful to the purposes of the Foundation, subject to restrictions applicable to release or disclosure of student information according to the federal Family Educational Rights and Privacy Act and compliance with other federal or state laws governing disclosure of other confidential information.
- 2.12 Ensuring cooperation and coordination between its divisions, departments, students, athletic booster organizations and clubs with the activities of the Foundation and the Association.

MSU retains all of its reporting and appointing authority over any MSU employee who may provide the services and benefits to the Foundation in paragraphs 2.1 through 2.12. The fulfillment of MSU responsibilities to the Foundation does not create any employment relationship between MSU employees and the Foundation.

3.0 DESCRIPTION OF SERVICES AND BENEFITS PROVIDED BY EACH PARTY TO THE OTHER.

Each party to this Agreement supports the other by:

- 3.1 Fostering a cooperative relationship.
- 3.2 Consistently promoting the welfare and future development of each.
- 3.3 Performing other appropriate acts and providing other appropriate services to carry out the mission, objectives and functions of each.

- 3.4 The MSU Director of Development shall serve as the Executive Director of the Foundation and a member of the President's cabinet and senior administrative team. MSU is the appointing authority for the position. The Foundation, through the Executive Committee, shall provide the MSU President with an annual evaluation of the performance of the Executive Director. MSU shall pay salary and benefits for the Director of Development/Executive Director.
- 3.5 The parties agree that the value of annual services and benefits, including financial support provided by Foundation to MSU, exceeds the value of services provided by MSU at no cost to Foundation.

4.0 PAYMENT FOR SERVICES.

This Agreement recognizes the legal independence of each party. Except as otherwise provided in this Agreement:

- 4.1 In view of the nature of their cooperative and mutually beneficial relationship, the parties do not intend to charge a fee for all services provided by one party to the other. However, for the services and benefits for which one party pays the other, the parties will negotiate in good faith for the provision of services and benefits to the other at a price, as near as practical, to the price that the providing party establishes for similar services and benefits it provides to the public.
- 4.2 In the event the parties do not provide the service or benefit to the public but do provide such service or benefit in-house where the estimated cost or actual cost is recovered on a contract or other budget-charge mechanism, the parties will negotiate in good faith for the provision of the service or the benefit at such cost.
- 4.3 In the event the parties do not provide a reasonably similar service or benefit to the public or at estimated or actual cost reimbursement basis in-house, then the parties will negotiate in good faith for the provision of the service or benefit at a cost as near as possible to market value.
- 4.4 Except as specifically provided in this Agreement, current written agreements between the parties establishing the cost for services and benefits provided by each party to the other will remain in force and effect until terminated according to the terms of the current agreement.
- 4.5 Except as specifically provided in this Agreement, except for recurring services covered by an initial written agreement, and except for services the payment for which is *de minimis*, all agreements for the provision of services will be in writing.

5.0 INVENTIONS, COPYRIGHTABLE WORK, TRADEMARKS, TANGIBLE RESEARCH PROPERTY

- 5.1 MSU grants to the Foundation a limited, non-exclusive, royalty-free license to use MSU's name, logo, seal, trademarks, trade names, service marks, and other similar property, symbols or marks, which may include copyrightable work as the same is defined by North Dakota State Board of Higher Education Policy 611.2 (collectively, "Symbol" or "Symbols") whether already created or to be developed. The Foundation may use the Symbols in connection with its lawful business and activities. The Foundation may not delegate authority to use MSU's Symbols to any person or entity or enter into agreements with other persons and entities to market and/or sell materials or products bearing a Symbol for sale, except as agreed to in writing by MSU.
- 5.2 The Foundation agrees to cease using MSU's Symbols upon the date of termination of this Agreement.
- 5.3 MSU may, by separate writing, assign MSU's ownership rights in inventions, copyrightable work not a Symbol as defined in paragraph 5.1 of this Agreement, and tangible research property to the Foundation, subject to the rights of MSU's students and employees as set forth in North Dakota State Board of Higher Education Policy 611.2 and any policy or procedure of MSU that implements Policy 611.2. In no instance, however, may the Foundation use a Symbol in connection with the marketing of an Invention.

6.0 COORDINATING EFFORT.

- 6.1 As required by State Board of Higher Education Policy 340.2, and because it is the right thing to do, the Foundation and MSU will solicit input from each other and consider that input in good faith before defining needs and priorities that affect the other. In this regard:
 - 6.1.1 On or before August 1 of each year, the Foundation will provide the President of MSU an estimate of all Foundation resources that are or reasonably may be available to MSU for its consideration in setting MSU's budget for the fiscal year beginning July 1 of the following year. The Foundation will reasonably identify limitations and restrictions on use of funds available and will reasonably identify variables that may affect availability of funds. However, the Foundation cannot predict investment market performance or other matters affecting resource availability and charitable giving that are beyond its direct and sole control. MSU will not rely upon any such predictions or assumptions that may be contained in the estimates.
 - 6.1.2 On or before November 1 of each year, the President of MSU will provide the Chief Executive Officer of the Foundation MSU's budget requests of the

Foundation for the fiscal year beginning July 1 of the following year, taking into account reasonable availability of resources and limitations and restrictions on the use of Foundation funds.

- 6.1.3 On or before November 1 of each year, the President of MSU will provide the Chief Executive Officer of the Foundation MSU's priorities for Foundation support for the fiscal year beginning July 1 of the following year.
 - 6.1.4 On an ongoing basis, MSU will assure that its divisions, departments, students, athletic booster organizations and clubs provide the Foundation all information requested by the Foundation concerning its students, employees and donors that is sharable under law and State Board of Higher Education Policy.
 - 6.1.5 The President of MSU and the Chief Executive Officer of the Foundation will work together in good faith to resolve any questions, concerns or differences that may appear in the submissions of each party to the other. However, nothing in this process limits the independence of each in defining its needs and priorities.
- 6.2 MSU and the Foundation will continually coordinate and solicit input from each other to avoid duplication of effort, to standardize best practices and to maximize economic efficiency. In this regard:
- 6.2.1 The President of MSU will be an ex-officio non-voting member of the Foundation's governing board.
 - 6.2.3 The Chief Executive Officer of the Foundation and the President of MSU will meet regularly and frequently to discuss matters affecting the Foundation and MSU.
- 6.3 The parties will work cooperatively to enhance the perception of each in the eyes of their employees, MSU's students, alumni and friends and the public at large. In this regard:
- 6.3.1 MSU will administer and disburse all funds provided to it by the Foundation for scholarships, stipends, gifts, and awards to students. Direct payment by the Foundation to a student, except for services rendered, is not permissible. The Foundation will host events to recognize students receiving scholarships, stipends, gifts, and awards and the donors whose funds made these possible.
 - 6.3.2 The parties may provide limited support for the activities of each without a separate accounting or written agreement through use of employee volunteers, non-employee volunteers, incidental use of real estate for parking or otherwise, movable property for decoration or event support or otherwise, and in other respects where obtaining a negotiated written agreement is impractical.

7.0 FOUNDATION AUDITS, LEGAL REPRESENTATION AND REPORTING.

On or before September 15 of each year the Foundation will provide to the President of MSU:

- 7.1 The name and address, telephone number and business email address (if available) of:
 - 7.1.1 Its governing board. The Foundation will also identify board officers, and each board member's voting status.
 - 7.1.2 Its employees.
 - 7.1.3 The certified public accountant or accounting firm it has engaged to conduct an annual audit of its finances.
 - 7.1.4 The lawyer or law firm it has engaged to serve as Foundation legal counsel.
 - 7.1.5 Its fund managers.
- 7.2 A financial statement compliant with generally accepted accounting principles, including separately reported current assets, noncurrent assets, and current liabilities.
- 7.3 By September 15 each year, an annual audit of the Foundation compliant with generally accepted accounting principles, or a draft of an audited financial statement submitted for but pending Foundation board approval.
- 7.4 The Foundation's gift, donation and endowment receipting and accounting policy.
- 7.5 To the extent not contained in any of the foregoing, disclosure, reporting and accounting relating to any intellectual property assigned by MSU to the Foundation under North Dakota State Board of Higher Education Policy 611.2 including, but not limited to, narrative disclosure of patents, patent applications, licensing and licensing agreements.

8.0 GENERAL PROVISIONS.

- 8.1 According to N.D.C.C. §44-04-18, all records of MSU are public records, open and accessible for inspection by anyone, except as otherwise specifically provided by law. Except as otherwise provided by law, records of the Foundation are private. The Foundation acknowledges that according to applicable law and State Board of Higher Education Policy 340.2, Foundation records related to government functions that may be delegated to the Foundation or supported by public funds as set forth in this Agreement are public records and may be subject to open records requests. The parties agree to cooperate in identifying records to which access must be provided or copies made in response to public records requests, identifying confidential or exempt records that may be excluded, and responding to such requests within a reasonable time as required by law.

This Agreement may not be interpreted to: infringe upon the authority of either party to maintain custodial responsibility for its own confidential information or relieve either party from the duty to keep the confidential information secure; make payment of a fee by MSU for services provided by the Foundation in exchange for value received public support of the Foundation; or, provide that use of those funds received by the Foundation gives rise to a claim that the Foundation expends public funds.

- 8.2 Nothing in this Agreement or any obligation accepted by any party under it shall be interpreted in a manner that disqualifies or threatens the 501(c) (3) status of the Foundation.
- 8.3 Nothing in this Agreement or any obligation accepted by either party relieves MSU or the Foundation from compliance with applicable federal or state laws, applicable policies of the North Dakota State Board of Higher Education or to applicable governing athletic association, athletic conference or other athletic regulatory entities.
- 8.4 The parties may not bind the other without the written consent of the other. Without limiting the generality of the preceding sentence, before accepting any gifts for which the donor has imposed restrictive terms or conditions that may become binding upon MSU, the Foundation will obtain the written approval of MSU.

9.0 EFFECT OF AGREEMENT AND MODIFICATION.

This Agreement contains all the terms of agreement between the parties. It replaces all prior operating agreements between the parties. It may be amended only in writing signed by an authorized representative of both parties.

10.0 COMPLIANCE WITH STATE BOARD OF HIGHER EDUCATION POLICIES.

This Agreement complies with the policies of the State Board of Higher Education. The State Board of Higher Education may hereafter issue policies applicable to the relationship between MSU and the Foundation or other affiliated organizations. Changes in such policies may affect the terms of this Agreement. The President of MSU and the Chief Executive Officer of the Foundation will meet as soon as is practical after any such change to modify the terms of this Agreement to comply with such policies.

11.0 FUNDING SHORTFALL.

If federal, state or any private sources do not make or continue funding at levels sufficient to make any payments required under this Agreement, the President of MSU and the Chief Executive Officer of the Foundation will meet as soon as is practical after any such insufficiency is known to modify the terms of this Agreement to accommodate the reduction in funds.

12.0 TERM.

This Agreement will be effective from the date of execution by the last of the parties to sign it through June 30, 2013. It will automatically renew for the yearly periods of July 1 through June 30 thereafter, subject to the required annual review and agreement on amendments or revisions or termination by either party with at least 30 day notice to the other party. A copy of this agreement shall be filed with the office of NDUS General Counsel.

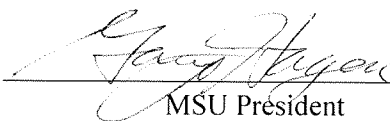
13.0 NOTICE.

- 13.1 Any notice to the parties must be in writing and signed by the party giving it.
- 13.2 Any notice shall be mailed with postage prepaid by U.S. Postal Service certified mail with return receipt signature required, delivered by prepaid commercial carrier service with delivery tracking, or hand delivered to the addressee. Notices are effective when delivered.
- 13.3 The parties will address notices substantially as follows:

To MSU:	To the Foundation:
ATTN: Dr. Gary Hagen (or his successor) President Mayville State University 330 3 rd St NE Mayville, North Dakota 58257-1299	ATTN: Jon Ewen (or his successor) President Mayville State University Foundation 330 3 rd St NE Mayville, North Dakota 58257-1299


The person signing below represents that he/she has the authority to do so from the party set forth above their name:

FOR MAYVILLE STATE UNIVERSITY:


 MSU President

Date: 7/17/12

FOR FOUNDATION:


 Foundation President, *NICE*

Date: 7/17/12

Adopted: November 26, 2003**Reviewed: Summer, 2012****Revised: July 17, 2012****Sponsor: MSU President and Foundation President**

Institutional Improvement and Assessment Committee

Purpose:

The Institutional Improvement and Assessment Committee (IIAC) is the university's highest level representative group in the area of assessment, providing advice to various officers and groups as appropriate to its charge. The IIAC reviews progress toward institutional goals, provides input into strategic planning issues, and makes recommendations for the improvement of University operations. The IIAC oversees implementation of the university's assessment plan, reviews progress toward effective assessment, ensures that assessment issues are identified, and makes recommendations for change in the university's assessment plan. The IIAC uses the results of assessment activities for improvement throughout the university. The IIAC advises the President regarding the university's mission, vision, and other fundamental statements of the university.

Membership:

The Institutional Improvement and Assessment Committee consists of seven members, including; the Vice President for Academic Affairs, Vice President for Student Affairs and Institutional Research, two faculty members selected by the Faculty Senate, the President of the Staff Senate, the President of the Student Senate, and one community representative selected by the President of the University.

Meetings:

Each semester and as needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Enrollment Management and Retention Committee

Purpose:

The Enrollment Management and Retention Committee develops and maintains an enrollment development plan that satisfies the expectations of the Strategic Planning Committee; develops and maintains retention strategies that will assist the university in reaching goals set forth in the strategic plan; advises the President's Cabinet regarding academic initiatives that would increase enrollment; identifies strategies for the recruitment of prospective students; and advises the public relations staff regarding key messages and promotions.

Membership:

The Enrollment Management Committee members are the Vice President for Academic Affairs, Vice President for Student Affairs and Institutional Research, Director of Public Relations, Athletic Director, Director of Admissions and Extended Learning, Director of Enrollment Services, Director of Student Retention Services, and one at-large faculty member and one student representative.

In addition, other staff will be active participants in sub-committees and identified task forces that the main committee will decide to convene as needed. Members of these sub-committees and respective task forces will include individuals who have expertise and interest in specific strategies related to recruitment, retention, and marketing and representatives from the following:

1. Student Retention Services
2. Career Services
3. Campus Programming
4. Academic Support Services
5. Enrollment Services
6. Extended Learning
7. Athletics
8. Academic Records

Meetings:

At least once each semester and as needed. Sub-committees and task force groups will meet more frequently and as needed.

Reviewed: Fall, 2010

Revised: Fall, 2010

Sponsor: Vice President for Student Affairs and Institutional Research

Student Affairs Committee

Purpose:

The Committee on Student Affairs recommends policies and monitors procedures in the areas of student development services, student government, the promotion and coordination of co-curricular and social programs, student retention programming, and disciplinary affairs. Appropriate subcommittees to discharge these responsibilities are outlined below.

Membership:

The membership of this Committee shall consist of the Vice President for Student Affairs and Institutional Research, who shall serve as chair; the Director of Housing, two (2) faculty appointed by the Faculty Association, four (4) staff members appointed by the Staff Senate, and six (6) students appointed by the Student Senate.

Meetings:

Each semester and as needed.

Conduct Hearing Subcommittee

Purpose:

This subcommittee serves as a hearing board for those disciplinary matters of a serious nature; i.e. incidents of violence, property damage, and other actions which may be cause for probable suspension from the institution. The Committee reviews information regarding specific incidents which have been referred to it by the University judicial officer. In this regard, the subcommittee considers all pertinent information and makes a recommendation regarding disciplinary action, including suspension or expulsion from the institution to appropriate officials.

Membership:

The committee includes the Vice President for Student Affairs and Institutional Research, who serves as subcommittee chair and votes only in the case of a tie, two student members, and two faculty/staff members.

Meetings :

As needed.

Subcommittee on Residence Life

Purpose:

This subcommittee considers issues and recommends policy regarding housing and the residence hall system. It also serves as an appeals board for those individuals seeking an exemption from the institutional housing policy. In this regard, it considers information from the appealing student.

Membership:

The membership of this Committee shall consist of two student members, and three faculty/staff members, one of whom will be the chair and vote in case of a tie.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Activity Fee Finance Committee

Purpose:

To consider requests for allocations from the Student Government portion of Student Activity fees. Allocations from the Student Government portion of the Student Activity fee are made to recognized student groups and student functions to help sponsor educational, social, and professional activities and for such functions as the student newspaper, yearbook, music programs, drama, debate, intramurals, campus center improvements, student senate, campus programming.

Membership:

The Vice President for Business Affairs, who chairs the committee; the Vice President for Student Affairs and Institutional Research, who serves as Recorder; two faculty members appointed by the Vice President for Academic Affairs; and four members of the Student Senate, including the Treasurer, Vice President and two at large members.

Meetings:

As needed, based upon requests for funding, but at least once each semester. The Student Services Office distributes requests for funding at least once each semester.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Publications Board

Purpose:

The Student Publications Board will establish policy for all student media including editorial prerogatives and obligations and determine management and publication guidelines. Specific guidelines to be developed include: Guidelines for editors and managers to develop editorial practices and news coverage that are within the limits of good journalism; guidelines to protect editors and managers from arbitrary suspension and removal; and procedures to suspend or remove editors who are clearly in violation of state, federal, or local laws, policies or sound journalistic practices. The Student Publications Board shall also serve as a hearing board for student editors or managers who are removed from their position for cause as outlined in Mayville State Policy M507.1.

Membership:

Two students, including editors or managers of student publications or media. If no student publications or media are in operation, the Student Senate shall appoint the student members. Other members shall include a faculty or staff member appointed by the President who is actively involved with student publications or media; one member of the local media, including journalists or someone with relevant experience or expertise; and the Vice President for Student Affairs and Institutional Research who will serve as a liaison from the Publications Board to the university's administration.

Meetings:

Each semester, and as needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Residence Hall Food Service Committee

Purpose:

To advise the Food Services Director concerning matters related to the operation of the Cafeteria and Snack Bar. To serve as a medium of communication between students and those administering the food services operation.

Membership:

The Director of Housing, the Director of Campus Programming/Campus Center (who serves as committee Chair), the Food Services Director and students appointed by the Residence Hall Association.

Meetings:

Each semester and as needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Substance Abuse Prevention Committee

Purpose:

To develop a collaborative effort between faculty, staff and students in addressing the issues associated with substance abuse among the Mayville State University student population and to reduce the negative health and safety consequences associated with drug and alcohol use. The committee will develop subcommittees and work groups to review, refine and update campus wide efforts in the areas of sanctions/policies; community relations; curriculum infusion; prevention programming; and research implications. In addition, the committee will review the university's Drug Free School and Communities policies on a biennial basis and also provide input for changes in the Student Code of Conduct and Residence Life Handbook. Individual members from the committee will also represent the institution on community substance abuse prevention coalitions, on the NDUS Higher Education Substance Abuse Prevention Consortium, and other local and regional groups that address substance abuse issues.

Membership:

Members shall include, but not be limited to: The Vice President for Student Affairs and Institutional Research, the institution's Student Conduct Officer, counseling staff, residence hall staff, at least two faculty members, representation from the Athletic Department, at least three student members and at least one member of the community who represents other substance abuse prevention coalitions. A chair shall be chosen by committee members.

Meetings:

As needed, but at least once each semester.

Adopted: Summer, 2006

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Diversity Committee

Purpose:

The Diversity Committee has the following functions and purposes:

1. Makes revisions to, and implements the institution's Cultural Diversity plan.
2. Assists with strategies to help the university meet accreditation recommendations for diversity
3. Helps plan and develop events and activities that promote the understanding of different cultures.
4. Oversees procedures and strategies for recruiting and enrolling students from different cultural backgrounds.
5. Assists in developing relationships with foreign universities.

Membership:

Membership shall include a minimum of four staff representatives; at least one member from the Mayville-Portland community; at least three faculty members; and at least two student members. Committee members and a chair person shall be appointed by the Senior Administrative team. Ex Officio members shall include a senior administrator and the university's representative to the North Dakota University System Diversity Council.

Sub Committees:

Sub-committees or working committees shall be established as needed to accomplish the functions and purposes of the Diversity Committee. A sub-committee to provide input and advice regarding the diversity and international student waivers shall include members of the Diversity committee and additional faculty or staff, as needed. Other working committees to plan and develop events or activities shall also be established and may include non committee members.

Meetings:

As needed.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Strategic Planning Committee

Purpose:

The Strategic Planning Committee consists of faculty, staff, students, and administrators appointed by the President. Its purpose is to assist the university in creating and achieving its vision through the development and implementation of a dynamic and responsive strategic plan. More specifically, it will:

1. Help develop a shared vision and direction for the University.
2. Ensure that an updated, annual strategic plan is in place.
3. Review, monitor, and assess progress towards campus-wide strategic goals.

Membership:

The Strategic Planning Committee members are the President's Cabinet, Director of Public Relations, Faculty Senate President and Vice President, Staff Senate President and Vice President, Director of Child Development Programs, two at-large faculty members, and the Student Senate President and Vice President.

Meetings:

Once a semester or as needed.

Established: Spring, 2009

Sponsor: President



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Academic Affairs
Section: 400. Index

PAGE: (1 of 3)

Section 401	Academic Freedom, Political Activities
401.1	Academic Freedom
401.2	Political Activities
M 401.2	Legal Interpretation of Political Activities
M 401.3	Political Campaigning and Advocacy Activities on the Campus
Section 402	Delegation of Admission Authority
402.1	Admission Policies- Beginning Freshmen Applicants- Cert. Progr, Diploma, and Associate Degree Progr
402.1.1	Admission Policies – Standardized Test Scores
M 402.1.1	Admission Policies – Standardized Test Scores
402.1.2	Admission Policies – Student Placement into College Courses
402.2	Admission Policies – Beginning Freshman Applicants – Baccalaureate Programs
M 402.2	Admission Policies - Beginning Freshman Applicants
402.3	Admission Policies – Home Educated and Other Special Categories of Applicants
402.4	Admission Policies – Transfer Applicants
402.5	Admission Policies – Former Students
402.6	Admission Policies – Graduate and First-Professional Degree Programs
402.7	Admission Policies – Selected Undergraduate/Graduate Programs
402.8	Admission Policies – Non-residential Students
402.9	Admission Policies – International Students
M 402.9	International Student Admission Requirements
M 402.9.1	International Transfer Policy
402.10	Admission Policies – Students Enrolling Under Reciprocal Agreements
Section 403	Curriculum
403.1	Program Approval
403.1.1	Program Termination
403.1.2	Institutional Instructional Program Evaluation
M 403.1.2	Purpose and Requirements for Academic Program Review



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Academic Affairs
Section: 400. Index

PAGE: (2 of 3)

403.1.3	Inactive Programs
403.2	Course Inventories and Titles
403.5	Secondary-Postsecondary Articulation Agreements, Dual Credit Postsecondary Enrollment Options
403.6	Course Challenges and Prior Learning Credit
403.7	Common General Education Requirement and Transfer of General Education Credits
403.8	Major and Minor Equivalency
403.9	Developmental Courses
Section 404	Continuing Education
404.1	Distance Learning Credit Activities
Section 405	Student Teaching and Other Field Experience
405.1	Student Teaching Field Experience
Section 406	Calendars
406.1	Academic Calendars
406.2	Class Starting Times
Section 407	RESERVED
Section 408	RESERVED
Section 409	Degrees Offered
Section 420	Accreditation
Section 430	Honorary Degrees and Awards
430.1	Honorary Degrees
430.2	Emeritus Status
M 430.2	Emeritus Status
M 430.3	Posthumous Degree



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Academic Affairs
Section: 400. Index

PAGE: (3 of 3)

Section 440	Enrollment Reporting
Section 441	Degree Credit, Non-degree Credit and Non-Credit Instructional Activity
Section 450	Institutional Reports, Catalogs, Bulletins
M 450	MSU University Catalog <i>(Located on MSU Website)</i>
Section 460	RESERVED
Section 470	RESERVED
Section 490	MSU Faculty Responsibilities and Academic Forms
M 490	Faculty Responsibilities and Relationships
M 491	The Library
M 492	Final Examination Policy

Legal Interpretation of Political Activities

(Below is the legal interpretation of political activities by State Board of Higher Education attorney, Pat Seaworth.)

State law prohibits use of state facilities, equipment, supplies, or employee work time for partisan political activities. Outside of that restriction, state employees have a constitutional right to participate in political activities and express their opinions about candidates or issues without fear of retribution. In other words, so long as employees are not engaged in political activities during work hours and they do not use state facilities, equipment or supplies to support those activities, they have a right to support or oppose candidates and issues and freely express their opinion.

Employees have a right to wear political buttons wherever they want, including on campus or at work. The only possible exception is that employees required to wear uniforms or comply with a specific dress code may be prohibited from wearing buttons and any other insignia that is not part of the uniform or required dress. Employees have a right to express their opinions in the workplace, although activities that interfere with performance of duties may be prohibited. Employees in positions of authority should take care to not appear to be encouraging, and perhaps coercing, subordinates to support their favored candidate or issue. For example, it would be improper for a supervisor to call subordinates into her office to express support for a candidate or to urge them to support the candidate.

Students have similar rights. You may not prohibit political signs in student residence halls if display of other signs, posters, etc. is permitted. However, reasonable restrictions on size or manner of display are permitted. You may even prohibit posting of signs by students in certain areas altogether. For example, in order to keep repairs and repainting to a minimum, you can ban the display of signs, posters or pictures of any kind, or at least enforce restriction on use of nails, screws or tape to hang the items on dorm room walls or ceilings. However, you cannot impose restrictions based on content - the restrictions must be uniformly applied regardless of message. If display of any poster or sign in dorm windows is not banned, students are free to place political signs in their windows.

Approved: May 28, 1996

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President

Political Campaigning and Advocacy Activities on Campus

Policies and procedures affecting political campaigning or other forms of advocacy on campus are based on the following assumptions:

1. That the campus of an institution of higher education should be a free and open forum for the expression of ideas and opinions concerning any and all aspects of human thought, and whether or not such ideas and opinions are matters of controversy;
2. That discussion and debate should be conducted courteously, in good taste, and with scrupulous regard for the right of all parties to be heard;
3. That controversial subjects may, and should, be discussed in classes, as appropriate to the subject of that course, but that in all events, the academic objectivity of scholarship and teaching must be preserved;
4. That active participation of students in the political process is encouraged, consistent with the purpose of the University to develop informed and active citizens; and
5. That the political, religious, and ideological neutrality of the University, as a public institution of higher education, be scrupulously preserved.

Accordingly, the following rules and guidelines will be observed:

1. Political posters or other advocacy materials may be placed only on University bulletin boards.
2. Handbills may be distributed on the campus, only in public areas. Persons distributing handbills shall take reasonable care to ensure that campus litter resulting from such distribution is minimized.
3. Posters or handbills shall not be placed on trees or poles or fastened to stakes on campus lawns.
4. Individual residence hall councils may make reasonable rules concerning the time, place, and manner in which political campaigning and advocacy activities shall take place in the particular residence halls, within the general provisions of these rules and guidelines.
5. Political campaigning or advocacy materials shall not be distributed through campus media unless they are the announcement of an activity or event sponsored by a recognized campus organization, or unless they are sent through the U.S. Mail with proper postage attached.
6. In no case will advocacy materials be permitted on the campus, which contain vulgarity, unwarranted or unreasonable attacks upon the character of individuals, or contain statements, which violate the public law.
7. Handbills may be distributed outside the gates at any athletic contest or other public event. They shall not be distributed inside the admission gates. Persons distributing handbills may take shelter in entryways during inclement weather.

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President's Cabinet

Admission Policies - Standardized Test Scores

The State Board of Higher Education has mandated that state supported institutions require all first time students to take and submit results of the ACT Assessment or the SAT as a condition of admission. The purpose of these requirements is to assist students in understanding how factors such as high school grades, achievement, and types of courses taken affect their college performance. This information will also assist colleges and universities in making appropriate recommendations to students regarding course selection and placement.

The only individuals who are exempt from the ACT requirement are:

- a. Students who are age 25 or older on the first day of class
- b. Students from foreign countries, other than Canada
- c. Transfer students who have earned 36 quarter or 24 or more semester credits
- d. Individuals granted exemptions on a case-by-case basis

First time students who have not taken the ACT, nor been granted an exemption, may be accepted on a conditional basis. If they do not submit the results of the ACT by the completion of their first term of enrollment, no end of term credits and grades will be issued, and the student will not be allowed to register for subsequent terms.

Students may be exempted from the ACT requirement by following the procedure outlined below:

1. Students who do not have an ACT or SAT score on file with the Admissions Office will be informed of that fact prior to acceptance/enrollment and will be considered for an exemption based on information available to the Admissions Office.
2. Special students, not seeking a degree, will be automatically exempt from the ACT requirements.
3. Students may formally request an exemption by completing a special form supplied by the Admission Office.
4. The Admission Office will review the request to determine the validity and individual's eligibility for an exemption based on age, foreign student status, or number of transfer credits. The Director of Admissions will approve these exemptions. Students who request a case-by-case exemption based on extenuating circumstances will need to provide supporting information. The Director of Admission will review these requests and approve or disapprove the same. Exemptions may be granted based on such factors as educational or physical disabilities; length of time since enrollment in a formal education setting; and total number of transfer credits, including developmental or non-college level credit courses. Major criteria, which will be considered, are whether or not the ACT would provide additional relevant data and if completion of the test would cause unnecessary hardship.
5. Students applying for an exemption will be notified, in writing, by the Admissions Office concerning the approval/disapproval of their request. A student whose request has been disapproved will be encouraged to complete the ACT on a national testing date on the Mayville State campus.

Information gathered about students as part of this process, including exemptions granted, will be reported to the Faculty Association and to the State Board of Higher Education, via the Board Office.

6. ACT or SAT subtest scores will also be used for placement into college level courses at the time of enrollment. Students without ACT or SAT results who have been granted an exemption to the above requirement or who have been admitted conditionally without such test results will be required to complete an alternative placement process utilizing the ACT COMPASS or ACT PLAN (for Dual Credit students only) exams. Guidelines have been established by the State Board of Higher Education for placement in college level English and math. Students failing to meet these established placement guidelines will be required to satisfactorily complete courses in Developmental English and Intermediate Algebra with grades of “C” or higher, prior to enrollment in English 110 and Math 103. These placement guidelines are detailed in the Mayville State University Catalog and in NDUS Procedure 402.1.1.

Reviewed: Spring, 2012

Revised: March 16, 2012

**Sponsored by: Vice President for Academic Affairs
Vice President for Student Affairs**

Admission Policies – Beginning Freshman Applicants

The State Board of Higher Education has put into place a system-wide policy, which mandates the completion of certain college preparatory coursework in high school by new freshmen, prior to their admission to a baccalaureate level program. Mayville State University has established this admission policy and accompanying exemption process.

All individuals who graduate from high school, whether in North Dakota or any other state, in 1993 or later and who are under age 25 must have completed the following high school courses in order to be admitted to a baccalaureate level program (see State Board of Higher Education policy 402.2 for details):

- 4 units of English
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family
- 3 units of laboratory science, including at least 1 unit each in two or more of the following: biology, chemistry, physics or physical science
- 3 units of mathematics; algebra I or above

Each institution may admit students who have not had the required high school courses, subject to guidelines established by the State Board of Higher Education and described in a manual developed by the Board Office. Mayville State University has established the following guidelines to govern exemptions to the college admission standards:

1. All new, freshmen applicants will submit documentation of their high school coursework as it relates to the prescribed curriculum requirements. This documentation and high school transcripts will be reviewed by the Office of Admissions and compared to a master list of approved high school courses as part of the regular admission process.
2. New freshmen (**up to 10% of the previous year's entering freshman class**) who have not completed the prescribed preparatory curriculum in high school **may** be considered for an exemption if they are missing no more than two (2) of the required high school courses. In order to qualify for an exemption, the student must have earned a 2.5 high school grade point average as calculated by the high school or Mayville State's Office of Admissions OR have an ACT assessment report with a composite score of 20 or higher or an SAT score of 940 Combined Critical Reading + Math OR 1390 Combined Critical Reading + Math + Writing or higher on file with the MSU Admissions Office.
3. New freshmen who hold a GED (high school equivalent diploma) with an overall average of 500 and a score of 410 or above on each subpart of the GED may also be exempted from this requirement.

Because of the special mission focus to serve underprepared students, Mayville State University is also authorized to admit those freshmen who are not eligible for an exemption to a provisional baccalaureate program. The following guidelines have been established as part of an alternative admission process to meet the needs of those individuals:

1. New freshmen who are missing three or more of the required high school courses may be admitted into a provisional baccalaureate level program.
2. The baccalaureate level program for these students will be considered a Bachelor of University Studies with a "provisional" plan

3. Those students admitted into a provisional baccalaureate program because of the lack of high school coursework, may declare any other baccalaureate major or plan upon successfully earning 24 semester hours with a cumulative GPA of 2.0 or better.

Students who have completed high school prior to 1993, or who are 25 years or older, are exempt from the high school core curriculum requirement and may be admitted to Mayville State University by submitting documentation showing that they graduated from an accredited high school or hold a GED.

In compliance with the State Board of Higher Education's policy, Mayville State University will gather information concerning the success and persistence of those students admitted with an exemption to a baccalaureate level program, as well as those admitted to a provisional baccalaureate program. Specific information, which will be gathered, includes:

1. Documentation of students who have been granted an exemption to the admission requirements for a baccalaureate program, including the reasons for the exemption and the specific college preparatory courses that the student was lacking.
2. Documentation of students who have been admitted to a provisional baccalaureate degree program because of the lack of higher school courses in excess of the number allowed for an exemption to regular admission. The information will include an indication of the number and type of courses missing.
3. Follow up information regarding the persistence and academic success of those students who have been granted exemptions to the admission requirements.
4. Follow up information regarding the persistence and academic success of those students who have been admitted to a provisional baccalaureate program.
5. Information will be gathered and reported annually to the State Board of Higher Education concerning the number of new freshmen affected by the admission standards, including the number of exemptions granted, the number of exemptions in each category, and the number admitted to a provisional baccalaureate program because of failure to meet the exemption criteria.

Any student denied admission because of the lack of appropriate high school courses shall have the right to appeal that decision to the University's Committee on Admission and Academic Standards. Such an appeal must be made to the Director of Admissions, who will in turn, submit the case to this committee.

Applicants who have been denied admission will also be encouraged to enroll in any of the NDUS two year institutions. Upon successful completion of 24 transferable semester credits at these campuses, the student may be eligible for transfer to Mayville State University.

Reviewed: Spring 2012

Revised: March 16, 2012

**Sponsored by: Vice President for Academic Affairs
Vice President for Student Affairs**

International Student Admission Requirements

Priority admissions are given to those applicants who have submitted application materials by April 1 for enrollment in the fall term and by October 1 for enrollment in the spring term. No admission decisions will be made for applicants who do not provide all documents and information. International students are encouraged to complete application materials available on the Mayville State web site at www.mayvillestate.edu. The following items should be considered by interested international students:

1. An application for admission, a non-refundable application fee of \$35.00, a \$100 administrative processing fee, and a SEVIS I-20 processing fee. International transfer students who are attending other colleges in the United States may have the \$100 administrative processing fee credited to their tuition and fee charges if there are no costs incurred for overseas documents.
2. Students from countries where English is not the official language will be required to produce evidence of their English proficiency as demonstrated by official results from TOEFL (520 on paper test, 190 on computer test, or 68 on internet test); or official IELTS results (6.0 or better); or completion of an official ELS course at levels 112 or above. Certification by an educational official in the home country may supplement admissions decisions, but will not be accepted as a substitute for TOEFL or IELTS scores. TOEFL scores must be received by April 1 if an admission decision is to be made in time for enrollment during the fall term, and by October 1 for a spring term admission. International students who are sponsored by the International Doorway to Education and Athletics Corporation (IDEA) program may provide results from the IDEA Institutional Test of English as a Foreign Language to meet this requirement.
3. International students who do not meet the required TOEFL or IELTS scores may be admitted after an appeals process. The appeals committee shall include the Director of Admissions, the institutions Designated Sevis Officer (DSO) or Alternate DSO, the Institutional Student Academic Coordinator, and the institution's International Student Advisor. The basis for making an alternate admission decision may be based on writing samples submitted by the applicant in response to structured questions from the Office of Admissions and Extended Learning. Additionally, the ability of the student to speak and comprehend English should be evaluated when possible. This may be done through a teleconference with MSU Admissions officials or submission of an audio or video recording with the prospective student's responses to pre-determined questions. Recommendations from Education USA advisors located in US consulates are encouraged. Other relevant information collected on behalf of the student may also be considered, including but not limited to personal and professional recommendations.
4. If English is the official language of the applicant's home country, SAT/ACT scores are recommended. In the absence of ACT or SAT scores, competency in English will be determined by a review of the academic records submitted by the student. In addition, an interview with the International Student Academic Coordinator will be required once the student arrives on campus. In addition, national exams such as the West African Examinations Counsel (WAEC) reports should be forwarded either by mail or via the Official WAEC website to the Mayville State University Admissions and Extended Learning Office e-mail address.
5. International students who transfer from another American college are subject to the same admission standards that govern other transfer students. If they have 24 or more credits from another American college, with a minimum 2.00 CGPA, they are only required to submit transcripts of those college courses for evaluation and determination of admission status. If they

have less than 24 credits, their admission status is that of an entering freshman and is based on their high school record. In those cases, they must submit high school transcripts, TOEFL or IELTS scores (if from a country in which English is not the official language), and ACT/SAT scores if they are from Canada or a country where English is the official language.

6. A new international student will be required to complete an interview process with the International Student Academic Coordinator once they arrive on campus. The purpose of this interview is to determine the international student's English speaking skills and their advising and academic support needs. Enrollment in the International Seminar on Success and English 100 for English Language Learners may be required for specific students based on their interview process.
7. International students who are graduates of American high schools and who apply for admission will follow normal procedures for high school applicants; i.e. submit evidence of completion of the College Prep courses, ACT/SAT scores and proof of graduation.
8. Evidence verifying adequate financial resources to provide for all expenses (tuition, room/board, travel, etc.) while in the United States and during the entire period of time you expect to attend Mayville State, including vacation periods, must be provided before admission is granted. To meet this requirement, applicants must complete the International Student Financial Statement (available on the MSU web site) and return it to the Admissions and Extended Learning Office by April 1 for enrollment in the fall term, and by October 1 for enrollment in the spring term. If funding is expected from a sponsor who resides in the United States, the affidavit of support (I-134) will be required in addition to the Financial Statement. Financial statements must be current within six months of the first day of the initial semester and show sufficient funds for each academic year.
9. All international students are required to maintain health insurance coverage from an approved carrier while in attendance at any state university in North Dakota. A health insurance policy selected by the State Board of Higher Education or approved by Chancellor of the university system is required. Requirements for the payment of premiums for International Student Health Insurance are specified in institutional Policy 505 - International Student Health Insurance.
10. Residents of certain foreign countries who enroll at Mayville State University must provide documentation of TB skin testing. Such TB skin testing must be conducted by a recognized physician or health care official within the United States and should be completed during the first month of enrollment. New international students from all countries, except those classified by U.S. Health Officials as "low risk for tuberculosis" are subject to this requirement for TB skin testing. The Student Affairs Office will maintain a list of countries that are in this "low risk" category.
11. Any international student enrolled in a course offered for credit at Mayville State University must provide documentation of immunity against measles, mumps, and rubella and meningococcal disease in accordance with NDUS policies and procedures.
Documentation of immunity for measles, mumps and rubella means:
 - a) Evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department;
 - b) Proof of a positive serologic test for measles, mumps and rubella; or
 - c) Proof of date of birth prior to 1957.

Newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease by one of the following:

- a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment, or
 - b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least eight weeks apart.
12. Official, academic records (referred to as transcripts in the US) and/or diplomas attesting to the applicant's secondary and university education must be sent directly to the Office of Admissions and Extended Learning if they are recorded in English. Academic records in any other language must be sent directly by the institution(s) attended to an evaluation service used by Mayville State University. All documents must bear an official signature in ink of the appropriate official of the institution (such as the registrar or recorder of records) and must bear the institution's seal. If the college or university will not mail original, official, academic documents to the United States, exact copies that have been certified as such by the appropriate institutional official of each institution attended should be sent. To be considered, all documents should be accompanied by official English translations if they appear in another language. All transcripts must be received by April 1 for fall term admission and by October 1 for spring term admission so that they may be evaluated and admissions decisions made.
13. After all the above documents and payments have been received and reviewed, the applicant will be notified of their acceptance.

Requirements for Canadian Students:

Applicants from any of the Canadian provinces must provide the following documentation and materials in order to be considered for admission to the university:

1. An application for admission, a non-refundable application fee of \$35.00, a \$100 administrative processing fee, and a SEVIS I-20 processing fee.
2. An International Student Financial Statement.
3. Results from either the SAT or ACT.
4. Official academic records or transcripts from the secondary school that awarded the high school diploma and transcripts from any post-secondary institution that you have attended.

It is recommended that all documents and materials for Canadian students be submitted by April 1 for enrollment in the fall term and by October 1 for enrollment in the spring term. While documents may be submitted after these dates, we cannot guarantee that they can be processed and application decisions made in time to guarantee enrollment.

Reviewed: Spring, 2012

Revised: March 26, 2012

**Sponsors: Vice President for Student Affairs and Institutional Research
Director of Academic Records**

International Transfer Policy

College-level coursework taken at an institution recognized by a specific country's Minister of Education or at regionally accredited U.S. institutions is eligible for transfer to Mayville State University. Depending on your chosen major, not all transferred courses are degree applicable. Courses which transfer to the university, but do not apply toward your chosen program, will count toward the required credit totals to earn a degree. If a professional credential evaluation provides an equivalency of a bachelor's or associate's degree, those degrees will be recognized.

Students transferring from a non-English speaking university outside of the United States must submit an official transcript from the institution reflecting all courses attempted and grades received; along with a professional course-by-course evaluation and English translation completed by World Education Services (www.wes.org) or ACCRAO (www.aacrao.org/international). If a student has already completed a course-by-course evaluation from another National Association of Credential Evaluation Services (www.naces.org) member, he or she can have this evaluation sent to the Admissions Office. Students must also provide an English translated copy of the institution's catalog or course descriptions or course syllabi to aid in the evaluation of transfer credit.

Students attending an English speaking university outside the United States must also submit an official transcript from the institution reflecting all courses attempted and grades received. The student will be notified if a professional course-by-course evaluation completed by World Education Services or ACCRAO is required.

Course-by-course evaluations must be sent directly from the professional credential agency to Mayville State University. Student copies will not be accepted. Students are responsible for any costs incurred.

The transfer credit evaluation process is lengthy, so the results of the evaluation may not be available prior to a student's arrival and registration at Mayville State University.

Regardless of the number of credits transferred, students must meet all general and specific graduation requirements of the university.

Adopted: August 22, 2011

Sponsor: Vice President for Academic Affairs

Purpose and Requirements for Academic Program Review

A. Purpose of Program Review

Mayville State University is responsible for examination of all academic programs at least every seven years. The purpose of instructional program evaluation shall include but need not be limited to assessments of the current level of program quality, means to improve program quality, relationship of the program to the mission of the institution, and program productivity.

All reviews should be based on the principles contained in this document, as well as relevant Board policies. The results will be evaluated by the Mayville State University Administration and be available for reporting to the Board. [See NDUS Board Policy 403.1.2]

B. Objectives of Program Review:

Regular review of existing programs is designed to enhance the effectiveness and efficiency of programs offered by MSU. The objectives of the program review are:

1. To determine whether the program is meeting its goals and objectives
 - a. Identify the needs and unique circumstances of the program(s) being reviewed in relation to its goals and objectives;
 - b. Recommend revisions of the program goals and objectives;
 - c. Recommend structural changes in the program;
 - d. Recommend priorities for allocation/reallocation of resources within the program.
 - e. Improve program productivity;
2. To determine how the program develops the University's mission and addresses the needs of the state
 - a. Identify the needs and unique circumstances of the program(s) being reviewed in relation to the University mission and the state;
 - b. Recommend structural changes in program's administrative units;
 - c. Recommend priorities for allocation/reallocation of resources within the University to ensure overall institutional financial equilibrium.

C. Types of Program Review

1. Institutional Program Reviews

The University to meet the purpose outlined above should initiate periodic reviews of each program at least every seven years. Currently, all new programs approved by the Board are to be reviewed five-years after they are initially approved (within one year following the graduation of the first class). The institution shall submit to the Commissioner (now Chancellor) a summary of the findings and the follow-up plans.

2. Specialized Accreditation Reviews

Mayville State is subject to two specialized accreditation reviews. NCATE and NCA are included in this category. In some cases, MSU may conduct institutional program reviews of programs that are also subject to accreditation reviews. In most cases however, the accreditation review will not constitute the program review.

3. *Institutional Review of General Education Program*

The faculty of Mayville State University feels that the general education requirements and the adequacy of the courses offered to meet those requirements should be reviewed every seven years. This review will be one of the responsibilities of the Assessment Committee. The General Education review will document the institutional philosophy of general education, including explanations for institutional requirements; reasons for relative emphases on skills and on content; and discussion of integration and coherence between and among general education requirements and the academic majors. It also addresses institutional assessment as applied to the general education program.

D. Process for Program Review

The Vice President for Academic Affairs will consider each program's review history and decide which programs should be reviewed. The process will include:

1. Specify a program for review. The Vice President for Academic Affairs will maintain a seven-year review cycle (or less when appropriate) for all academic programs.
2. Notify the appropriate Division Chair who will appoint appropriate division members to assist in the review process.
3. The division will consult with faculty, staff, students, and others to develop the review report, with recommendations. The evaluation will also include diverse assessment activities, such as a qualified outside consultant. Besides an outside consultant, other diverse assessment activities may be included: (Board Policy 403.1.2)
 - a. site visit by and review by a qualified consultant from another institution.
 - b. review by one or more faculty members from another program within the institution.
 - c. assessment of student learning.
 - d. survey of program alumni to determine their current positions and opinions of the program.
 - e. survey of current students to determine whether the program is meeting their needs.
 - f. review and advice from the program advisory council or other representatives of the employers of program graduates.
4. The division submits the report to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will discuss the report with the division faculty and decide on follow-up actions.
6. The Vice President for Academic Affairs will forward a complete copy of the report to the University President. Upon approval by the President, the VPAA shall submit an Executive Summary and letter of planned follow-up actions to the Vice-Chancellor for Academic Affairs at the State Board office.

E. Outline of Program Review

The following format need not be followed exactly, however the information requested in the sample should be contained in the self-study.

PROGRAM DESCRIPTION

1. **Goals and Objectives.** Provide a statement of the goals and objectives of the program and describe any changes that have occurred since the program was implemented or last reviewed, including the extent to which the program has successfully dealt with the concerns of the preceding evaluation. In an appendix, attach copies of any printed program information such as catalogue text, brochures, and other pertinent information describing the program.

2. **Context.** Describe the context for the program, including its relationship to the University's mission and its long-range plans, and to other academic programs within the NDUS System if appropriate. Also, compare it to similar types of programs in the region and nation.
3. **Need.** Discuss what needs are being met by this program and whether these needs could be met more effectively through collaboration with other programs. If so, discuss how collaboration might occur.

PERSONNEL

1. **Faculty.** Discuss any changes in the faculty participating directly in the core and elective courses. Indicate to what extent new faculty members have been recruited. Append short vitae for the core faculty along with a list of names and departments of other faculty associated with the program.
2. **Administrative Structure.** Describe the current administrative structure for the program, including the relationship between program faculty and their areas of concentration within the program. Also describe the relationship and interaction among the program faculty who are from different departments or from different schools.

STUDENTS

1. **Enrollment Trends.** Review, verify, and analyze the enrollment trends pertaining to the degree program and degree recipients contained in data provided by the University.
2. **Degree Recipients.** Provide information about the post-baccalaureate employment or graduate training of degree recipients.
3. **Projected Enrollment.** Discuss the potential for future enrollment in the program as related to past enrollment and existing resources. In addition, project enrollments and graduates for the near future.

PROGRAM DESCRIPTIONS AND EVALUATION

1. **Curriculum.** Provide any changes in the initial list of foundation and core courses for the program, and a sample sequence of courses taken by the majority of students in the program. Include additional sequences if there are multiple areas of specialization or application within the program.
2. **Assessment.** Use current assessment data to evaluate the program's success in meeting the stated objectives, including assessment of student learning.
3. **Concerns.** Describe any problems that the program is facing and provide recommendations for resolving them.

ACADEMIC SUPPORT SERVICES

1. **On-going Support.** Describe the physical facilities, capital equipment, library resources and supplies that sustain the program.

2. **Additional Support.** Discuss any special programs, faculty, or outreach activities designed to enhance the program.

FINANCE

1. **Program Cost.** Show program cost information, including cost-per-credit, cost-per-student, and the number of graduates in the last 3 years, and individual faculty student credit-hour load. Provide comparisons with similar programs, if available.
2. **Budget Requirements.** Discuss whether the current operating budget is adequate to assure program quality. If additional support is needed to sustain program quality, indicate the areas affected and the amount and source of future funding for these areas.
3. **Capital Requirements.** Discuss any capital budget expenditures necessary to sustain the program and provide an estimate of costs.

FOLLOW-UP ACTIVITIES

1. Provide an action plan to improve program quality.
2. Provide an action plan to improve program productivity.

SUMMARY

1. **Summary Evaluation.** Summarize the program's overall effectiveness with respect to the review objectives. Indicate any observed obstacles to the fulfillment of the original objectives and the measures taken to overcome those obstacles. Describe the contributions of the program to the teaching, or mission of other departments, the university as a whole, or the community.
2. **Preceding Evaluations.** Address how the program has dealt with the concerns of any preceding evaluations.
3. **Recommendations.** Recommend action for continuation of this program, for revision of the program, or discontinuance of the program.

EXECUTIVE SUMMARY

1. The Executive Summary will be a short (1 to 3 page) summary of the review. Include short, pertinent statements from each of the seven areas of the report.
2. Vice-President for Academic Affairs letter. The Academic Vice President will include a letter with the Executive Summary that will explain the action that he/she will take to follow up on the recommendations of the review. This letter will make the entire report available upon demand.

F. Reporting of Program Review

The University will forward elements of the program review to the appropriate state administration. This report should include:

1. An executive summary of the findings of the review (but not the complete review).
2. The Academic Vice President's letter explaining the action that he/she will take to follow up on the recommendations of the review.

This policy allows the complete review, with details of personnel and programmatic issues, to be permanently filed at the school/college level.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Emeritus Status

1. Retired faculty who meet the eligibility requirements cited below may be granted emeritus status upon recommendation of the Tenure, Promotion & Awards Committee, Vice President for Academic Affairs, and the President.

2. **Eligibility Requirements**

Retired faculty who meet the following requirements may be considered for emeritus status:

- a. Fifteen years of service within the state system;
- b. Full-time teaching at Mayville State University and regular faculty rank at the time of retirement;
- c. An obviously distinguished teaching career reflective of the primary dedication of the University to excellence in teaching and learning.

3. **Rights and Privileges**

Members of the Mayville State University faculty who have been accorded the rank of emeritus are entitled to the following:

- a. Participation in academic processions of the faculty; due notice of intent to participate must be given;
- b. Use of the library;
- c. Listing in the emeriti section of the university catalog;
- d. Services similar to or the same as those accorded to the faculty at the university bookstore; and;
- e. On-campus work space (which may include internet access, e-mail and telephone), when available, shall be provided upon request.

Reviewed: Spring, 2012

Revised: January 9, 2012

Sponsor: President's Cabinet

Posthumous Degree

Definition

A deceased student may be considered a candidate for a posthumous degree when nominated by the academic division chair in which the student was enrolled at or prior to his or her death, and when minimum academic degree requirements have been verified. Posthumous degrees may be awarded at any career level.

Requirements for Nomination

1. A student must have been in good academic standing with the institution at the time of death. Good standing is defined as not being academically deficient for their classification (academic probation, continued probation, suspension or expulsion).
2. University requirements for earned credits in residence must have been satisfied.
3. Student must have been enrolled at time of death (summer excluded), or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
4. An undergraduate student must have been within two semesters (30 credits or 75% of degree requirements completed) to be nominated for a posthumous degree.
5. The academic division in which the student was enrolled recommends the awarding of a posthumous degree.

Nomination/Approval Process

1. Anybody may identify a candidate for a posthumous degree, but such a suggestion must be made to the chair of the appropriate academic division for consideration and to begin the formal process.
2. The student's degree audit file shall be obtained from the Office of Academic Records to verify program/plan and progress toward degree completion.
3. The chair of the academic division in which the student was enrolled will recommend the candidate for a posthumous degree in the form of a formal written request to the Vice President for Academic Affairs (VPAA). The request must include the name and ID of the student, the degree/program/plan to be awarded, and the recommended semester for degree conferral. The VPAA may choose to present this to the Curriculum Committee for review/discussion.
4. If supported by the VPAA, the VPAA will submit the recommendation to the University President for formal approval. If approved by the President,
 - a. The VPAA will notify the registrar to begin the process for degree posting and commencement proceedings, if applicable.

- b. The President will inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until and unless approved at all levels). If the family desires to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the registrar for planning.

Miscellaneous Details/Considerations

1. A posthumous degree will be printed in commencement programs within the appropriate degree section. If the family chooses not to participate, this award will still be printed in the commencement bulletin (unless explicitly requested otherwise by the family).
2. If the student had financial debt to the university, this debt will be waived.
3. Exceptions to the aforementioned minimum requirements may be considered in special cases, with support of the academic division chair and VPAA and approval of the President.
4. The statement "*awarded posthumously*" will be printed on the student's academic record, but not on the diploma.

Adopted: April 16, 2012

Reviewed: April 16, 2012

Revised: April 16, 2012

Sponsor: President's Cabinet

FACULTY RESPONSIBILITIES AND RELATIONSHIPS

Academic Structure of the University

Each person receiving a faculty appointment becomes a member of an academic division. A division is an administrative grouping of disciplines served by a Division Chair. A faculty member may be a member of more than one division simultaneously, but such appointments will designate one division as “Primary”. There are five academic divisions at Mayville State University:

1. Business and Computer Information Systems;
2. Education and Psychology, including Education, Psychology, and Library Science;
3. Health, Physical Education and Recreation;
4. Liberal Arts, including English, Speech, Foreign Language, Political Science, Social Science, Geography, Economics, Sociology, History and Humanities;
5. Science and Mathematics, including Biology, Chemistry, Mathematics, Physics, and Science.

A. Syllabi

Each faculty member will, at the beginning of each course, provide a course syllabus or outline to all students enrolled. Copies of current syllabi will be filed electronically with the Division Chair and the Vice President for Academic Affairs. The suggested content of the syllabus or outline may contain the objectives of the course, outline of content, attendance policy, major assignments, method of evaluation, testing procedures (where applicable), textbook, related materials, and date the syllabus was written.

Each syllabus should include this statement: “Academic requirements will be modified on a case by case basis to afford qualified students with disabilities an equal educational opportunity.”

B. Standards of Instruction

Faculty are responsible for stating in writing the objectives of each course they teach at the beginning of each semester. This includes IT objectives for courses that are part of the IT certificate. It is expected that each of the faculty will direct his or her instruction toward the fulfillment of these objectives. Faculty are also responsible for orienting the content of the courses they are assigned to the course descriptions approved by the faculty of the University.

It is expected that graded examinations and papers will be provided to the student for inspection and discussion. Final examinations should be retained for three class weeks to provide the opportunity for review, should the student so request. Examinations should be graded and used as a part of the student’s learning experience.

Faculty recognize the need for student feedback to be conducted in a timely manner. The best feedback is specific, constructive, and immediate. Faculty should make this clear on the syllabus and to students on the first day of class and at other appropriate times throughout the semester.

Faculty of all courses--distance, hybrid, and on-campus--will provide students with timelines for feedback on all graded materials (i.e. assignments, projects, quizzes, tests, exercises and activities), and will strive to meet those timelines, communicating with students any reason for not meeting expected timelines.

Faculty are evaluated by students on their timeliness and appropriateness of feedback, and may be evaluated by division chairs using the same standards.

Faculty members are expected to schedule a reasonable number of office hours for student conferences. Office hours should be scheduled and posted at times convenient to both students and faculty, with the additional option of prearranged appointments.

C. The Credit Unit

The college year is divided into two semesters with approximately 80 instructional days each semester and a summer session of five or six weeks. The unit of credit is known as the semester hour credit.

D. Teaching Load

Instructional assignments are determined by the Vice President for Academic Affairs in consultation with the Division Chairs. Instructional assignments may include off-campus (with faculty agreement) as well as on-campus classes, research or writing, consultative services, or administrative duties. The normal class load is 12 semester hours. Adjustments may be made according to the number of contact hours, class size, class preparation, etc. For Division Chairs, the normal teaching load is 9 semester hours.

E. Class Attendance Regulations

The institution expects students to attend each class. Faculty shall determine attendance policies for their classes and present them to students at the start of the semester. It is the ultimate responsibility of the student to satisfactorily complete work missed.

Every student has the right to expect that classes will meet according to the college class schedule unless acceptable alternative arrangements are made by the instructor and class members. Responsibility for this rests with the individual faculty member.

F. Faculty Responsibility for Conducting Classes

Faculty members who are unexpectedly prevented from meeting a class are to notify the Division Chair of that fact as soon as possible. Faculty members who expect to be absent from the campus are to inform the Division Chair of their absence and acquaint them with the arrangements that have been made to provide for making up missed classes prior to or immediately following this absence. A Request for Leave of Absence form is provided for this purpose.

G. Method of Teaching

The University emphasizes effective teaching. It encourages and supports innovative teaching methods and will display toleration toward experimental methods. Faculty are expected to monitor student progress toward course objectives.

H. Textbooks

Choice of the textbook and related teaching materials for any course rests with the individual instructor. Cooperation with the Bookstore in the identification and ordering of textbooks is the responsibility of the individual faculty member.

I. Final Examinations

Final Examinations should be scheduled and faculty should adhere to the following regulations adopted in 1973:

1. No faculty member should move a final examination time on the schedule without administrative approval. Applications for such changes are available in the Office of the Vice President for Academic Affairs;
2. Faculty wishing to dispense with the final examination file a statement to that effect with the Vice President for Academic Affairs. Forms are available in the Office of the Vice President for Academic Affairs;
3. Multi-section class examinations should be planned on a consolidated time schedule;
4. One and two-hour classes, and courses involving individual instruction are not included in the schedule of final examinations;
5. Each faculty member is responsible for deciding on the merits of a request from individual students who represent a serious problem because of the final test schedule. Consultation by the faculty member with the Division Chair and the Vice President for Academic Affairs is encouraged;
6. All classes for which no final examination is planned will meet on the day the final examination is scheduled.

J. Student Growth and Development

1. Orientation Program

An orientation program for in-coming freshman and transfer students is conducted by the Office of Student Services. Faculty will be asked to assist with such programs. The Student Handbook is distributed to all faculty at the beginning of each academic year.

2. Guidance and Counseling Activities

Academic: University advisers are assigned by the Vice President for Student Services to students who have not been formally accepted as majors in one of the programs of the University. Major advisers are assigned students by the Division chair working with the discipline faculty as students are accepted into the major programs, usually at the conclusion of the sophomore year.

Personal and Career Counseling: Students may consult faculty relative to personal and career problems or questions. A personal and career counselor is available in the Office of Student Services should faculty wish to make referrals.

K. Expectations as a Teacher

Every faculty member has the right to certain basic expectations from the University. While other rights may exist, the following are particularly noteworthy.

1. Conduct his or her courses in the way, which he or she believes to be most effective; he or she is free to use the materials of instruction, which he or she believes most desirable. Freedom of instruction does not mean the freedom to teach in a careless or inefficient manner or to teach, that which is not relevant to his or her field of teaching.
2. Cordiality and honesty in all dealings with the administration.
3. Best possible accommodations as far as equipment and plant are concerned, within the limitations of the budget. The University must recognize the role of environment in fostering the teaching-learning process.
4. Seek enrollment limits on classes where excessive student numbers would damage the nature of the course and student progress. Seek removal of students who are damaging to course progress.
5. Solve student-faculty academic problems prior to the involvement of the administration. The administration should not involve itself in any problem prior to faculty-student discussion on the issues.
6. Full administrative support concerning student cheating and other unethical problems in classes. Provided that cruel and unusual punishments are not involved, the administration shall support any faculty decision.

L. General Information

1. Each teacher should see that classrooms are left ready for the next class.
2. All orders for equipment and supplies are made through the Academic Affairs Office.
3. MSU is a tobacco-free campus. Smoking or tobacco is not allowed on campus.
4. All changes in classrooms must be approved by the Registrar.
5. All persons who use a classroom during the last scheduled hour of the day shall cooperate in implementing night energy savings procedures. Specifically:
 - a. All windows and doors shall be closed;
 - b. Draw window shades and/or close curtains;
 - c. Shut off all lights.

M. Reports needed by administrative offices are to be turned in promptly.

Among the reports faculty submit are:

1. Faculty schedule of work -- beginning of each semester -- posted on office door;
2. Student Academic Assessment Report (SAAR) -- can be used anytime during the

- semester;
3. Grade sheet -- end of semester;
 4. Failures and incompletes -- shortly before or immediately at close of semester;
 5. Inventories, as requested;
 6. Tax exempt certificates;
 7. Application for hospital and group insurance -- new faculty;
 8. Application for TIAA and CREF -- new faculty; and
 9. Supplementary Data Report by the last Thursday of March, annually to the VPAA.

N. State Vehicle Usage

State vehicles may be used for official business only and not for travel where the individual is reimbursed by an outside agency. Arrangements for their use may be made with the Facilities Services Office. A schedule for commitments for the use of state vehicles is available with the Facilities Services Office.

State vehicles checked out for a specific event should be returned directly to the University, with keys, promptly at the conclusion of travel and not parked at a faculty/staff member's residence.

O. University Activity Calendar

A calendar in the Student Services Office lists the dates of scheduled university activities. Meetings, which appear on the calendar, have priority over unscheduled meetings. In case committee hearings or faculty meetings conflict with regularly scheduled classes, the class shall have the priority.

P. Definition of Full-Time Teaching

1. Twelve semester hours of course instruction or its equivalent, and up to three semester hours of arranged study responsibility if there is the demand, and student advising each semester or,
2. The equivalent of instruction-related activities as determined by the Vice President for Academic Affairs or,
3. The equivalent of temporary or ad hoc administrative service as may be designated specifically in individual appointment by the President.
4. Full-time teaching duties shall normally include, in addition to the above, service on one or more committees of the University, a regular schedule that includes availability to students and others during the academic year, and attendance at spring Commencement and other academic functions as requested by the President.
5. The average teaching load shall be 12 semester hours equivalent. Occasionally, it may be necessary for faculty to teach more than 12 hours in any given semester. In such cases, a new faculty member will be subsequently be given a proportionally light load. In determining teaching load equivalencies for extra- and co-curricular activities, the Curriculum Committee recommends and the President, in cooperation with the Vice President for Academic Affairs, decides.
6. A faculty member, on his or her own volition, may request permission of the Vice President for Academic Affairs to teach beyond 12 hours without compensation or compensatory load reduction in subsequent semesters. This condition may result from a faculty member's

preference to split a larger section into two classes or occur when regular enrollment in the faculty member's other sections are unusually low.

7. Part-time teaching is defined as an academic load less than the full-time load determined by the University.
8. The academic year, except for the purpose of determining retirement age, is defined as comprising the term of service falling within the inclusive dates stated on the faculty contracts. The Summer Session is defined by the inclusive contract dates offered each individual faculty member.
9. Arranged study, correspondence courses, independent study, and experiential learning credits shall be offered at the option of the faculty member.

Q. Use of Faculty and Staff Status

Faculty and staff are expected to be conscious of their unavoidable role -- as individual citizens and as representatives of Mayville State University -- in their activities both within and outside the University community. Faculty and staff should not use the University name or his or her connection with the University without the approval of the President, in any opinion or certificate concerning the merit or credit of any business undertaking, or of the value of any scientific or practical invention, or in the sponsorship of an organization or the espousal of any cause.

R. Contractual Relationships

Individuals become members of the University on the basis of a contract, which is normally detailed in writing and signed by appropriate University officers, and the faculty or staff member. Such contracts are considered bilateral, i.e., they are interpreted as containing explicit promises on the part of the employee to perform his or her assigned duties satisfactorily in consideration of the University promise to grant faculty or staff status, with all its benefits, and a stated salary, etc. Contracts may not be terminated by either party unilaterally except on grounds of breach going to the essence of the agreement. Termination or dismissal on these grounds, however, must be effected with due process as is set forth in subsequent sections of this handbook.

Contracts between the University and tenure-track faculty are considered permanent or continuing in the sense that they are renewed annually until the faculty member reached age 70* unless (1) the faculty member gives timely notice of termination or fails to return the contract offer within the specified time limit; or (2) the University gives timely notice of non-reappointment of non-tenured faculty or of its intent to terminate tenured positions for cause. Procedures governing termination or dismissal for cause are also set forth in detail in subsequent portions of this document.

* Effective December 31, 1993, federal law eliminated age as a factor in considerations concerning the continuation of faculty employment contracts.

Reviewed: Spring, 2011

Revised: January 18, 2011

Sponsor: Vice President for Academic Affairs

The Library

1. Hours

During the regular term:

8:00 a.m. to 10:00 p.m.	Monday - Thursday
8:00 a.m. to 5:00 p.m.	Friday
6:00 p.m. to 10:00 p.m.	Sunday

When classes are not in session:

8:00 a.m. to 12:00 noon	Monday - Friday
1:00 p.m. to 5:00 p.m.	Monday - Friday

2. Patrons of Byrnes-Quanbeck Library

All Mayville State University students, staff, and faculty are patrons of the Library. Any person from the wider community may be a “local patron” of the Library. Patrons under the age of 16 must be accompanied in the Library by their parent or legal guardian.

The Mayville State University identification card has a 14-digit barcode on the back which allows anyone in the Mayville State family to borrow library materials. Local patrons are issued a library card with the same kind of barcode

3. Loan of materials

When borrowing any material, present your card with the 14-digit barcode to the person working at the check-out desk.

A. General Collection

All materials other than periodicals, reference, and reserve are part of the general collection.

Students, staff, and local patrons may borrow most Library materials for eight weeks. One due date is near midterm and one near the end of the semester.

The check-out period for audio-visual equipment is one week. Faculty, staff, and students may borrow the a-v equipment. Reserving equipment in advance ensures that it will be available.

Faculty members may borrow most Library materials for one semester. They may renew materials at the end of Fall Semester, but they must return all library materials at the end of the academic year.

Faculty and staff are not charged fines.

After any patron has had material checked out for two weeks, the Library may recall that material if it is needed by another Library patron.

B. Reference and Periodicals

Reference materials and periodicals are for in-house use only. However, a librarian may allow a patron to borrow those items under special circumstances.

The Library has an extensive print collection of magazines, journals, and newspapers. Additional periodicals are available electronically.

Faculty may request the purchase of a periodical title. If that title is covered in an index that the Library owns or has a license for and if the budget allows, the Library makes every effort to honor the request.

C. Reserve Materials

Each faculty member receives a Reserve Materials Form before the semester begins. Additional copies are at the check-out desk. The faculty member completes the form and sends it to the Library with the materials to be placed on Reserve. You should expect a two-day delay between the time the Library receives the materials and the time they appear on Reserve.

The normal check-out period for a Reserve item is two hours. However, the faculty member may designate a longer borrowing period or may stipulate in-house use only.

4. Interlibrary Loan of Materials

Interlibrary loan provides access to resources not owned by Byrnes-Quanbeck Library. You may borrow materials from libraries throughout the world. The service is free.

5. Computer policy

Students, faculty, and staff of Mayville State University have priority in using the public access computers at the Library. Any other patron must give way to them.

Any patron forfeits the right to use any computer in the Library if that person violates the computer policies of either the North Dakota University System or Mayville State University or if, in the judgment of the Library staff, that person uses a computer inappropriately.

6. Acquisitions and Selection of Library Materials

All faculty members are invited to recommend or request the purchase of any kind of library material. Complete bibliographic information for requests helps speed a purchase. The Library can provide order cards to any faculty member who wants them. A faculty member may wish to place a rating of FIRST, SECOND, or THIRD PRIORITY on requests.

If funds allow and if the Collection Development Policy permits, the Library makes every effort to obtain all requested items.

7. Electronic resources

Encyclopedias, online databases and journals, full-text articles, and e-books are available electronically through the library's webpage at <http://www.mayvillestate.edu/library/library.cfm>

On its website, the Library also provides links to information on the Web and basic library instruction.

8. Tours and Instruction

Library staff will conduct library tours and provide instruction to classes or individuals. Because of potential schedule conflicts, faculty should try to arrange library instruction well in advance. Examples of instruction are the following:

- use of the online catalog
- survey of print or online materials available in any subject area
- use of print or digital indexes
- searching techniques for the Web

Library staff will also assist faculty members with their bibliographic, reference, and research needs.

9. Weeding of Materials from the Collection

The Library constantly weeds materials from the collection and informs faculty about intended withdrawals from their respective subject areas. The faculty is encouraged to recommend whether material should be withdrawn or retained.

10. Notices

The Library web site lists the Library's serial holdings. Upon request, the Library will provide faculty with a print list of the serial holdings.

11. Other Services

The Library Director is available to visit about specific requests or library needs. Any faculty or staff member needing assistance or a particular library service should contact the Director or any of the other professional staff members.

Reviewed: Fall, 2008

Sponsor: Director of Library Services

Final Examination Policy

1. Final examinations are scheduled in two-hour time blocks. The schedule is rotated each semester to permit a rotation of time slots for all final examinations.
2. Two through four credit courses will follow the university announced examination schedule. Any faculty wishing to change their scheduled examination time must complete the Request to Change a Final Examination Time Form and have the request approved by the Division Chair, Registrar and the VPAA at least one week prior to the final examination week. Exceptions to the examination schedule are stated below in items #5 and #6.
3. A faculty member NOT meeting during the scheduled final examination period must complete the Request to Dispense with a Final Examination Form and have the request approved by the Division Chair, Registrar and the VPAA at least one week prior to the final examination week.
4. All multi-section course examinations have a consolidated time on the schedule that is arranged by the Office of Academic Records.
5. One credit classes, interactive video classes, evening classes, (4:00 pm & later) and courses involving individual instruction (music lessons, readings, independent study, etc.) are not included in the schedule of final examinations. The last day of class will be used as the final examination time for these exceptions.
6. All online and non-IVN hybrid course examinations must be completed by the end of the scheduled final examination week.
7. Each faculty member is responsible for deciding on the merits of a request from individual students who have a serious problem because of the final examination schedule. Consultation by the faculty member with the Division Chair and Vice President for Academic Affairs is encouraged.

Adopted: April 6, 1973

Reviewed: Spring, 2010

Revised: Spring, 2010

Sponsors: Vice President of Academic Affairs and Registrar



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Student Affairs

Section: 500. Index

PAGE: (1 of 2)

Section 501		Reserved for Dormitory Matters
Section 503		RESERVED
Section 504		Resident Tuition Law and Guidelines
Section 505		International Student Health Insurance
	M 505	International Student Health Insurance
Section 506		Student Health Issues
	M 506	Immunization Policy
	506.1	Immunization; TB Testing
	M 506.1	TB Testing Policy
Section 507		Student Publications
	M 507.1	Student Publications Policy
Section 508		Student Loan and Scholarship Programs
	508.1	Technology Occupations Student Loan Program - Teacher Shortage Loan Forgiveness Program
	508.2	North Dakota Academic and Career and Technical Education Scholarships
Section 509		Professional Student Exchange Programs
Section 510		Rights of Students Called to Active Military Service
	M 510	Rights of Students Called to Active Military Service
Section 511		Student Criminal History Background Checks
	M 511	Student Criminal History Background Checks
Section 512		Student Drivers and Use of State Vehicles by Student Groups
	M 512	Student Drivers and Use of State Vehicles by Student Groups
Section 580		MSU Student Policies
	M 580	Financial Aid Satisfactory Progress Policy
	M 581	Grade Appeal Policy



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Student Affairs
Section: 500. Index

PAGE: (2 of 2)

M 582

Commencement Participation Policy

Residence Hall Handbook

Student Handbook

International Student Health Insurance

In accordance with NDUS policy and procedures, all international students not exempt from the approved group insurance policy offered by the university system must be charged the full premium for such coverage no later than the beginning of the term of the student's initial enrollment. The required premium must be collected from the student and submitted to the insurance provider no later than the end of the sixth week of a regular fall or spring term or equivalent date for a summer term or classes outside a regular term. Lack of documentation of coverage under a comparable plan, will require that the student's enrollment be cancelled after the sixth week of enrollment.

The institution may not pay such premiums or costs using state or institution funds and institutional employees shall not represent that institutions will pay or are responsible for payment of such premiums or costs. Upon receipt of documentation that an international student is already covered under the approved plan or a comparable plan, the institution shall cancel the premium billing for that student.

Waivers may be granted to this requirement for the following reasons:

- a. To students with documentation of comparable insurance coverage;
- b. To students denied coverage under the approved plan with documentation of comparable coverage; or
- c. For other compelling reasons as defined under institution procedures and documentation of comparable coverage.

Adopted: March 26, 2012

Sponsor: Vice President for Student Affairs

Immunization Policy

Measles, Mumps and Rubella

1. Any student enrolled in a course offered for credit at Mayville State University must provide documentation of immunity against measles, mumps, and rubella in accordance with NDUS policies and procedures. Documentation of immunity means:
 - a. evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department;
 - b. proof of a positive serologic test for measles, mumps and rubella; or
 - c. proof of date of birth prior to 1957.
2. Effective fall, 2012, newly admitted students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease in accordance with NDUS policies and procedures. Documentation of immunity means:
 - a. evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment; or
 - b. evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least eight weeks apart.
3. Exemptions to this policy are allowed for those students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses and students in attendance at campus workshops or programs and classes delivered under contract to a third party. Additional exemptions may be granted upon application to and approval by the Vice President for Student Affairs and Institutional Research in consultation with appropriate medical and health officials. Such exemptions may be allowed when:
 - a. immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified, in writing, by a licensed physician;
 - b. the student has had one immunization and agrees to have a second one no less than one month later; or
 - c. the student's beliefs preclude participation in an immunization program.
4. Students applying for admission to Mayville State are required to submit proof of immunization, using the form supplied in the admissions packet, or as part of an appropriate medical or health record. Any documentation of immunization must include a signature of an appropriate physician or health official or recognized stamp of a public health unit. Elementary/Secondary school records that include immunization records are acceptable, so long as they are received directly from the school and are part of the student's academic records. All immunization records will be gathered by the Admissions Office and forwarded to the Student Health Office for review if necessary. Students who submit records that do not include complete or appropriate information may be asked to request official immunization records from their family physician, school or public health office. Students who fail to submit immunization records by the start of classes during their first term of enrollment will be allowed to register for that term, but will be informed that they must provide appropriate and complete documentation before they will be allowed to register for any subsequent term. A 'hold' or other administrative 'block' will be placed on their record and they will not be allowed to register for subsequent classes until they provide appropriate documentation. The Student Services Office and the Student Health Office will monitor students' compliance with immunization requirements.

5. The Mayville State Student Health Office will provide information to students and parents about this immunization policy and the health and medical issues related to proper immunization. If needed, the Student Health Office may also arrange to have MMR and Meningococcal immunization shots administered to students who are lacking the appropriate doses. These immunization shots may be administered by Public Health officials. Questions regarding the appropriateness of MMR immunizations may also be directed to the Student Health Office.

Reviewed: Fall, 2011

Revised: October 10, 2011

Sponsor: Vice President for Student Affairs and Institutional Research

TB Testing Policy

1. Residents of certain foreign countries who are enrolled in any courses for credit at Mayville State University must provide documentation of TB skin testing. Such TB skin testing must be conducted by a recognized physician or health care official within the United States and should be completed during the first month of enrollment. New international students from all countries, except those classified by U.S. Health Officials as “low risk for tuberculosis” are subject to this requirement for TB skin testing. The Student Services Office will maintain a list of countries that are in this “low risk” category.
2. The Student Health Office shall be responsible for coordinating procedures to ensure TB Skin testing for those international students who need to comply with this policy. Information regarding enrollment of international students shall be provided to the Student Health Office by the Admissions Office. The Student Health Coordinator will assess documentation and need for TB skin testing of international students. TB skin testing will be coordinated by the Student Health Office. Costs of such testing will be borne by the institution. The Student Health Office will monitor any follow up needed for positive skin test results, including referral to local health care agencies for x-rays or other necessary procedures.

Revised: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Publications Policy

Student publications and student media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. All student publications and student media at Mayville State University will be governed by a Student Publications Board whose responsibility will be to manage all student media. The institution will provide sufficient editorial freedom and financial autonomy for the student publications and media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications and media, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

A Student Publications Board will be established as an administrative committee to manage the operations of all media. All members shall be voting members in regard to any official actions taken and shall include:

1. Two students, including editors or managers of student publications or media. If there are no student publications, Student Senate shall appoint student members.
2. A faculty or staff member appointed by the President who is involved directly with student publications and other student media.
3. At least one member of the local media, including journalists or other persons with relevant experience or expertise.
4. The Vice President for Student Affairs, who will act as a liaison from the Publications Board to the university's administration.

The purpose of the Student Publication Board shall be to establish policy for all media sources, including editorial prerogatives and obligations and to determine management and publication guidelines. Specific guidelines include, but are not limited to:

1. Editors and managers are free to develop their own editorial policies and news coverage, providing they are within the limits of good journalism.
2. Editors and managers of student publications/media are protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content. The Board may suspend or remove editors or staff from a position for cause, including for actions that violate good journalistic practices or are clearly in violation of state, federal or local laws or applicable policies. Such action must be based upon a vote of a majority of the Board members and the Board must provide written notice of such action with a statement of reasons and supporting evidence. An editor or other staff who is suspended or removed may request a hearing by the Board by filing a written request for a hearing within 48 hours of notice of the Board's action. Upon filing of a written request for a hearing, the Board shall conduct a hearing within ten days, giving the person suspended or removed an opportunity to respond to the action and present evidence against that action. The Board shall then decide whether to affirm, reverse or modify its action, including imposition of other sanctions

3. Student publications/media staff will be appointed in compliance with all university, state, and federal employment guidelines that prohibit discrimination on the basis of race, sex, age, or sexual orientation.
4. Student publications/media will not contain libelous or obscene materials or materials meant to incite lawless action.
5. Student publications/media will not contain advertising that is false, misleading or that promotes illegal activities.
6. Student publications/media will include frequent and readily noticeable disclaimers stating that the university is not responsible for the contents of such publications.

No other officials or employees of the institution shall have authority over student publications/media, other than those who are members of the Student Publications Board.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Rights of Students Called to Active Military Service

Students called to active duty will have their academic progress disrupted. Mayville State will implement procedures and follow existing policies to assist these students in their transition from student to citizen-soldier. Procedures that will assist these students include:

1. A student not on active military service at the beginning of an academic term who is called or ordered to active military service for fourteen consecutive days or longer during the term shall have the right, at the student's option:
 - a. To withdraw from any or all classes in which the student is enrolled, even if after the established deadline for withdrawal (a copy of the student's active duty orders must be provided), and be entitled, subject to applicable laws or regulations governing federal or state financial aid programs and allocation or refund as required under those programs, to a full refund of tuition and mandatory fees. The student shall not receive credit or a grade for classes from which the student withdraws. A student in good standing at the time of exercising this right shall have the right to be readmitted and reenroll, without penalty or re-determination of admission eligibility, within one year following release from active military service;
 - b. To request an incomplete under the institution's incomplete policy; or
 - c. Except for science labs, internships and other classes for which attendance or in-person participation is an essential part continue and complete the course for full credit if, in the opinion of the faculty member teaching the class, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the award of credit and grade. Upon a student's request and at the discretion of the faculty member, this option may be made available for a science lab or internship.
2. A student called or ordered to active military service during a term shall have the right to a refund of fees other than mandatory fees for that term as follows:
 - a. A refund on a pro rata basis for a housing contract and a traditional term board contract or by which a student purchased a specified number or dollar value of meals;
 - b. A refund on a pro rata basis of parking fees and other optional fees;
 - c. No refund is due for course challenge or similar fees for classes for which the student is awarded full credit;
 - d. No refund is due for flight training or similar fees for specialized training.

Adopted: April 3, 2006

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Student Criminal History Background Checks

In accordance with NDUS policies and procedures, Mayville State University requires the following of all students who apply for admission to the university or who apply for admission to specific programs:

1. All applicants for admission, effective with Fall, 2009 are required to respond to the following questions as part of their formal application to the university:
 - a. Have you ever pled guilty (or no contest) to or been convicted of any felony?
 - b. Within the past 10 years have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? A crime of violence means an offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment.
 - c. Are you currently required to register as a sex offender in any state?
 - d. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last five years? Being dismissed for disciplinary reasons means a permanent separation from an institution due to conduct or behavior. Being suspended for disciplinary reasons means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.

An applicant for admission who responds affirmatively to any of these questions will be asked to provide additional information to the institution. An affirmative response does not automatically prevent admission. The information provided will be reviewed by the Director of Admission/Extended Learning, the Director of Housing and Student Conduct, and the Vice President for Student Affairs to determine if the applicant should be admitted, or if stipulations should be placed upon the student as part of their admissions, or if the applicant should be denied admission. This information review will be conducted keeping in mind the need to help ensure the safety and security of the campus community and the applicant's interest in pursuing their educational goals. An applicant who is denied admission based on this process may appeal that decision to the University President. Falsification or omission of information as part of the application process may result in a denial of admission, rescission of admission, dismissal or other appropriate action.

2. Criminal history background checks are required for students who have applied for admission to, or are in enrolled in the following programs. This criminal history background check shall be either a nationwide FBI or North Dakota BCI check as indicated for each program.
 - a. All Early Childhood Education programs – FBI check
 - b. Elementary Education program – FBI check
 - c. All Secondary Education (BSED) program – FBI check
 - d. Early Childhood and Early Elementary Education program – FBI check
 - e. Applied Psychology – FBI check
 - f. Clinical Lab Science – FBI Check

The criminal history background check shall be completed before the student is formally admitted to the program or before they participate in a formal internship, practicum, field placement, or a student teaching experience sponsored and arranged by the university. Students who fail to provide evidence of a criminal history background check will not be allowed to participate in such activities as part of their program of study.

The Vice President for Business Affairs shall serve as the institution's primary contact for programs and faculty who require information regarding processes for FBI and North Dakota BCI criminal history background checks. The Academic Affairs and Student Affairs offices will also assist with student requests for compliance with this policy and for assistance in the completion of criminal history background checks.

Adopted: Fall, 2008

Revised: Spring, 2009

**Sponsors: Vice President for Academic Affairs
Vice President for Student Affairs and Institutional Research**

Student Drivers and Use of State Vehicles by Student Groups

NDCC section 39-01-03 prohibits private use of state vehicles. State vehicles may be used by employees or others acting on behalf of the state, including student employees and students who are acting on behalf of the state as a volunteer or in an unpaid status in performing duties assigned by competent authority. As a general rule, all passengers in the vehicle must also be acting on behalf of the state. Liability coverage for accidents involving state vehicles is provided by NDCC chapter 32-12.2. Chapter 32-12.2 provides coverage for state employees and persons acting on behalf of the state, with or without compensation, who are using a vehicle for state business and who are operating that vehicle within the scope of their employment.

To the extent permitted by state law, student drivers, acting as employees of an institution or otherwise acting on behalf of the institution, may be allowed to operate state vehicles for approved purposes. Mayville State University policy requires:

1. Proof of a valid and current driver's license for the student driver, issued by a state of the United States; a state of Mexico; or a province of Canada. If the student driver has a license issued by a foreign country other than Mexico or Canada, the proposed driver must provide a valid and current driver's license from that individual's country of residency and a valid and current International Driver's Permit. The student driver must be at least 18 years of age.
2. Requests for students to operate state vehicles for an event or activity affiliated with a course or program to be submitted on a *Student Request for State Fleet Vehicle form* to the Physical Plant Office (Old Main 29) by the instructor or staff member responsible for the course, program, event or activity. If the event or activity is not affiliated with a course or program, such as membership in or appointment to student government, NDSA, and NDUS councils and committees, then the student shall submit a request on a *Student Request for State Fleet Vehicle form* to the Physical Plant Office (Old Main 29).
3. All requests for student operation of state vehicles must comply with provisions of the North Dakota State Fleet Services Policy Manual, issued by the North Dakota Department of Transportation.
4. The request to permit a student to operate a state vehicle must show that the student driver is providing a service to the institution by operating a vehicle.

Use of state vehicles by or on behalf of student associations, clubs, groups or organizations ("student groups") may be allowed for approved purposes. Mayville State University policy requires:

1. Identification of the proposed driver or drivers, and proof of a valid and current driver's license for each proposed driver of a vehicle, issued by a state of the United States; a state of Mexico; or a province of Canada. If the proposed driver has a license issued by a foreign country other than Mexico or Canada, the proposed driver must provide a valid and current driver's license from that individual's country of residency and a valid and current International Driver's Permit. Each driver must be properly licensed and have the required training to operate the particular class of vehicle proposed to be used by the student group (for example, Class C license necessary to operate vans which can carry 15 or more passengers). A driver must be at least 18 years of age.
2. Requests for use of state vehicles by or on behalf of a student group for an event or activity affiliated with a course or program to be submitted on a *Student Request for State Fleet Vehicle*

form to the Physical Plant Office (Old Main 29) by the instructor or staff member responsible for the course or program.

3. Requests by or on behalf of a student group to use a state vehicle must show that the student group is acting on behalf of the institution by its members' attendance at or participation in a proposed event or activity. Use of state vehicles by members of student groups for private, personal or recreational purposes is **prohibited**.

Adopted: August 2, 2012

Reviewed: August 2, 2012

Revised: August 2, 2012

Sponsor: Vice President for Business Affairs

Financial Aid Satisfactory Progress Policy

INTRODUCTION

Federal regulations require that all institutions participating in the Title IV Student Financial Aid Programs establish, publish, and apply standards of satisfactory progress for each student enrolled.

To ensure compliance with these regulations, the following policy governing standards of satisfactory progress for all students attending Mayville State University who apply for financial aid will be in effect. Students who fail to meet these standards of satisfactory progress will be ineligible to receive financial aid until eligibility has been reestablished.

SATISFACTORY PROGRESS POLICY

To be eligible to receive Title IV funds, institutional scholarships, state and federal funds, the student must be enrolled or accepted for enrollment and determined to be a “regular student” enrolled in an “eligible program” for the purpose of obtaining a degree. The student must be in good academic standing and must be making satisfactory progress toward the completion of a degree. The following measures have been established as grade point average standards indicating satisfactory progress toward a degree. These standards apply to all regularly enrolled students.

- A. **“All” students must maintain a minimum institutional cumulative GPA of 2.00 and attain at least a 2.00 GPA each semester or they will be placed on financial aid probation.** Students will be allowed one semester of Financial Aid Probation under this standard. If at the end of the following semester the student is still below a 2.00 cumulative or term GPA, the student will be disqualified from receiving future financial aid.
- B. Students on probation that attain at least a 2.00 term GPA but remain below the required 2.00 cum GPA will be on a continued probation status.
- C. **“All” students must maintain a 1.00 term GPA or face “automatic suspension” academically or “financial aid probation” for one semester (if approved to return academically).**

To maintain satisfactory progress, **a student (i.e. full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, and less than $\frac{1}{2}$ time) is required to complete a minimum of 67% of the credit hours attempted cumulatively and per term.** Once a student has been placed on Financial Aid Probation, **the student must complete 67% of the hours attempted each semester while on probation** to avoid financial aid disqualification. However, on a semester basis, **ALL** students must complete a minimum of 25% of the total hours attempted or face immediate financial aid disqualification for future semesters. The minimum 25% requirement includes students that have officially withdrawn during the semester.

A student who continues to meet the minimum satisfactory progress standards according to this policy is eligible to receive financial aid at Mayville State University up to a maximum of 180 semester credit hours attempted for a baccalaureate program. Students in a two-year program will receive financial aid for a maximum of 90 credits. Credits earned at other regionally accredited post-secondary institutions and accepted by Mayville State University will apply toward the maximum number of credits allowed.

Additional Standards used to Evaluate Satisfactory Progress

- A. All students, including transfer students, enrolling at Mayville State University for the first time will be assumed to be making satisfactory progress.
- B. Cumulative credit hours attempted for each academic year will be a total of the greatest number of hours a student is registered for since the last day to add a class for each academic semester.
- C. Student must be making satisfactory progress according to the requirements of the policy **PRIOR** to receiving financial Aid.
- D. Credit hours completed with a grade of “D” or better, or “S” if attempted on a Satisfactory/Unsatisfactory basis, will be used to calculate hours earned.
- E. All consortium and collaborative courses will be included in the calculations of term and cumulative GPA, attempted and earned credit hours for the evaluation of financial aid satisfactory progress. Academic satisfactory progress calculations do not include any transfer credits for determining GPAs.
- F. **Grades of Failed (F), Unsatisfactory (U), Incomplete (I), Withdrawn (W) and Not reported (NR) count as credits attempted but not completed and will be applied towards the maximum number of credits attempted.**
- G. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives passing grade.
- H. Courses taken for audit only will not be considered for aid.
- I. Any student who withdraws from the University because of extenuating circumstances (such as lengthy and serious illness, family emergencies, legal or emotional reasons and thus fails to make satisfactory progress may appeal to reestablish financial aid eligibility.

EVALUATION

To determine each student’s eligibility status at the completion of a semester, the GPA standard will be reviewed by the Vice President of Academic Affairs. The Financial Aid Office will perform a quantitative review of academic records at the completion of each semester (fall and spring). Those students currently receiving financial aid and who fail to meet the GPA standard or the quantitative standard of satisfactory progress will receive notification regarding financial aid probation or financial aid disqualification by letter. All students who have not previously received financial aid will also receive notification at the time they are placed on financial aid disqualification so that they are aware of their standing immediately should they decide to apply for aid at a later date.

PROBATION

A student who is on academic/financial probation due to GPA must bring his/her cumulative grade point average up to the required level during the next semester or he/she may be disqualified from financial aid. A student who is on financial aid probation due to quantitative hours must bring his/her cumulative quantitative requirement up to 67% during the next semester or he/she will be disqualified from financial aid.

TERMINATION

Any student failing to meet the standards of this policy will be ineligible to receive financial aid.

RE-ESTABLISHING ELIGIBILITY

Any student dropped from consideration for financial aid per the provisions of this policy may appeal to the Financial Aid Committee and be considered. Implicit in this provision is the fact that the student must be in good standing and making satisfactory progress before financial aid eligibility can be reestablished (i.e. successful completion of 67% of hours attempted and meeting the minimum GPA standards). Students who are determined ineligible to receive financial aid are encouraged to remain in school in order to reestablish their eligibility.

Credit hours earned during the Summer Session at Mayville State University may be used to reestablish eligibility. If, after adding credit hours attempted and earned during the Summer Session to those attempted and earned during the academic year, a student now meets the satisfactory progress standards, his/her eligibility may be reestablished.

APPEAL

A student who has been placed on financial aid disqualification may appeal by submitting a written appeal to the Financial Aid Committee. If the appeal is denied, the student has the right to appeal in person to the Financial Aid Committee. The action of the Committee will be final.

COOPERATIVE EDUCATION/INTERNSHIP

Students registered through an Internship 497S course, and employed in a full-time Internship position, as documented, are granted full-time equivalent student status by the University, and are eligible for all financial aid for which they qualify (e.g. Pell grant awards are based on actual hours enrolled).

Reviewed: Fall, 2008

Sponsor: Director of Financial Aid

GRADE APPEAL POLICY

Introduction

The University's commitments to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must evaluate and grade student work fairly and reasonably, and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators. The following section on academic concerns addresses procedures for resolving grade appeals.

Grade Appeal

A. Definition

A grade appeal is an allegation by a student that such student received a semester grade IN A COURSE offered for credit that was not in accordance with the grading criteria described in the course syllabus.

B. Procedure

1. The student will contact the instructor before the fifth week of the following semester to discuss the instructor's and student's reasoning for the grade given or desired.
2. If the student remains dissatisfied, he/she has two weeks to forward a written appeal to the division chair. The division chair shall respond in writing, giving his/her decision within one week of receipt of the student's written appeal.
3. If the student is still dissatisfied, or if the teacher involved were the division chair, the student will appeal in writing to the chair of the Academic Standards Subcommittee within one week of the decision of the division chair. Both the student and the instructor will be given the opportunity to present their cases before the subcommittee. If the instructor involved in the appeal is a member of this subcommittee, he/she is restricted from participating in the deliberations of the subcommittee. This subcommittee will recommend to the Vice President for Academic Affairs a resolution to the conflict, and the VPAA will respond with a recommendation that the grade be changed or retained; the recommendation will be in writing, and given to the faculty member and the aggrieved student.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Faculty Association

Commencement Participation Policy

The Mayville State University Commencement Ceremony is held each year at the end of the spring semester. "Commencement" or "commencement ceremony" are terms deemed acceptable for published materials.

Students attending their commencement ceremony will receive a diploma cover.

Student participation in the commencement ceremony is contingent upon:

1. An Application for Graduation on file with the Office of Academic Records,
2. A completed and approved audit on file with the Office of Academic Records, and
3. Students are invited to participate, if they have no more than 18 credit hours remaining to graduate and are pre-registered for the coursework required.

Apply for early commencement participation through the Office of Academic Records, MB 114 or email records@mayvillestate.edu. Diplomas and degrees will not be awarded until all requirements have been completed.

Adopted: Fall, 2002

Reviewed: Fall, 2009

Revised: Spring, 2010

**Sponsors: Vice President of Academic Affairs
Vice President of Student Affairs and Institutional Research**



Residence Hall Handbook

2012-2013

INDEX

Introduction	page 5
Residence Hall Staff	page 5
Alcohol	page 6
Alcohol/Drug Advertisement	page 6
Alcohol Containers	page 6
Alterations (Electrical)	page 6
Alterations (Room)	page 6
Appliances (Cooking)	page 7
Appliances (General)	page 7
Application/Room Reservation Fee	page 7
Balls	page 7
Berg and Agassiz Hall Apartments	page 7
Bicycles	page 7
Break Periods	page 7
Building/Furniture Regulations	page 8
Cancellations	page 8
Candles	page 8
Check-in	page 8
Check-out	page 9
Chewing Tobacco	page 9
Christmas Break	page 9
Cleaning	page 9
Community	page 9
Common Damage	page 9
Computer- Help Desk	page 10
Computer Usage	page 10
Contract-Housing	page 10
Cooking	page 10
Courtesy Hours	page 10
Darts	page 10
Decorations - Alcohol Containers	page 10
Directives of a University Official	page 10
Dishes	page 11
Drugs	page 11
Emergencies	page 11
Energy	page 11
Escorts	page 11
Extension Cords	page 11
Falsification of Information/Misrepresentation	page 11

Fines	page 11
Fire Alarm System and Equipment	page 12
Fire Alarms and Safety	page 12
Fire and Building Evacuation	page 12
Fire Drills	page 13
Fire Hazard	page 13
Firearms and Explosives	page 13
Flags	page 13
Flammable	page 13
Food Service	page 14
Furniture	page 14
Furnishings	page 14
Gambling	page 14
Guests	page 15
Guests/Escorts and Visitation Hours	page 15
Hall Dues	page 15
Harassment	page 15
Hazing	page 16
Health Services	page 16
Heat	page 16
Holiday Decorations	page 16
Housekeeping	page 16
Housing Requirement	page 17
Identification of Persons on Campus	page 18
Incapacitation	page 18
Incense	see candles
Incident Reports	page 18
Insurance	page 18
Interim Housing	page 18
Keys	page 18
Laundry Facilities	page 19
Leadership Development	page 19
Liability	page 19
Linen	page 19
Locked Doors	page 19
Lofts	page 19
Lounges	page 19
Mail Service	page 19
Maintenance	page 20
Musical Instruments	page 20
Noise	page 20
Obscene/Harassing Phone Calls	page 20
Off-Campus	page 20

Parking	page 20
Party Rooms	page 20
Pets	page 20
Pictures/Posters/Signs	page 21
Practical Jokes/Pranks	page 21
Quiet Hours	page 21
Refrigerators	page 21
Repairs	page 21
Resident Behavior	page 22
Resident Common Courtesies	page 22
Residence Hall Association (RHA)	page 22
Road Signs	page 22
Rollerblades/Inline Skates and Scooters	page 22
Room Assignments	page 23
Room Changes	page 23
Room Checks	page 23
Room Entry	page 23
Room Personalization	page 23
Safety and Security	page 24
Screens	page 25
Search Policy	page 25
Semester and Spring Break	page 25
Sex Offender Information	page 25
Sick Tray	page 25
Smoking	page 25
Solicitation	page 25
Sporting Activity Restrictions	page 26
Storage	page 26
Student Parking	page 26
Telephone Use	page 26
Telephone Repair	page 26
Termination of Occupancy	page 26
Tornado/Inclement Weather Procedures	page 26
Trespassing	page 26
Vacancies	page 26
Vacations	page 26
Vehicle Plug-ins	page 27
Vending/Service Machines	page 27
Visitation	page 27
Waterbeds	page 27
Weapons	page 27
Withdrawal Procedures	page 27
Wellness Center	page 27

Work Orders	page 28
Campus Safety	page 28
Residence Hall Safety	page 28
Residence Hall Conduct System Structure	page 30
Residence Hall Conduct Fine System	page 31
Procedural Guidelines for Student Complaints	page 32
Student Rights and Responsibilities	page 34
Roommate Bill of Rights	page 34
Code of Student Conduct	page 36
Residence Hall Emergency Evacuation Procedures	page 36

INTRODUCTION

Welcome to residence hall living at Mayville State University! As a student it is important to remember that academic success in every field is dependent upon learning to work with other people. It is our feeling that the provision of physical facilities conducive to good studying, combined with a program of constructive social and leisure time activity is essential in developing a successful educational goal. No other learning assignment on campus offers the opportunity of learning how to "live with people" so well as living in a residence hall. Your new address becomes more than a place in which to be comfortably housed. It is an integral part of your total education.

PLEASE READ THIS BOOKLET VERY CAREFULLY AS IT IS A PART OF YOUR CONTRACT. All information contained in this section is incorporated as a part of the residence hall contract. Individuals who sign and submit a housing contract will be responsible for knowledge of all information contained in this handbook.

RESIDENCE HALL STAFF

The Mayville State housing office employs students and professional staff. While living in a residence hall, resident assistants (RA's) will be the student members of the staff with which you have most contact. RA's are men and women who live on or near the floor and assist you in many ways.

They will be assisting you in developing a community. They will set behavioral expectations and work with those not conforming to those expectations. They will assist you in problems you may be having with your roommate, a boyfriend or girlfriend, loneliness, and a wide variety of other concerns. In general, they are knowledgeable of housing, university services, and they are a good starting point to find information. They are available to help you in a crisis emergency situation, which could include injury, accident, or illness. The wide variety of responsibility makes the job difficult, to say the least.

Please do not forget the RA's are also students and have an academic schedule and study needs similar to yours. They need personal and relaxation time, and there may be times when they are distracted. You may, on occasion, have difficulty contacting the RA. Please refer to their posted phone numbers to contact them via phone or by email.

Your Resident Director is a full-time, professionally trained staff member responsible for your hall. This person provides resources and support for the many activities in your hall and on your floor. This includes supervising RA's and working with residents with personal and behavioral problems. The Resident Director is also the hall liaison with maintenance, housekeeping, and food service.

Their primary concern is the growth and development of all residents and the community. A Resident Director wants to get to know you and will be knocking on your door. Please feel free to stop by their apartment and get to know them or just to say "hello."

The Residence Hall Night Watch Patrol are students who walk through our residence halls during the evening hours. Their purpose is to assist with enabling a wholesome living environment for our students and to assist with maintaining a safe environment for our resident students.

RESIDENCE HALL POLICIES

Alcohol

The North Dakota State Board of Higher Education prohibits alcoholic beverages from being consumed and/or alcoholic containers from being stored on state university property. This includes empty alcohol containers. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages. In addition, beverages that are sold as "imitation alcohol products" are not allowed. Individuals in the presence of alcohol or other drugs are subject to conduct procedures. Violation of this policy and/or other policies impacting your fellow residents may result in your removal from the residence halls. Non-college students, who are of minority age, found in situations with alcohol in the residence halls are subject to arrest, as are their hosts.

Alcohol/Drug Advertisement

Posters and other items advertising alcohol/drugs are prohibited in the public areas of the residence hall and its surrounding grounds. This includes posters and lighted signs in residence hall windows or on residence hall doors.

Alcohol Containers

Alcohol containers, full or empty, are not allowed in MSU residence halls. Violations will be subject to conduct proceedings.

Alterations (Electrical)

Electrical alterations: UL approved power strips with surge protectors are the only type of multiple

outlets allowed. Modifications, especially dimmer switches, are prohibited because of the safety factor involved during installation. **The use of extension cords is prohibited.**

Alterations (Room)

Student rooms are furnished with beds, desks, dresser, chairs, and things designed to meet basic student needs. Removal, alteration, or addition to student rooms must receive prior written approval from the Housing Office. Before approval of any additions, deletions, or alterations to a room is given, the student must understand that such additions, deletions, or alterations must meet University standards. The painting of students' rooms can only be done by the University. Alterations to any residence hall's property or semi-permanent installation of your permanent property are prohibited. Consult with your resident director regarding room decorations. Any damage caused by your decorating efforts will result in a charge for repair being assessed to you. Example: No nails, screws, tape, no command strips, etc. Sticky tack is preferred. Fines will be assessed for damages for the cleanup of walls. Altering the desks in Birkelo is prohibited.

Appliances (Cooking)

The cooking of meals in student rooms is strictly forbidden (exception: Agassiz apartments). Each hall is equipped with an oven and microwave oven for your convenience.

Appliances (General)

In the residence halls, several students' rooms are wired into the same electrical circuit. Care must be exercised in the number of electrical appliances plugged into any one outlet. Acceptable electrical appliances include desk lamps, radios, televisions, stereos, clocks, fans, portable hair dryers, curlers, curling irons, computers, refrigerator (3 cubic foot) and electric shavers. Appliances not allowed include portable heaters, cooking appliances, sun lamps, exercise equipment, microwaves, and air conditioners. No more than 3 electrical appliances can be plugged into any double outlet. The Director of Student Life must approve all other electrical appliances. NOTE: Repeated disruptive offenses will result in confiscation (until such a time when the appliances can be taken home).

Application/Room Reservation Fee

A \$50 application/room reservation fee is required for reserving a room in our residence halls. This fee is deducted from your room cost during fee payment. This fee is non-refundable if a student does not live in our residence halls.

Balls

The bouncing of balls, hitting balls, rolling balls, etc. is prohibited in the residence hall and is subject to a noise and/or damage fine.

Berg and Agassiz Hall Apartments

Residents of these apartments are subject to the same campus rules and regulations as all other campus residents. Repeated violations of campus policies will subject the residents to removal from campus housing.

Bicycles

Bike racks are available for use outside each residence hall. All students who own bikes are encouraged to obtain strong locks and chains. As they are outdoor bikes, you can not ride bikes in the residence halls. Bikes may not be stored in the residence halls common areas and no winter storage is available. No motorized vehicles are allowed in residence halls. ***Bike Lending Program:*** Students may check out bikes from CC104 free of charge. For more details, speak with the Assistant Director of Student Life.

Break Periods

For safety and health reasons, whenever you leave your room for vacation periods you must turn off all the lights, unplug all appliances (excluding refrigerators, computers, and aquariums), empty your waste baskets, close and lock window, leave drapes 12 inches open and close and lock your room door. The residence hall staff will check the fire safety equipment in the hall and individual student rooms during each vacation period: semester (winter) and spring break.

Building/Furniture Regulations

No structural changes, additions, attachments, transfers, or change of furniture may be made at any time. Additional furniture is not allowed in the residence halls. (i.e. no personal futons, couches, chairs, etc. unless otherwise approved by the Director of Student Life) Residents may bring furniture from home if they desire; however, they are responsible for all furniture in their assigned rooms and must meet the approval of the Hall Director. There is no storage space available for University furnishings moved to accommodate personal items. Furniture may not be transferred from one room to another or removed from campus.

Lounge furniture is for the use of all residents in the area, and may not be removed from these areas under any circumstances. Conduct proceedings will be initiated against residents in possession of hall furniture in their rooms. In addition, a fine of \$75 will be assessed to the individual responsible for such possession.

Bed extenders are to be used only in bunking beds. Unsafe use of extenders, such as stilting or lofting, may result in conduct proceedings. The lofting of beds is prohibited in all residence halls.

Window screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any manner allowing objects, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are considered responsible for any object ejected from their window. Residents are not allowed to place tape, stickers, aluminum foil, or signs of any kind on or in their windows. Doing so can result in the cracking of the glass. Residents are not permitted on the roof of any building.

Residents should be aware that leaving windows open during cold weather may cause the pipes in their rooms to freeze and possibly burst. Students are responsible for any damages that result from frozen pipes due to a window being left open in their room.

Cancellations

Rooms are rented on an **academic year basis**. Students moving to an off-campus residence during a term will be responsible for the entire semester's room and board and no refunds unless they withdraw from the University. Students of junior/senior status or 21 years of age or older students who desire a change to their housing contract may appeal to the Director of Student Life for an exemption.

Candles

No open flame is allowed in the rooms; therefore, burning candles and incense is prohibited.. Electric potpourri pots are not allowed.

Check-in

Your residence hall staff is in charge of checking you in and out of your room. Once you check into your room you assume responsibility for the room's contents and maintenance. At the time of check in the room should be checked thoroughly. Room inventory forms must be completed at check in/checkout. **Report damages to resident director immediately.**

Check-out

When you check out, any damages to your room incurred during the year, will be charged to you and/or your roommates. Rooms not cleaned will be assessed a cleaning fee (minimum \$25). Improper check-out will also result in the imposition of a fee (minimum \$75). **PROPER CHECK OUT PROCEDURES ARE AS FOLLOWS:** 1) Entire room, including windows, must be cleaned: **a)** Floors swept/vacuumed and mopped. **b)** All drawers and shelves must be emptied and wiped out. **c)** All Personal belongings must be moved out of your room before the room will be checked. 2) Check out procedures: **a)** Sign up for the time you wish to be checked out with the Resident Assistant. The RD/RA will check your room at that time. **b)** Windows/doors should be locked and keys turned in to RD/RA after check has been taken. **c)** Sign the residence hall inventory sheet and be aware of any damage assessment. Record the date and your forwarding address. **Note: deadline for vacating the residence halls will be posted for your information.**

Chewing Tobacco

Mayville State University is a “tobacco free” campus. Chewing tobacco is not allowed in or around the residence halls. Violation of this policy will result in a conduct fine assessment.

Christmas Break

All residents will be expected to vacate the residence hall during this period. Interim Housing arrangements can be made through the Campus Programming office in Campus Center 104. **A charge of \$15 per day will be assessed to students that request interim housing.** In season student/athletes, international students, and students required to perform services for the university will not be assessed interim housing charges. Residents are required to inform their Resident Director if they plan to stay during Christmas break. Fines for violation of Residence Hall Policies are doubled during break periods.

Cleaning

You are responsible for cleaning your room (exception: Agassiz Hall suites and apartments are on a cleaning schedule. These times will be communicated to Agassiz residents). Cleaning equipment is available in your hall. We hope that you keep your room in a reasonable state of cleanliness throughout the year. When you check out, you are expected to remove all personal items brought into the room. You are responsible for cleaning the room so that it is left in the same condition as when you moved in. If any special cleaning must be made by the custodian, you will be charged a \$75.00 minimum. The University reserves the right for its personnel to enter and inspect your room if concerns for you and others health and safety is perceived.

Community

Your residence hall will be "home" for nine months of the year. This is where you study, sleep, make friends, socialize and relax. You may be sharing a room, suite, or apartment with other students and you will share the facilities of your floor with a number of students. You are an important member of this community. Living in a residence hall requires compromise, consideration and the sharing of responsibilities. As a member of your floor, you are responsible for respecting the needs and rights of others. All residents are asked to do their part to keep the floor clean, safe and quiet enough for sleep and study. These responsibilities also apply to the residence hall as a whole since you and the residents of your floor will cooperate with residents of other floors to make it a better place to live.

Common Damage

Common damage is defined as malicious or negligent damage to a common area of a hall, above normal wear and tear, including theft of property. We expect a certain amount of wear to occur in your rooms. However, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage in the residence halls, i.e., lounge, rest rooms, hallways, stairwells, lighting units, fire extinguishers, vandalism to other resident's room/property, etc. will be charged to the individual(s) responsible for the damage. **If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.** Your cooperation and assistance will help contain room rates and improve the quality of living in the hall. A fine will be assessed for removal of lounge furniture to individual rooms.

Computers-Help Desk

The Help Desk is located in Main 105. Personnel will assist you with all of your computing needs.

Computer Usage

Individuals who use the North Dakota University System computer and network facilities assume responsibility for using these resources in an appropriate manner. Acceptable use of computer and network resources is defined in NDUS Procedure 1901.2: Computer and Network Usage, available on-line at www.ndus.nodak.edu/policies_procedures/ndus_policies/. Misuse of MSU computer and

network resources may result in termination of access to any or all of these resources without notice to the user. In more serious situations, a computer may be seized by campus or law enforcement authorities. View “Computing Resource Agreement (Information Technology Services)” located in the Student Handbook for more information.

Contract-Housing

Housing contracts are signed each year by students planning to live in residence halls. The contract is a legal document explaining the University's policies as well as its expectations of students. Standard procedures and regulations concerning residence hall living are contained in the contract. You are responsible to know and abide by the contract's terms and conditions, as it is important to retain your portion of the document as a source of information. Housing contracts are in force on an academic year basis. Students are held responsible for fulfilling the contract terms.

Cooking

Fire regulations forbid cooking, candles and the burning of incense in your room. Cooking facilities are available for the resident's use. Kitchens may be closed if residents neglect to clean up after using the facilities.

Courtesy hours

Courtesy hours are in affect in each residence at all times. Students are requested to observe the courtesy hours in order to provide an appropriate atmosphere for studying and sleeping. (See Quiet Hours)

Darts

Due to damage resulting from darts, they are not allowed in the residence halls.

Decorations - Alcohol Containers

Alcohol containers (full or empty) in a room are not considered decorations and will be treated as an alcohol possession violation subject to University conduct action.

Directives of a University Official

Students are not to disregard the reasonable directive, verbal or written, of a University official. University officials include, but are not limited to, Resident Assistants, Resident Directors, Residence Hall Night Watch Patrol, MSU Night Watch Patrol, and MSU weekend custodial. Neither are students to obstruct residence hall or other University officials in carrying out their assigned duties.

Dishes

Personal dishes will be confiscated and not returned if left over night unattended in cooking areas.

Drugs

The State of North Dakota prohibits the sale, possession, and use of marijuana, depressants,

stimulants, hallucinogenic drugs and/or paraphernalia. The University cooperates fully with state authorities seeking to enforce drug abuse laws. Cases of student drug possession/ abuse will be reported to the Director of Student Life and/or civil authorities for appropriate disciplinary and/or legal action. This may include removal from the residence hall.

1. Residence hall students are expected to abide by Federal, State, Local, and City laws and ordinances with respect to the use of dangerous/illegal drugs and narcotics.
2. Students receive no immunity from arrest or prosecution by law enforcement officials as a result of their residence in University housing.

Emergencies

In case of an emergency, first notify your RA and/or your Resident Director if possible.

Energy

With the increasing cost of all utilities, we ask your cooperation in conserving energy whenever possible in the residence halls. Turn off lights (except hall, stairway, and safety lights) when not in use, as well as other items, which use electricity.

Escorts

Guests *must* be escorted by a resident at all times while visiting in the building. Fines may be assessed for violations of this policy.

Extension Cords

Plugging in cars is prohibited. Extension cords found coming out of windows and doors will be confiscated. As stated before, extension cords are prohibited within the residence hall rooms.

Falsification of Information/Misrepresentation

Students are not to use or provide false documentation to the University or to officials of the University in any form, written or verbal. Students are not to knowingly use, misrepresent or falsify any University records forms or procedures. Misrepresentation or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or university staff member will result in disciplinary action.

Fines

Fines are sometimes assessed for residence hall rules and regulation violations. Your Student Handbook and Residence Hall Handbook will list these violations. Your hall staff will also take opportunities to cover these offenses with you. All transcripts and grades are withheld until payment for fines is received. **The Residence Hall Association (RHA) uses fine money collected for programming purposes, alcohol/drug education, residence hall activities, leadership training & miscellaneous expenses.**

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).

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.

Students who choose to grill outside of the residence hall can do so provided they are tending the grill at all times. Grills must be cleaned after use and the cold ashes must be disposed of in an appropriate manner. Grills may be stored in the student's room as long as the grill is clean and free of ashes. Lighter fluid and charcoal with fluid imbedded in the product cannot be stored in student rooms.

Each residence hall is equipped with a smoke detector which is periodically checked by hall staff. 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 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 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 and carry or wear a coat. Also, carry a towel.
2. Walk in single file to the outside of the building and get

- at least 50 feet away from the building
3. Remain outside until a return signal is given.
 4. 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 you 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. **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 judgement in decorating your room so that furniture, posters, mobiles do not create fire hazards.

Firearms 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. (explosive) ammunition, fireworks, etc.**

Flags

Flags may be displayed if displayed properly. The University reserves the right to remove any flag improperly displayed. Flags displayed in windows are considered improperly displayed.

Flammable

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.

Food Service

MSU Dining Services provides all food service on-campus. All students living in University residence halls are required to make a contractual agreement with the University for board. Seven-day meal plans are provided for all students. All contracts are considered legal and binding when the student pays his tuition and fees. Board changes should be made prior to the end of the preceding semester. Board contracts do not include **University** vacation periods when school is not in session.

(Fall Semester- Winter Break, Spring Break-March) All meals are served in the Campus Center Dining Room and Snack Bar according to the schedule posted outside the Dining Room. Policies: The food service provides sack lunches to those who can not eat during regular serving hours (because of class or work conflicts). The student must present the food service director either their class schedule or verification from their employer as to their work schedule.

Sick tray service is provided but will only be issued with proper authorization from the Resident Director, University nurse or local doctor. Special dietary needs must be forwarded to the Food Service Director for his/her assistance and expertise. **Note: Students MUST carry their ID to be admitted into Dining Room.** If you are not in possession of your ID, you will be sent to retrieve your card. If lost, a new ID can be obtained through the Student Services Office in Main 107 for a charge. Residents are expected to conduct themselves properly in the Dining Room. Disorderly conduct and verbal harassment causes an unpleasant environment for all boarders and will not be tolerated. A \$50 fine will be assessed for disorderly conduct offenses with any re-occurrences resulting in further disciplinary action. **Any person identified as not properly presenting their ID to the cashier, not paying for a meal they are eating, using someone else's ID, or assisting someone in entering the Dining Room without paying will be assessed a monetary fine. The fine structure is: 1st offense: \$50.00 fine plus restitution; 2nd offense: \$100.00 fine, restitution, loss of privileges (to include denied access to the Campus Center Dining Facilities) and referral to the Director of Student Life.**

Furniture

Residence hall lounge furniture (for the convenience of all residents) is to be left in the lounge or public area. Removal constitutes theft and will result in University conduct action. All entrances to rooms must be kept open and not blocked by furniture. Also, residence hall room furniture is not to be removed from its room.

Furnishings

All residence hall rooms are fully furnished. When you check out, you are responsible for removing all your items. A fee will be assessed if residence hall personnel are required to move your items or replace residence hall furniture. Each student provides himself or herself with all necessary articles, including bedding, linens, and personal items. **Furnishings which are not permitted include dart boards, traffic signs, candles, incense, weight lifting equipment, exercise bikes, rowing machines, fishnets, and large tapestries, and personal couches, futons, etc..**

Gambling

Any games of chance involving money are prohibited on University property.

Guests

You have the privilege to have overnight guests. All overnight guests must be registered with the Resident Director. Non-registered overnight guests will be treated as trespassers. The guests may be housed in your room with permission of your roommate; however, the guests will not be issued a key to your room. The guests may share the outdoor key privilege with his/her host/hostess who is fully responsible for the key. An overnight guest who spends the night in your room must be of the same sex. A guest of the opposite sex may be housed in a guestroom if one is available. The charge for a guestroom, will be \$15.00 per night w/o linens and \$20.00 per night w/linens. You may not have more than one guest at a time and may not house a guest for more than three nights **unless special arrangements are made**. You must instruct your guest of the University and residence hall rules and policies; you are responsible for the conduct of your guests. Misconduct could result in the loss of this privilege, disciplinary action for you, and immediate eviction of your guest.

Guests/Escorts & Visitation Hours

Guests are welcome in MSU's residence halls. However, in order to maintain a favorable, safe and secure living environment, certain rules must be followed. All non-residents of a building must be escorted by a resident of that building. Visitors to the residence halls must be an invited guest of the resident.

Weekend (24-hour) visitation means students may have guests of the opposite sex in their rooms at any time. However, cohabitation is against state law and University policy. Any overnight guest must be of the same sex as the resident. Requested exceptions for members of the resident's immediate family must be made in advance to the Resident Director. Visitation may infringe upon the rights of the roommates or suitemates. As in other areas, discussion with your roommate prior to bringing a visitor to the room should be done. The time(s) and frequency of visitors need to be arranged in advance between roommates. The right of a resident to sleep or study supersedes the right of another person to entertain.

During long weekends, visitation and escort rules for the weekend will be extended to include the non-class day(s). This extension does not apply to semester (winter) or Spring Break. Residents are responsible for the behavior of their guests. In addition, guests who violate campus policy will be reported to the appropriate authorities.

Hall Dues

Hall government dues are collected during fee payment periods of each semester. These dues are used for programming purposes, residence hall activities, leadership training, minor operational costs and miscellaneous expenses.

Harassment

Menacing: Menacing is knowingly frightening or attempting to frighten another person through

threats of imminent and serious harm.

Terrorizing: Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person's life.

Stalking: To "stalk" means to intentionally with no legitimate purpose, repeatedly (more than one time) behave in a way that would cause a person to experience fear, intimidation or harassment, or to be the object of repeated unwanted attention. Stalking behavior includes, but is not limited to, such actions as: following, loitering near, telephoning, or e-mailing another person with the intent to annoy, harass, alarm, distress, or intimidate that person or his/her immediate family.

Hazing

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

Health Service

This is located in **Berg Hall** with the hours of operation posted outside the office. Your RA or RD should be notified if you need medical assistance when the Nurses office is closed.

Heat

An extensive network of steam tunnels provides hot water heat to all University buildings. In the fall and spring when temperatures fluctuate rapidly, we are unable to turn the heat "off and on." Your patience with this situation is appreciated. To conserve energy, your room window must remain closed. If your room is too hot or too cold, notify the hall staff promptly. Open windows can result in water pipe breaks. Residents in violation are assessed damages accordingly.

Holiday Decorations

Holiday decorations may not include natural trees and greens. Artificial trees less than four feet are allowed. Spray snow and seasonal decorations must be removed prior to winter break. Only non-heat producing fireproof lights and decorations are permitted. Decorative lights must be UL approved and must be of miniature size. Ceramic lights are not permitted. Lights may not be hung on curtains or on the windows themselves and must be kept from contact with fabric. Residents must be in the room when lights are in use. SEE ROOM PERSONALIZATION.

Housekeeping

Custodial staff in your hall do a great deal to make your hall a more comfortable place in which to live. The clean appearance of hallways, rest rooms, and lounges is due to their efforts. Custodians are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities will create a pleasant atmosphere. Vacuum cleaners, brooms, and mops are available for

you. Check with your hall staff for these cleaning materials. **ID is required in exchange for use of vacuum cleaners.**

Housing Requirement

Any student is welcome to reside in the institution's residence halls, regardless of their age or class status. All freshmen, sophomores, and students who are less than 21 years of age are required to live on campus in an approved residence hall. Students who live in 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 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.
5. 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 eligible freshmen and sophomores should contact the Director of Student Life by phone or in person to verify that their son or daughter will reside at home.

Under no circumstances should students acquire off-campus housing without first securing permission from the Director of Student Life. The Campus Programming 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 104. 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 request an exemption to the housing policy must do so at least three weeks prior to the end of the semester. Failure to submit a request and required documentation will subject the student to room and board charges for the semester.

Contact the Campus Programming office (CC 104) for additional details.

Identification of Persons on Campus

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.

If a 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.

Incapacitation

Residents 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. 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.

Incense - See Candles.

Incident Reports

In the event that a residence hall rule and/or regulation is violated, Resident Director and/or Resident Assistant will write up an incident report and appropriate disciplinary action will be taken or an appropriate fine assessed.

Insurance

The University is not responsible for loss or damage from any cause to the personal property of the resident. Parents' homeowners' insurance policies may cover such items. Students are encouraged to provide their own personal insurance. Make sure that your laptop computers are insured. This may be done through your parents homeowners insurance or through insurance taken out for that purpose.

When not in your room, **keep your doors locked.**

Interim Housing

Interim housing is defined as the availability of a living location during break periods when the halls are not open (winter & spring breaks). Students are eligible to contract for semester (winter) interim housing provided they have an assignment on file in the Campus Programming Office for the Spring Semester.

Interim sign-up for break periods begins approximately six weeks prior to the break. Consult the Campus Programming Office or your RD for the exact dates. Applications may be completed at the Campus Programming Office.

Once accommodations are confirmed for both semester (winter) and spring break interim housing, a \$10 cancellation charge and a \$25 late sign-up charge per application (including extensions on current applications) will apply. Fees are in place to encourage all students to make plans early, in order to ensure the proper numbers of staff persons are available during break periods.

Keys

When you check into your residence hall you are given keys for your room, suite or apartment, wing, and outside door. Regulations prohibit duplication of keys. If you lose them, talk with your RA or RD to purchase a replacement set. A charge of \$25.00 per key is assessed for keys lost or not returned within ten days. A \$50 fee will be assessed for core changes. Your door and windows should be locked whenever leaving your room. Conduct action will be taken against those individuals who repeatedly fail to carry their keys and request assistance to have their doors opened. **Custodial or maintenance staff may *not* unlock your door for your personal convenience.** A \$5 charge will be assessed each time a staff member is required to unlock your door.

Laundry Facilities

Laundry facilities are available for use between the hours of 11 a.m. and 11 pm.

Leadership Development

Many opportunities exist for students to get involved in leadership roles and to enhance their skills. The purpose of these efforts is to provide support for the overall leadership development of students in the residence halls. One of these leadership opportunities is the Resident Assistant position. RA's are student members of the residence hall staff. They plan hall activities and assist the Resident Director with the administrative functions of the hall. Through training, RA's learn valuable life skills such as time management, conflict resolution, stress reduction, counseling and interpersonal communication skills. RA's are recognized as student leaders, not only in the residence halls, but throughout the University community. The Residence Hall Association also provides leadership opportunities for students. This legislative body consists of executive officers, floor representatives and general members who meet on a regular basis and serve a variety of functions including setting a budget for hall funds, purchasing equipment for the halls, discussing and offering solutions for problems occurring within the residence halls, and planning and implementing hall activities. These meetings are open to all students. Members of the RHA may also serve on a variety of other committees which represent the residence hall systems interests and needs.

Liability

The University assumes no responsibility for loss or damage to resident's personal property. You should consider purchase of insurance or an extension of your parents insurance to cover loss or damage to personal property, including your laptop computer.

Linen

Students must furnish their own bed linens. The University furnishes furniture and drapes/blinds.

Locked Doors

All residence hall **doors leading into the resident's wings are locked on a 24-hour basis** for protection of the residents and their property. Anyone propping doors or forcibly pulling open a locked door will face University conduct action.

Lofts

Lofting in residence hall rooms is not allowed.

Lounges

Each residence hall has lounges for your use. Please be courteous of others in your lounge and cleanup after yourself. The hall staff reserves the right to deny lounge privileges if the lounges are not kept neat, clean, and orderly.

Mail Service

Mail is delivered to the Mailroom located in the basement of Main Building. Mail is distributed Monday through Friday to your mailbox **by approximately noon**. Outgoing mail is delivered at 3 pm. Contact the Mailroom to obtain a mailbox assignment and key. The mailroom is not open on weekends. Information regarding the use of mail services will be distributed in your mailbox.

Maintenance

If during the course of the year maintenance is required in your room, you must contact the RA or RD to initiate a work order. Any heating problems should be reported immediately to a Residence hall staff member to prevent related repairs such as frozen pipes. The Facility Services Department will respond to resident concerns as quickly as possible. Keep in mind that Facility Services serves the entire campus. Residents are reminded that they should not attempt to repair damages to their room themselves. Repairs made by residents may result in additional charges at checkout.

Musical Instruments

The playing of musical instruments is not permitted in the residence hall.

Noise

Quiet hours in all residence halls are from **9pm-11am**. This means respecting others' right to sleep, studies, or not be disturbed. Students being disturbed should talk with the resident making the disturbance. If this initial approach is unsuccessful, solicit the assistance of your RA or Resident Director if the problem continues. Conduct proceedings may be initiated if it is determined that an individual has exceeded established noise levels.

Obscene/Harassing Phone Calls

If you receive obscene or harassing phone calls: 1) Hang up at the first obscene word. 2) Hang up if you say hello twice and get no response. 3) Do not provide any information such as your name or

address to a caller. 4) If calls persist, contact your resident director. 5) It is against the law to make obscene, threatening, or anonymous phone calls. Telephone harassment is a crime.

Parking

No parking is permitted on: 1) the north side of the street (Stan Dakken Drive) running past Agassiz, Berg and Birkelo Halls, 2) the Child Development Center Parking Lot. No overnight parking is allowed on 3rd street (south of Main Building) or in the Student Center Parking Lot (between the Student Center and Berg Hall). All vehicles must also be parked within properly marked parking spaces, parking outside painted spaces or blocking driveways and dumpsters may result a ticket. Local law enforcement may be contacted to ticket vehicles parked improperly or illegally.

Party Rooms

A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$100.00 fine for the renters of the room. Local law enforcement may be contacted in certain situations.

Pets

For health and sanitation reasons no pets are permitted in on-campus living units, except for fish (**aquarium size: 10 gallons maximum**). When a pet is discovered a fee of \$20.00 a day will be assessed until the pet is removed. If necessary, the police will be contacted to remove the pet at the owner's expense. Any special cleaning/sanitation work that is required will be billed to the resident(s) responsible for the pet

Pictures/Posters/Signs

Pictures/posters/signs obviously intended to be obscene, pornographic, or to promote alcohol/drugs are prohibited in public areas. **Pictures/Posters are not to be displayed in residence hall windows or on doors.** Residence hall staff reserves the right to prohibit the display of signs anywhere within the residence halls.

Practical Jokes/Pranks

Individual or group behavior, which leads to actual or potential harassment, accident, injury, or damage to University property or damage to personal possessions, is not permitted.

Individual or group behavior, which leads to abnormal and unnecessary cleaning of residence hall buildings and facilities, is not permitted.

Students who engage in practical jokes and pranks which constitute a violation of the above will be expected to assume appropriate responsibility for their behavior. This will include the replacement or restoration of any University property or personal possessions damaged or soiled as a result of this activity. This may also include conduct action. If the students refuse to accept this responsibility, they will be charged with appropriate repair, replacement, or cleaning costs and other students who are affected by this behavior will be assisted in making appropriate

claims to assure recovery of the cost of damage to personal possessions. If the person(s) responsible for behavior that results in damage are not identified it is within the authority of the Housing Department to assess common damage charges to all individuals residing on the floor or in the building to cover expenses incurred.

Quiet Hours

Courtesy and consideration (24 hours per day) for the rights of others are essential if a harmonious atmosphere is to be maintained. The staff will be working toward developing an environment conducive to study; however, this can be accomplished only with the cooperation of all residents. Recreation rooms and lounges are recommended for large group activities. An easy guideline to remember is: If you are making a noise that disturbs another resident, you are making too much noise. Quiet hours in the residence halls are from **9pm-11am** daily. 24-hour quiet hours are in place during final test periods.

Refrigerators

Students may bring their own refrigerator providing the unit does not exceed **3 cubic feet**.

Repairs

All necessary repairs are to be reported to your floor Resident Assistant or Resident Director in writing for forwarding to maintenance personnel. Repair will be made as quickly as possible. Residents should not attempt to repair damages to the rooms themselves. Repairs are made by facilities personnel only. If you have any questions concerning the status of a repair order, contact your Resident Director.

Resident Behavior

The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is requested in the hall setting in order to avoid an overload of rules governing individual conduct.

A roommate agreement pamphlet is available to allow you to communicate openly with your roommate. If you would like to review the document, or if you would like to complete one, contact your Resident Assistant or Residence Director. If it is evident that you and your roommate and/or other residents cannot live in peace and relative harmony, contact your RD or RA, who will assist you in solving the problem. As a resident, you have the right to lodge a written complaint concerning the behavior of your fellow residents.

Resident Common Courtesies

1. The right to read and study without interference, unreasonable noises, and other distractions.
2. The right to sleep without undue disturbance.
3. The right of all residents to have personal privacy in their rooms.
4. The right to live in a clean environment.
5. The right to have free access to one's room and facilities.
6. The right to host guests, but with the understanding that the guests will honor other residents'

rights.

7. The right of a resident to sleep or study supersedes the right of another person to entertain.
8. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free of fear or intimidation and physical or emotional harm.
10. The right to assume there will be reasonable cooperation in telephone use.
11. Each resident must respect his or her roommate's belongings.
12. The right to have a living environment free from residents who abuse or misuse drugs/alcohol.

Residence Hall Association (RHA)

RHA is an organization that acts as an avenue for voicing recommendations and providing input regarding policies and other aspects of residential life. All residents of MSU's residence halls are eligible for membership in the RHA. Officers are elected from members of the residence halls and serve a one-year term. Committees address items such as policies, repairs, programming, budget, food service and intramurals. Contact your resident director or resident assistant for more information on how you can get involved in this intra-hall government system specifically designed for students in residence. **RHA offers you an opportunity to get more out of your residence hall experiences.**

Road Signs

Road signs are not permitted in the residence halls. If found, they will be confiscated and returned to their rightful owner.

Rollerblades/Inline Skates and Scooters

The wearing of rollerblades/inline skates and the use of scooters are prohibited in the residence halls.

Room Assignments

The University reserves the right to assign or reassign space for the benefit of an individual student and/or living unit. The University reserves the right to refuse housing to any student who is delinquent in the payment of housing bills or has demonstrated an unwillingness to abide by housing rules and policies. Reasonable notice of termination will be given. All students desiring rooms in University residence halls must submit a Housing Request Application Form accompanied by a \$50 room reservation fee payment receipt to the Student Services office before room assignments will be made! Room assignments are made in order of receipt of application and reservation fee payment. Room reservation fee payments should be submitted prior to August 1 to avoid processing delays. **NO REFUNDS.** Roommates requesting each other should apply for a room at the same time.

Room Changes

Room changes, when necessary, should be made during the 3rd week of the semester. Room changes for spring semester should be submitted to the Hall Director two weeks prior to the start of final exams. Persons desiring a room change during the course of a semester must complete a room change form (see your RD) and submit it, along with a \$25.00 processing fee, to the Campus

Programming Office in CC 104. **Mayville State University reserves the right to transfer students to another room, floor, or building, or remove students from campus residence altogether if it is deemed to be in the best interests of the health, safety, or welfare of students in University Housing.**

Room Checks

On a weekly basis and at a pre-arranged time, residence hall staff personnel will visit all residence hall rooms to check for safety, health, security, compliance, and to interact with the residents to address concerns they may have about their living environment.

Room Entry

Your right to personal privacy will be respected. However, we reserve the right to authorize entry to your room when:

1. We have reasonable cause to believe that there exists an immediate threat to the health or safety of the occupants.
2. We have reasonable cause to believe that there exists a need to protect property (college or private).
3. It is necessary for residence hall personnel to close and secure a hall or to repair, replace, or inspect the property.
4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.
5. We have our routine cleanliness and maintenance checking of rooms.

North Dakota landlord-tenant law gives greater freedom for room entry if the landlord (University) has reasonable cause to believe there is a violation of state, federal or contract regulations taking place in the room.

Room Personalization

Personalizing your room is permitted. However residents must not alter or damage the condition of the room and must conform to current housing guidelines. Pictures and posters may be temporarily hung on the walls of your room. Use of stick-ons and other adhesive products is discouraged. Any damage resulting from the use of hanging material will be charged to you upon checkout. It is recommended that blue sticky tape be used to hang items.*Note that it may stain so use at your own risk. **Tacks, nails, and duct tape should not be used on the doors or walls. Plant hangers are not permitted in the ceiling.**

It is important to properly space any posters or decorations on your wall due to flashover. Flashover is defined as the rapid spread of fire through a material that spans more than half of a wall and allows no fuel breaks. Hazardous materials (i.e. parachutes, fishnets, flags, and crepe paper) are not permitted to be hung from the ceiling. Any material which completely covers the length of the wall, or any other materials that are arranged so close to each other that a path of fuel spans the entire wall, can lead to flashover during a fire. Any materials, including wall hangings, posters, murals, wall paper, etc., displayed on a wall which could lead to flashover are prohibited in the residence halls and are considered hazardous materials.

You are welcome to bring your favorite lamp, pillow, or rug to make your room more livable. No rubber or foam back carpet is permitted because of the toxic fumes given off by these substances during a fire. Your room is furnished with a bed, dresser, desk and chair for each resident, as well as drapes. The University does NOT provide the following items: blankets, linen, bedspreads, mattress pads, towels, garbage cans, and pillows.

The following electrical appliances which must be UL-approved and in good condition are permitted in student rooms: clocks, desk lamps, portable hair dryers, curling irons, PC equipment, radios, TV's, razors, fans, heating pads, sewing machines, and stereo equipment. No more than three electrical appliances can be plugged into any double outlet. However, multiple outlet power strips which are UL-approved and fused are allowed in residence hall rooms with a limit of one per outlet. Room air conditioners and microwaves, and electrical grills are not permitted in residence hall rooms. Safety regulations do not permit live Christmas trees in residence halls. All Christmas decoration in student rooms and hallways must be made of fireproof materials. Christmas lights must be non-heat producing lights, miniature size and UL-approved. Plastic guards are permitted. Ceramic lights are not permitted. Lights must not be hung on the curtains or on the windows themselves, and must be kept from contact with fabrics. Residents must be in the room when lights are in use.

Safety and Security

Residents are strongly encouraged to lock their room doors whenever they leave and carry their keys with them at all times. Residents should never prop locked building doors open or permit entry to persons they do not know. Doing so may jeopardize the safety of all residents. Any doors that do not lock properly should immediately be reported to the RD. Custodial or maintenance staff may not unlock your door for your personal convenience.

Safety of residents is of prime concern to the Housing Staff, and should likewise be an important priority to residents. Residence halls are locked on a 24-hour basis. Outside doors are unlocked during check-in and check-out periods to help make moving easier.

Personal safety and protection of belongings cannot exist if available security measures are not utilized by residents. Also, actions or residents who jeopardize the safety of others will be taken seriously and students will be referred to the conduct system

Screens

Window screens are to remain in place at all times! A **\$25.00** fine is assessed for the removal of any screen. (Additional charges may be made for repairs and/or replacements of screens).

Search Policy

Room searches for disciplinary investigations are conducted under the following conditions: 1) permission by the occupant, 2) a judge's search warrant, or 3) a Student Services authorization to enter a room, issued by a designated Student Services officer.

Semester and Spring Break

According to your room and board contract, the residence halls and food service program are not available to our students during semester break (winter), and spring break. Any student desiring housing during these breaks may do so by paying an Interim Housing fee of \$15 per day at the Student Services office in Main 107. An application for Interim Housing must be completed at least 10 days prior to the beginning of the break in which housing is needed.

Residents must turn off all lights, unplug all appliances (except refrigerator), take out garbage, close and lock windows, and lock doors. Maintenance and/or hall personnel may enter a student's room with out notification when the building is officially closed or during vacation breaks.

Students choosing to take advantage of Interim Housing privileges will be charged double the stated fines should they be found in violation of residence hall or University policy during break periods.

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 Mayville Police Department.

Sick Tray

If you become ill and are unable to eat at the Dining Room, contact the Food Service Director for a sick tray and a friend may get food to take back to your room for you.

Single Rooms

A limited number of designed single rooms are available. These rooms may become open at any time during the year and are assigned in priority order. Residents who want to be considered for a single room must note this on their application. Keep in mind that single rooms are not guaranteed just because you have applied. They are determined on a priority and availability basis. **When there is a high demand for housing, medical documentation is need for every single room request.**

Smoking

The MSU campus is tobacco free campus.

Solicitation

Solicitation is the sale or offer of any property or service and/or receipt of or request of any gift or contribution. No solicitation shall be conducted in the residence halls except by the agents or employees of the University in accordance with University policy. Approved activities may only be conducted in the main foyer of the Campus Center.

Sporting Activity Restrictions

Due to safety and facility concerns, the riding of skateboards, roller-blades, roller skates and bicycles

is prohibited in the halls. Water guns, water balloons, water balloon launchers and the throwing of Frisbees, balls or other objects are also prohibited in the residence halls.

Storage

No storage of personal belongings is available in the residence halls other than resident's rooms. If storage is needed, residents should make other arrangements to meet their needs. Contact your RD for assistance.

Student Parking

Students may park their vehicles in all University parking lots EXCEPT IN SPECIFICALLY POSTED AREAS (i.e. handicapped, guest, employee parking, etc.). All city and University street signs and/or parking regulation signs must be adhered to or tickets will be issued. Note: The residence halls have special parking provisions. Contact the Hall Director for more information. (See Parking)

Telephone Use

Each room is equipped with a telephone jack. Students are responsible for providing the telephone se if they choose to have a landline. Any damage resulting from using improper equipment or from tampering with the telephone system will be assessed to those individuals who share responsibility for their given living space. Instructions for utilizing MSU's telephone services will be distributed during fall/spring orientations.

Termination of Occupancy

Room occupancy terminates immediately upon the close of the academic session\year or 24 hours from the date of official withdrawal unless directives have been made by the Director of Student Life or the Vice President of Student Affairs.

Tornado/Inclement Weather Procedures

Procedure to be followed for tornado/inclement weather warnings will be posted in each residence. During a tornado warning, the residents are advised to seek shelter in the lowest level interior corridor of their residence hall and to keep away from windows. Residents who wish to remain in the building during a tornado warning must follow procedures as directed by University personnel.

Trespassing

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

Vacancies

If a room has a vacancy during the year, resident(s) should always be prepared for a new roommate. If necessary, students residing in a single room may be required to take on a roommate provided that space is limited in the residence halls. Students living alone in a double room will be given reasonable time and notification to either secure a roommate or to pay for a single room.

Vacations

The housing contract applies to those periods of the academic year when University classes are in regular session. Students must make other arrangements for housing or contact the Campus Programming Office for Interim housing during break periods.

Vehicle Plug-ins

Residents may not use university electrical outlets for plugging in cars or for other outdoor uses.

Vending/Service Machines

Each residence hall has coin operated vending machines and washers/dryers. If you have problems with any of these machines, please report the problem to your hall director. **The University is not responsible for lost articles resulting from laundry left unattended.** Anyone tampering with any vending or service machine in the residence halls will be subject to a \$100 fine plus restitution. Please use only quarters to use the washers and dryers.

Visitation

The University establishes a visitation hours policy for weekly inter-visitation privileges and requires all visitors to be escorted by hall residents to and from rooms. The right of a roommate to a reasonable degree of privacy must be given every consideration by those who have a guest. It is of paramount importance for roommates to discuss visitation and to arrive at a program acceptable to both. A resident's right to privacy takes precedence over the roommate's privilege to have a guest. The following visitation hours have been established to allow privacy for all residents:

Sunday through Thursday: 11:00 a.m. – Midnight

Friday and Saturday: 24-Hour Visitation

(Escort rules apply)

Guests must be registered with the resident director and a guestroom will be assigned and a charge will be assessed at a rate of \$12.00 or \$15.00 per night. During long weekends, visitation and escort rules for the weekend will be extended to include the non-class day(s). This extension does not apply to Semester or Spring Breaks.

Waterbeds

Because of potential damage, waterbeds are not permitted in the residence halls except for medical reasons. Written approval from the doctor must be submitted to the Director of Student Life before approval is granted.

Weapons

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives, bows and arrows, BB guns, martial arts weapons, pellet guns, paintballs and/or paintball guns, imitation guns (squirt/toy) and ammunition, or other potentially dangerous items are not permitted in the residence halls. See the Code of Student Conduct for weapons on campus (including in automobiles) that are not allowed. Possession of such items could result in removal from the residence halls.

Wellness Center

The Wellness Center is located on the south side of the Lewy Lee Fieldhouse. Questions regarding your health and wellness needs as well as activity and facility schedules can be obtained in the Wellness Center or by calling 701-788-4895.

Withdrawal Procedures

If you find you must withdraw from the University, please check with your RA or RD to discuss the proper procedures for withdrawal. Following the necessary steps will insure that you receive appropriate refunds for the unused portion of room and board.

Work Orders

Requests for maintenance should be made through the Resident Director or RA.

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, Campus Programming 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 Campus Programming Office, or the Mayville Police Department.

Residence Hall Safety

1. Lock the door to your room when you are alone at night or sleeping.
2. Do not let strangers into your room. If someone tries to force their way into your room notify an RA or RD immediately.
3. Do not give your name or phone number to strangers.

4. Do not loan your room key or outside door key to anyone.
5. When going out, let your roommate or a friend know where you are going and what time you expect to be back.
6. Lock the door to your room every time you leave (even for a few minutes).
7. Close and fasten your windows when you leave your room. This protects you from theft and inclement weather.
8. MSU does not carry insurance to protect student property. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions.
9. Keep a record of all the serial numbers of all your belongings so that if something is lost or stolen is found the police will be able to identify it.
10. Don't advertise your valuables or keep large sums of money in your room.
11. Never let an unauthorized guest into the building.
12. Under no circumstances should you prop any exterior doors open.
13. Report any unescorted strangers in your building to any RA or RD.
14. Do not store any gasoline-powered vehicles or equipment (mopeds, motorcycles, barbecue grills, etc.) in the residence hall.
15. Individual smoke detectors are placed in every room. Do not remove or disconnect these because they are placed there for your own protection.
16. Never go up on the roof of your building or out on a window ledge.
17. Refrain from horseplay and practical jokes. They may seem harmless, but they could cause unforeseen damage or injury.
18. Fireworks, firearms, and other weapons are not allowed in the residence hall.
19. The fire extinguishers are placed in the residence hall for your safety. Do not tamper with them.
20. If the fire alarm sounds, leave the building immediately. Do not pull the fire alarm unless there is a fire in the building. Tampering with the fire alarm system (false alarm) is illegal and serious disciplinary actions may be taken against you.

21. Notify a RA or RD if you receive an obscene phone call. Do not talk to the caller. Hang up immediately.
22. During severe weather, be alert for a tornado or winter storm warning. If a warning is sounded you should immediately take cover in a sheltered area.
23. Do not attempt to remodel your room. If you have plumbing, electrical, or structural problems in your room, notify your Hall Director immediately.
24. If you or someone you know gets sick, let somebody (a RA or RD) know about it.
25. If you observe any hazardous conditions in your residence hall, notify a RA or RD.

Residence Hall Conduct System Structure

It is the responsibility of each student to fully understand the Conduct System, its offenses and the penalties that may result from the offenses. By enrolling one assumes a responsibility to comply with all of the general policies of Mayville State University and for your purpose, more specifically, the residence halls rules and regulations. The Conduct System at MaSU has a shared responsibility with the University administration to:

1. Protect the rights of students
2. Encourage responsible behavior
3. Assist students with the development and maintenance of positive living environments that allow freedom to pursue educational goals.

Because of the residence halls unique arrangement specific rules and regulations have been designed to help promote a healthy living style. Offenses will be addressed through our Conduct System in the following manner:

- I. Disciplinary Offenses Addressed by Resident Director
 - A. Alcohol
 1. Possession of alcohol and/or empty alcohol containers
 2. Presence - Being in the presence of alcohol
 3. Intoxication - Evidence of alcohol intoxication may include, but not be limited to: slurred speech, strong alcohol odor, vomiting, loss of balance, loss of consciousness, or loss of bodily functions.
 - B. Visitation/ Escort Violation
 - C. Intervisitation
 - D. Hall Disturbance
 1. Write-up can be issued at any time. (No warnings required)
 2. If written warnings are issued, the third warning will automatically result in a write-up.
 - E. Gambling
 - F. Damaging someone else's property
 - G. Unauthorized use of university telephones
 - H. Vehicle/ Parking violations (resident)
 - I. Window screen removal/ damage
 - J. Pets
 - K. Removal of University furniture/equipment from designated areas
 - L. Misuse of University furniture/equipment
 - M. Security violation/door or window propping
 - N. Failure to evacuate during a fire alarm or drill
 - O. Common damage violation

The resident directors are involved with and directly responsible for everything that goes on within

and outside of their building. The above mentioned offenses are dealt with by the Resident Director at all times. Future infractions are also handled by the Resident Director but will include the involvement of the Director of Student Life (or his/her designee) for his/her input and recommendations.

Conduct offenses addressed by the Resident Director may be appealed to the Director of Student Life. Director of Student Life conduct decisions may be appealed to the Vice President of Student Affairs. Second time offenders may choose to have their case heard by the Director of Student Life rather than the Resident Director.

All of the above offenses listed are offenses directly referred to in the MaSU Code of Conduct or, because of their nature, in addition to what is presently defined by the Code of Conduct in the Student Handbook. A student can assume that consistent with the teaching purpose of sanctions, students should expect that sanctions will become more severe for repeated offenses.

Residence Hall Conduct Fine System

The following residence hall fines have been implemented for the 2012-2013 academic year:

A. Alcohol Violation- Possession (empty or full containers)

1st offense - \$100.00 and mandatory completion of the electronic e-CHUG (on-line Check-Up to Go) program.

2nd offense - \$200.00, mandatory completion of the electronic e-CHUG program and BASICS (Brief Alcohol Intervention for College Students) program.

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

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

Party Rooms - \$100.00 per resident of that room (see Alcohol).

A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$100.00 fine for each resident of the room. Residence Hall staff may contact the Traill County Sheriff's Office, 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 Student Conduct Officer or the Vice President for Student Affairs will determine if such parental notification is to be made after consideration of each case and documentation of any such offenses. This process for parental notification is specifically allowed under federal law and is in accordance with the 1998 amendments to the Family Educational Rights and Privacy Act.

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

1st Offense – \$100 fine and immediate involvement by law enforcement

2nd and any subsequent offences – mandatory completion of an assessment by a licensed addiction counselor, parental notification, and possible removal from campus housing. Drug testing could be required for any subsequent violation if the student were allowed to remain in campus housing.

Educational/Counseling Actions - A concerted effort is made by Mayville State University to educate the individual and to provide appropriate types of assistance when needed. As part of this process, educational or counseling approaches may be undertaken as a way of encouraging the student to change his/her behavior. The actions described below may be taken separately or in conjunction with the disciplinary penalties listed previously. Dependent upon the circumstances, previous violations of college policy, and concern for the health, welfare and safety of the individual students involved, any of the following may be recommended.

- a. Referral to the college conduct board for a hearing and any subsequent action they might request.
- b. Mandatory attendance at chemical education programs.
- c. Referral to the college counseling staff for consultation.
- d. Referral to an outside agency or professional staff for possible chemical use evaluation.
- e. The development and presentation by the offender of a chemical education program.
- f. Community or campus service.
- g. The filing of a formal complaint with civil authorities regarding the use, possession and/ or sale of chemicals, including alcohol.
- h. Mandatory testing for those individuals who are involved in intercollegiate athletics and who are suspected of using drugs, including "performance enhancing" substances.

B. Escort/Visitation Violations

1st offense - \$25 per person and a possible revocation of open house/visitation privileges for up to 4 weeks.

2nd offense - \$50 per person and a possible revocation of open house/visitation privileges for up to 8 weeks, plus a referral to Director of Student Life.

Note: Violation of an escort/visitation sanction will result in a revocation of rights for an entire academic year and/or other university sanction.

C. Hall Disturbance Violation

Quiet hours are **9pm-11am daily (Exception - During final exams 24 hour quiet hours will be observed.)** Unreasonable noise, prior to designated hours will be dealt with on an individual basis. Hall disturbance write-ups or warnings may be assessed at that time. Preliminary warnings are not required nor are they recommended.

1st offense - \$25

2nd offense - \$50, plus a referral to Director of Student Life

Note: Hall disturbance offenses are normally handled in one of three ways:

1. A hall disturbance offense, if so determined by hall staff to be extreme or serious enough in nature, will result in a write-up.
2. A hall disturbance offense, if so determined by hall staff to be a nuisance or aggravating type disruption, may result in a written warning. Three of these types of warnings will automatically result in a write-up.

D. Removal of window screens - \$25 fine

E. Incense/Candles/Open Flame (smoking included) - \$25 fine plus cleaning fees

F. College Property/Furniture removal - \$25 fine

G. 1) Food Service disturbance

1st offense -- \$25 fine (plus referral to Director of Housing)

2nd offense -- \$50 fine (plus referral to Director of Housing)

2) Food Service - stealing meals

1st offense -- \$50 fine plus restitution

2nd offense -- \$100 fine, restitution, loss of privileges, including denied access to Food Service and referral to Director of Housing

H. Security violation/door or window propping

1st offense - \$100 fine

2nd offense - \$250 fine plus disciplinary action

I. Failure to Evacuate during fire alarm or drill

1st offense - \$50 fine

2nd offense - \$75 fine and referral to Director of Student Life

J. Pets - \$20 fine per day until pet is removed

K. Tampering with Vending/Service Machines - \$100 fine

L. Violations of any residence hall or university policy according to the Code of Student Conduct (in student handbook) or Residence Hall Conduct System Structure violations (in residence hall handbook) are subject to fines and/or other sanctions.

Fines not paid within 10 days may be doubled. Refer to your resident director if you have any questions regarding this policy.

University students are responsible for an awareness of all university rules and regulations as stated in university publications. **Changes to the residence hall handbook which occur during the course of an academic year will be communicated through various devices such as e-mail, posted announcements, floor or hall meetings, or campus mail.**

Residence hall students are responsible for their rooms and any activity/damage that occurs there.

NOTE: The Chief Conduct Officer on campus (Director of Student Life) resumes the right to intervene in university disciplinary affairs, amend decisions, and assign appropriate sanctions if necessary.

Procedural Guidelines for Residence Hall Complaints

The goal of the residence hall conduct system is to help students understand how their behavior impacts others and affects the community at large. This system encourages a constructive dialogue between the resident and hall staff, resulting in an opportunity for the resident to explain his/her situation and for the staff to explain why certain behavior is or is not appropriate in a residence hall setting. The end result of this process is an increased understanding between resident and staff. Periodic anonymous surveys will be done to evaluate the effectiveness of this process. The following is a procedural guideline for handling a residence hall complaint:

Complaint is Filed Regarding Student Behavior:

1. Student or staff member files complaint on an incident report
2. The date and time the complaint is received will be noted on the incident report
3. The Resident Director schedules a time for the student to meet with them
4. The student receives the hearing notification through the student's campus mailbox or via email. Ignoring e-mail/mail pick-up notices will not delay the hearing process. Students are responsible for picking up/checking mail or e-mail on a daily basis when at all possible.

Resident Student Rights and Responsibilities

As a member of the residence hall community, you have the following rights and responsibilities:

1. You have the right to live in a safe, clean, well-maintained facility and the responsibility to ensure the same for all.
2. You have the right to an environment that is conducive to your academic and social pursuits, and the responsibility to take part in developing and maintaining such an environment.
3. You have the right to voice your opinion on policies that affect you through participation in floor meetings, hall government and University organizations.
4. You have the right to freedom from discrimination on the basis of race, sex, age, religion, handicap, creed, sexual orientation or national origin. You retain the right afforded you as a citizen of the state and the union.
5. At all times you are asked to consider the rights of other residents. Your actions should not interfere with another's rights as stated, nor should your actions interfere with the University's attempt to manage and maintain the residence hall system.
6. You have the responsibility to participate in floor community meetings. Each resident shares in the responsibility for establishing, adhering to and enforcing community policies and guidelines.
7. You are responsible for knowing state and University policies as well as those outlined in this handbook and are not to violate these rules and policies.
8. You are responsible for your own actions and for accepting consequences associated with policy violations.

Roommate Bill of Rights

The first step in learning to live in a community is establishing a good relationship with your roommate and/or suitemates. Part of this relationship should include consideration of the rights of your roommate. These rights include the following:

1. The right to read and study free from undue interference in one's room.
2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to live in a clean environment.
5. The right to expect reasonable cooperation in the use of the telephone.

6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to have guests according to established hours with the expectation that guests are to respect the rights of the host's roommate and the other hall residents.
9. The right to discuss grievances.
10. The right to be free from fear of intimidation, physical and/or emotional harm.

These rights are a suggestion to aid you in creating a positive living environment for you and your roommate(s).

Code of Student Life

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.

Conduct and Hearing Records

A. 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.

B. 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.

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

RESIDENCE HALL EMERGENCY STORM EVACUATION PROCEDURES AND SHELTER IN-PLACE

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

Shelter In-Place: All Areas

When faced with severe weather conditions such as tornados, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris.

Moving personnel to these protected interior areas is referred to “shelter in-place.” Generally, these areas are: away from windows, away from glass doors, in 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 inclement weather conditions have subsided—designated staff will alert you that conditions have improved or are all clear.

Residence Hall Procedures for Tornado Warnings

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

DURING FALL AND SPRING SEMESTERS

MAYVILLE STATE 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:

AGASSIZ HALL – Basement of Agassiz Hall

BERG HALL – Basement of Agassiz Hall, interior hallways of Berg or basement of Campus Center

BIRKELO HALL – Stairwells of Birkelo Hall or basement of Agassiz Hall.

MARRIED/FAMILY HOUSING UNITS – go to any of the above mentioned areas

DURING SUMMER MONTHS

The Resident Director who oversees the building you are residing in will have keys that get you into the basement of Agassiz Hall. Unfortunately, no guarantees can be made assuring you that these people will be available during the time when a potential storm hits. Alternate plans should be made in advance for precautionary purposes.

FIRE AND FIRE ALARM PROCEDURE

A fire emergency exists whenever:

A building fire evacuation alarm is sounding.

An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.

There is the presence of smoke or the odor of burning.

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.

When it is determined that a fire emergency exists, the following actions are to be taken.

SOUND AN ALARM. Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as you evacuate in building not equipped

with a fire alarm.

LEAVE THE BUILDING AT ONCE.

CLOSE DOOR BEHIND YOU AS YOU EXIT.

CALL THE FIRE DEPARTMENT FROM A SAFE PLACE.

DIAL 9-911 OR 911

(1) When the emergency operator answers, ask for the fire department and give as much specific information as possible. State that you are calling from MSU and include the proper name of the building and room number, floor or other specific area.

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

**MEET THE FIRE DEPARTMENT OUTSIDE AND DIRECT THEM TO THE EMERGENCY.
ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL SHOULD
BE REPORTED.**

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.

**STUDENT
HANDBOOK**

2012-13

Mayville State University

Table of Contents

Campus Services	
Academic Advising	4
Admissions	4
Office of Academic Records	4
Alcohol/Drug Education Program.....	5
Athletics	5
Bookstore.....	5
Refund Policy.....	5
Buy Back Policy.....	5
Business Office	5
Campus Center	6
Campus Connection	6
Campus Facilities	6
Campus Programming	6
Canadian Information.....	6
Cancellation of Classes	7
Career Services and Internships.....	7
Check Cashing Policy.....	8
Child Development Programs.....	9
Collaborative Student	9
College Student and Activity Fees	9
Computing Resource Agreement (ITS)	9
MSU Consumer Protection Information Overview.....	11
Financial Assistance Information	11
Institutional Information.....	11
Student Code of Conduct.....	11
Information on completion and Graduation Rates for ALL Students and Student Athletes	11
Institution Security Policies and Crime Statistics	11
Sexual Violence Policies.....	11
Alcohol and Drug Policies.....	12
Equity in Athletics	12
Family Educational Rights and Privacy Act (FERPA)	12
Student Concerns.....	12
Counseling	13
Emergency Storm and Evacuation Procedures and Shelter In-Place.....	13
Shelter In-Place	13
Residents Hall Procedures for Tornado Warnings	14
Fire and Fire Alarm Procedure.....	14
Emergency Notification System	15
Enrollment Services.....	15
Financial Aid	15
Fine Arts.....	15
Food Services	16
Harassment	16
Hazing	17
Health and Wellness Services.....	17
Help Desk.....	17
Housing.....	17
Identification	17
Internships	18
Intramurals	18
Job Shadowing	19
Jobs (on-Campus and off-Campus)	19
Library	19
Lost and Found.....	20
MSU Mailroom	20

Multicultural Services.....	21
Tobacco Policy.....	21
Office of Extended Learning.....	21
Official Announcements	21
Official Communication	21
Parking	22
Security.....	22
Sexual Violence Policy	22
Student Academic Assessment Report	25
Student Success Center	25
Tablet Computers	25
Teacher Learning Center	25
Trespassing	25
Use and Mis-Use of University Resources and Facilities, Including Computing Facilities and Databases	25
Veterans.....	26
Weapons.....	26
Withdrawal from School	26
Writing Center	26
Campus Organizations.....	25-29
Code of Student Conduct.....	29
Standards of Conduct.....	29-30
Alcohol Violations.....	30
Marijuana Violations	31
Disciplinary Procedures.....	31-33
Sanctions	33
Interim Suspension	34
Conduct Probation	34
Conduct Suspension.....	34
Conduct Expulsion.....	34
Additional Stipulations	35
Loss of Designated Privileges.....	35
Mandatory Suspension	35
Restitution.....	35
Fines.....	35
Student Rights.....	35
Student Conduct Records	36
Academic Information	
Academic Standing.....	37
Academic Probation/Suspension.....	37
Classification of Students.....	38
Credit: Non-Classroom	38
Advanced Placement Credit	38
Advanced Standing Credit.....	38
CLEP Credit	38
Life Experience Credit.....	38
Grades and Grade Point Average.....	39
Grade Appeal Policy	39
Incomplete Grade	39
Repeated Courses	39
Satisfactory/Unsatisfactory Credit.....	40
Transfer Grade Point Average	40
Academic Fresh Start.....	40
General Information	
Academic Honors	41
Change in Program	41
Class Attendance	42
Class Load	43

CAMPUS SERVICES

Advising

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

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

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

Admissions

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

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

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

Office of Academic Records

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

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

Alcohol/Drug Education Program

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

Athletics

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

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

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

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

Bookstore

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

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

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

Refund Policy

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

In order to receive your refund, return your course materials along with the receipt to the bookstore.

If your textbooks were charged against Financial Aid or to a credit card, we are unable to refund you cash; your credit card or financial aid will be refunded.

Buy Back Policy:

At the end of each semester during the final test week, the Bookstore conducts a book buy back. Watch for special hours of this event and further information on prices. The price you receive for you book will be determined by the following:

1. The book must be required for use during the next semester. If the book is required, you will receive 50% of the new selling price. (Books that are not used will be purchased at their wholesale value)
2. Workbooks, lab manuals, mass market paperbacks and study guides are generally not bought back.
3. Books must be in a resalable condition.
4. Once Bookstore quota is reached, wholesale value will be given. The bookstore works with multiple wholesalers to get you the best available price.

Business Office

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

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

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

Campus Center

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

Campus Connection

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

Campus Facilities

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

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

Campus Programming

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

Canadian Information

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

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

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

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

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

Cancellation of Classes

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

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

We will attempt to notify radio stations by 7:00 a.m. when feasible.

We will also use the following TV stations when announcements can be made in advance; i.e the night before:

KVLY – TV
WDAZ/WDAY – TV
KXJB – TV

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

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

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

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

Career Services & Internships

Jay Henrickson, Director of Career Services and Internships

Location: Classroom Building 115

Phone: 701-788-4899

Website: www.mayvillestate.edu/careers

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

Jobs – the *MSU Jobs Network* (www.myinterfase.com/mayvillestate/student) is the place to look!

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

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

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

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

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

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

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

Jobs (on Campus & off Campus)

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

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

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

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

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

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

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

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

Check Cashing Policy - See Business Office

Child Development Programs

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

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

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

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

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

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

Collaborative Student – see Office of Extended Learning

College and Student Activity Fees:

Students may request a breakdown of fees from the Student Services Office in Main 107.

Computing Resource Agreement (Information Technology Services)

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

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

1. All employees, students and other users of NDUS computing facilities shall comply with applicable laws, policies and procedures. "Computing facilities" means computing resources and network systems, including, but not limited to, computer time, data processing or storage functions, computers, computer systems, servers, networks and their input and output and connecting devices, and any related programs, software and documentation.
2. Users shall not examine, change or use another person's files or institutional files, output or usernames for which they do not have explicit authorization. Users shall not represent themselves as another individual in electronic communication. The use of anonymous mailers is prohibited.
3. User accounts are assigned to a specific individual at a specific entity and may not be shared. When a specific affiliation is terminated, the university system or entity may terminate the user's account, transfer the account, continue the account for a limited time or temporarily redirect incoming e-mail. Access or attempts to gain access to university system computing facilities for any unauthorized purpose, including attempts to obtain, modify, destroy information or degrade performance, is forbidden.

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

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

6. Use of computing facilities and databases shall be limited to the purpose(s) for which access is granted. Use of computing facilities or data bases for political purposes, for personal or private use or for profit unless such use is specifically authorized, or for other purposes not related to the employee's or other user's duties or purposes for which access is granted, is prohibited.

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

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

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

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

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

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

Consumer Protection Information Overview

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

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

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

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

Information on Completion and Graduation Rates for All Students and Student Athletes:

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

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

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

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

Alcohol and Drug Policies: Includes a statement of institutional policy regarding the possession, use and sale of alcoholic beverages and illegal drugs and the enforcement of federal and state laws governing underage drinking and use/possession of illegal drugs. In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86 (Drug Free Schools and Campuses Regulations) Mayville State University attempts to ensure that every student, faculty member and staff person is informed about Mayville State's alcohol and other drug policies. MSU's Website

<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>

contains a copy of these policies. Prospective students and other interested parties are advised that they can also access the policies at the above web address or they may also request a printed copy of the policy from the Student Services Office in Main 107.

Equity in Athletics: Includes information about the number of male and female students enrolled at the institution including the number of athletic participants for each team. Also includes the total operating expenses for each varsity team, the gender of each team's coaching staff, the amount of money spent on athletically related aid for male and female sports teams, the ratio of athletic aid awarded for male vs. female athletes, the amount of money spent on athletic recruitment, the total annual revenue generated by athletic teams and the salaries of head coaches of all varsity teams. Available from the Student Services Office in the Student Right To Know – Equity in Athletes Report.

Because of federal reporting requirements, this report may not be available until Oct. 30.

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

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

A. Students who have concerns about classroom related matters (including matters related to the instructor, teaching materials, methodology, classroom environment, physical facilities or other matters resulting from normal classroom activities) should follow the following procedure:

Discuss the situation with the instructor to see if resolution can be reached. If the problem is still not resolved, contact the instructor's Division Chair for assistance. Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs. If the situation has not been resolved through this procedure, students may contact the President of the University for final resolution.

Grade appeal processes are handled differently and are outlined in the Student Handbook.

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

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

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

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

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

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

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

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

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

Counseling

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

Emergency Storm Evacuation Procedures and Shelter In-Place

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

Shelter In-Place: All Areas

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

Residence Hall Procedures for Tornado Warnings

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

During Fall and Spring Semesters

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

During Summer Months

Basement of Agassiz Hall

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

During Summer Basketball Camps

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

Fire and Fire Alarm Procedure

A fire emergency exists whenever:

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

Evacuation Procedures

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

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

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

Emergency Notification System

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

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

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

Enrollment Services

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

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

For additional information, stop by Main 107 or call 701-788-4842.

Financial Aid

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

Fine Arts

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

Monday, Sept. 17, 2012
Monday, Oct. 15, 2012
Monday, Nov. 26, 2012
Tuesday, Jan. 15, 2013
Monday, March 4, 2013

Alejandro Drago, Violin
Sarah Cahill, Piano
Tine Thing Helseth, Trumpet
Ethel String Quartet
Maya Trio- Harp, Flute, Percussion

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

Food Service

Students living in University residence halls are required to make a contractual agreement with the University for Board. Seven-day meal plans are provided for all students. All contracts are considered legal and binding and no changes to the board plan will be accepted after the second week of the semester. Board changes should be made **3 weeks** prior to the end of the preceding semester. **Board contracts do not include University vacation periods when school is not in session.** Board contract options are as follows:

5 meal (Upper class Students Only)

10 meal (includes \$50 flex)

14 meal (includes \$50 flex)

Café Comet (\$400 to be used in cafeteria or Snack Bar) (Upper class students only)

All meal plans run for the length of the semester!

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

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

Harassment

Menacing: Menacing is knowingly frightening or attempting to frighten another person through threats of imminent and serious harm.

Terrorizing: Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person's life.

Stalking: To "stalk" means to intentionally with no legitimate purpose, repeatedly (more than one time) behave in a way that would cause a person to experience fear, intimidation or harassment, or to be the object of repeated unwanted attention. Stalking behavior includes, but is not limited to, such actions as: following, loitering near,

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

Hazing

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

Health and Wellness Services

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

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

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

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

Help Desk Technical Support

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

Housing

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

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

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

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

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

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

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

Identification

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

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

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

Internships - See Career Services & Internships

Intramurals

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

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

Job Shadowing - See Career Services & Internships

Jobs (on Campus & off Campus)

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

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

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

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

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

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

Learning Management System

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

Library

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

Library Hours

Fall and Spring Semesters

Monday – Thursday, 8 am – 10 pm
Friday, 8 am – 5 pm
Saturday, Closed
Sunday, 6 pm – 10 pm

Summer Semester

Monday – Friday, 7:30 a.m. – 4:30 pm

When Classes are not in Session

Monday – Friday, 8 am – 5 pm

The library is closed on holidays.

Lost and Found

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

MSU Mailroom

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

STUDENT MAILBOX POLICY AND ADDRESS REGULATIONS:

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

MAILROOM SERVICES PROVIDED:

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

PRICES:

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

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

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

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

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

Multicultural Services

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

Tobacco Policy

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

Office of Extended Learning

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

Official Announcements

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

Official Communication

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

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

Parking

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

Security

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

Sexual Violence Policy

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

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

I. Definitions and Scope

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

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

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

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

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

II. Reporting procedures

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

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

III. Disciplinary Action and Hearing Rules Relevant to Students

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

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

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

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

E. Hearing Rules Specific to Sexual Violence Allegations

1. The accusing student may choose to give testimony in the presence of the accused student and the Conduct Hearing Sub-Committee at the hearing. As an alternative, the accusing student may choose to give testimony before the Conduct Hearing Sub-Committee in private session, which testimony shall be recorded and played to the accused student.

2. The accusing student may be present throughout the hearing, except for private deliberations of the Conduct Hearing Sub-Committee.

3. Information regarding the accusing student's and accused student's past sexual history will not be allowed at the hearing except as it pertained specifically to each other.

4. The Conduct Hearing Sub-Committee may consider the results of any police investigation pertaining specifically to the case.

5. In case of finding guilt, and prior to sanction deliberations, the Conduct Hearing Sub-Committee may consider information pertaining to prior criminal convictions or findings of guilt in other University conduct proceedings.

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

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

IV. Information for faculty and staff

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

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

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

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

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

V. Educational Programs

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

AREA RESOURCES

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

Student Academic Assessment Report (SAAR)

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

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

Student Success Center

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

Tablet Computers

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

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

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

Teacher Learning Center

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

Trespassing

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

Tobacco Policy

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

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

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

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

Veterans

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

Weapons

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

Withdrawal from the University

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

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

Writing Center

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

Campus Organizations

Alpha Phi Sigma

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

Contact: Dr. John Pederson 788-4668

Collegiate DECA

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

Contact: Robert Johnston 788-4627

Campus Crusade

The purpose of this organization is to share with other students about personal Christian relationships and to participate in the study of the Bible.

Contact: Linda Arnegard 788-4834

Comet Radio

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

Contact: Robert Miess 788-4885

Computer Technology Club

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

Contact: Terry Palmer 788-4791

Early Childhood Association

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

Contact: Kelli Odden 788-4867

HPER Club

This organization is for students who are interested in Health and Physical Education fields. Students participate in a variety of professional related activities, including workshops and conferences.

Contact: Rebecca Gunderson 788-4841

Intramurals

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

Contact: Mike Moore 788-4706

Multicultural Club

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

Contact: Dorothy Nelson 788-4858

MSU Speech Team

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

MSU Theater

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

Music Club

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

Newman Club

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

Student Alumni Ambassadors

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

Psychology Club

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

Residence Hall Association

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

Science Club

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

Student Education Association

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

Student Activities Council

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

Student Senate

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

Contact: Dr. Ray Gerszewski 788-4770

University Singers, Concert Band, Jazz Band

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

Contact: Mike Bakken 788-4742

Young Democrats/Young Republicans-

These two student clubs are affiliated with the local political organizations and sponsor a variety of activities, including speakers, political forums, and the "Get Out & Vote" campaign.

Contact (Young Republicans): Paul Meartz 788-4809

Contact (Young Democrats): Kelly Kornkven 788-4816

Code of Student Conduct

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

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

Standards of Conduct

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

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

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

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

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

Alcohol Violation- Possession (empty or full containers)

1st offense - \$100 and mandatory completion of the electronic e-CHUG (on-line Check-up to Go) program.

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

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

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

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

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

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

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

1st Offense - \$100 fine and immediate involvement by law enforcement.

2nd and any subsequent offenses – mandatory completion of an assessment by a licensed addition counselor, parental notification, and possible removal from campus housing. Drug testing could be required for any subsequent violation if the student were allowed to remain in campus housing.

Disciplinary Procedures

UNIVERSITY DISCIPLINARY PROCEDURES

I. Citation:

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

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

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

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

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

A. When a complaint citation has been filed, the Director of Student Life will interview the complainant, the student cited in the complaint and any witnesses.

Note: If either party/witness fails to appear, the Director of Student Life may proceed administratively in the parties' absence.

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

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

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

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

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

III. Conduct Hearing Sub-Committee:

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

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

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

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

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

A. Within three (3) class days of receiving the student's notice of their desire to appeal the decision under question to the Conduct Hearing Sub-Committee the Vice President of Student Affairs will schedule the meeting and will notify members of the sub-committee and the student(s) involved of the time and place of the meeting. The notice of hearing shall include the following:

1. A statement of the time, place and nature of the hearing;
2. A reference to the particular section(s) of the Standards of Conduct involved;
3. A short and plain statement of the matters asserted;
4. A statement of the student's rights under these regulations.

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

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

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

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

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

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

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

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

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

SANCTIONS

I. Definition and purpose:

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

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

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

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

COMPLIANCE WITH SANCTIONS

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

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

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

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

LACK OF COOPERATION

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

- I. The Director of Student Life or Vice President for Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
- II. If the student cannot be located or does not respond, the Director of Student Life or the Vice President for Student Affairs will initiate the normal conduct procedures in the student's absence.

Interim Suspension

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

Conduct Probation

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

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

Conduct Suspension

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

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

Conduct Expulsion

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

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

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

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

D. Shall be permanently barred from the University.

Additional Stipulations

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

Loss of Designated Privileges

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

Mandatory Suspension

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

A. Arson.

B. Tampering with fire equipment.

C. Causing a fire alarm to sound.

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

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

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

G. Theft of University property.

Restitution

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

Fines

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

Student Rights

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

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

- B. To present information on their own behalf, including written and oral statements and physical exhibits when appropriate.
- C. To hear all information presented and to question all who present it.
- D. To be advised by an advisor or attorney for consultation during questioning.
- E. To receive a timely decision.
- F. To appeal decisions involving the imposition of specified restrictions, probation, suspension or expulsion.

Conduct Records

- A. An individual student’s conduct record, notice of appeal, and each petition for review are confidential and may not be disclosed in whole or in part. This disciplinary record shall be separate from the student’s academic record but shall be considered a part of the student’s educational record.
- B. Conduct suspension or expulsions are the only conduct actions reflected in the official transcript of the student. Upon the directive of the Conduct Hearing Sub-committee, the Vice President of Student Affairs shall inform the Registrar to place on the student’s permanent academic record the words “may not register.” The Registrar shall remove the notation when the penalty expires or has been terminated.
- C. Students who wish to challenge specific date or information on their conduct record, amend their records, or request the release of their records must submit a written consent letter specifying the records to be released. The student is entitled to a copy of these and wishes to revoke this waiver, the student must make a request in writing at the Registrar’s office to revoke the waiver.
- D. For each student who has received a conduct penalty, the University shall maintain a written record reflecting the nature of the violation, the penalty assessed and other pertinent information. Conduct records are kept in the Resident Directors Office and the Campus Programming Office as active files for a period of one year or until all sanctions are completed, whichever length of time is greater, and in retrievable storage for an additional minimum of five years. This conduct record shall be separate from the student’s academic record, but shall be considered to be part of the student’s educational record. All hearing records, notices of appeal, and petitions for review are confidential and may not be disclosed in whole or in part except as provided in this section.
- E. Students needing to review their conduct or hearing records are asked to contact the Vice President of Student Affairs Office or Campus Programming Office, as appropriate, to schedule an appointment to conduct the review of these records.
- F. The contents of a student’s conduct record may be made available to persons outside the University only upon written request of the student, or in response to a court order. If the student can not be reached, university officials are expected to comply with judicial orders and subpoenas. A reasonable attempt shall be made to notify a student of the university’s intention to comply with court orders, unless directed otherwise by the court order.

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

CONDUCT

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

ACADEMIC

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

Academic Information

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

ACADEMIC STANDING

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

ACADEMIC PROBATION/SUSPENSION

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

PROBATION

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

SUSPENSION

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

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

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

SUSPENSION APPEAL

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

CLASSIFICATION OF STUDENTS

REGULAR STUDENTS

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

Freshmen are those who have earned **fewer than 24** semester hours.

Sophomores are those who have earned **24** semester hours.

Juniors are those who have earned **60** semester hours.

Seniors are those who have earned **90 or more** semester hours.

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

CREDIT BY EXAMINATION

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

Advanced Standing Credit

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

Advanced Placement Credit

Students who have completed certain College Entrance Examination Board (CEEB) advanced placement courses in high school and who have earned a minimum score of 3 on the Advanced Placement Examinations will be awarded college credit as follows:

CEEB should forward examination scores directly to the Office of Academic Records.

CLEP Credit

The College Level Examination Program (CLEP) is one of the accepted means by which a student may establish college credit. It is a national program that affords the student an opportunity to obtain college recognition for his/her formal or informal preparation prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer to another institution should first check to see what the limitations of the receiving school might be.

A student must be enrolled at Mayville State University to receive CLEP credit. Students may not take CLEP subject exams after enrolling in that course. Students who wish to participate in the CLEP program must pay a \$80.00 fee to ETS/CLEP for each examination completed. In addition, a \$15.00 fee for each examination must be paid to the institution. Contact the Office of Student Services in Old Main 107 for additional information about CLEP.

Life Experience Credit

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

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

GRADES AND GRADE POINT AVERAGE

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

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

GRADE APPEAL POLICY

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

INCOMPLETE GRADE

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

REPEATED COURSES

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

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

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

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

SATISFACTORY/UNSATISFACTORY CREDIT

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

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

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

TRANSFER GRADE POINT AVERAGE

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

ACADEMIC FRESH START

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

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

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

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

ACADEMIC HONORS

DEAN'S LIST

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

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

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

COMMENCEMENT HONORS

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

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

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

ADMISSION TO MAJOR PROGRAMS

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

CHANGE IN PROGRAM – ADDING OR DROPPING COURSES

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

Drop an on campus course:

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

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

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

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

Drop a Dual Credit course:

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

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

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

CLASS ATTENDANCE AND PARTICIPATION

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

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

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

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

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

COURSE LOAD

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

Petition applications are available at the Office of Academic Records.

LATE REGISTRATION

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



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Personnel
Section: 600. Index

PAGE: (1 of 3)

Section 601	Recruitment
601.1	Presidential Search and Screening Committee
M 601.2	NDUS Legal Brief: Recruitment and Hiring
M 601.3	Faculty Interview Seminar
M 601.4	MSU Job Posting Options
M 601.5	Interview Procedures - Faculty
M 601.6	Interview Procedures - Staff
M 601.7	NDUS Position Description Instructions
Section 602	Appointments
602.2	Report on Faculty Appointments
602.3	Job Applicant and Employee Criminal History Background Checks
M 602.3	Employee Criminal History Background Checks
M 602.4	Faculty Selection and Appointment Procedures
M 602.5	Employer-Employee Relationship – Payment for Services
Section 603	Non-Discrimination
603.1	Harassment
M 603.1.1	Consensual Relationships
M 603.1.2	Sexual Violence Policy
M 603.1.3	Anti-Harassment/Hostile Work Environment
M 603.1.4	Workplace Violence
603.2	Equal Employment Opportunity
M 603.2.1	Equal Educational Opportunity Policy Statements
M 603.2.2	Equal Opportunity of Position Openings
603.3	Nepotism
Section 604	Performance Evaluations
604.1	Performance Evaluations: Presidents
604.2	Performance Evaluations: Chancellor
604.3	Performance Evaluations: Benefitted Employees
Section 605	Faculty
605.1	Academic Freedom and Tenure; Academic Appointments
M 605.1.1	Appointments, Rank, and Tenure



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Personnel
Section: 600. Index

PAGE: (2 of 3)

M	605.1.2	Guidelines for Promotion/Tenure, Applications
M	605.1.3	Faculty Evaluations – Evaluations by Students
M	605.1.4	Self Evaluation/Supplementary Data Report
M	605.1.5	Evaluation by Division Chair
	605.2	Standing Committee on Faculty Rights
M	605.2	Standing Committee on Faculty Rights
	605.3	Non-renewal, Termination or Dismissal of Faculty
M	605.3	Financial Exigency
	605.4	Hearings and Appeals
	605.5	Mediation
Section 606		Classification
	606.1	Classification – Higher Education Employees
M	606.2	Band/Family Appeal Instructions
Section 607		General
	607.0	Application of Human Resource Policy Manual; Compensation and Benefits
	607.1	Legal Representation
	607.4	Sick and Dependent Leave; Family Leave
M	607.4	Faculty Sick and Dependent Leave: Family Leave
Section 608		Employment Contracts
	608.2	NDUS Employees – Non-renewal and Dismissals
M	608.2	NDUS Employees – Non-renewal and Dismissals
	608.3	Professional Staff Compensation
Section 609		Communications Proficiency
	609	Communications Proficiency
M	609	Communications Proficiency
Section 610		Oaths for Teachers
	610	Oath for Teachers
M	610	Academic Oath (form)



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Personnel
Section: 600. Index

PAGE: (3 of 3)

Section 611	Employment Responsibility and Activities
611.1	Employees Responsibility and Activities: Medical Services Plan-UND Medical School
611.2	Employee Responsibility and Activities: Intellectual Property
M 611.2	Online Course Ownership
611.4	Employee Responsibility and Activities: Conflict of Interest
M 611.4	Conflict of Interest
611.5	Employee Responsibility and Activities: Outside Employ. or Consulting Practices; Use of Institution Property
M 611.5	Consulting and Honoraria
611.6	Employee Responsibility and Activities: Confidential Proprietary Information
611.8	Employee Responsibility and Activities: Research on Human Subjects
M 611.8	Request for Employee Information Policy
611.9	Selection of Textbooks and Other Curricular Materials
611.10	Employee Responsibility and Activities: Theft, Fraud and Waste
M 611.10	Employee Responsibility and Activities: Theft and Fraud
Section 612	Faculty Grievances
M 612	Equal Opportunity Grievance Procedures
Section 614	Hazardous Substances Information Program
Section 615	Drug Free Workplace
M 615	Drug Free Schools and Community Policy
Section 616	Career and Technical Program Instructor Certification Standards

NDUS Legal News: Recruitment and Hiring

Pat Seaworth, NDUS General Counsel

Anyone involved in hiring decisions, including search committee members, department heads or administrators must be aware of restrictions on information that may be solicited from job applicants. There are numerous federal and state laws granting protection against discrimination on the basis of race, sex, age, religion, disability or marital status to job applicants. To minimize exposure to discrimination claims by unsuccessful job applicants, every institution should adopt guidelines that instruct persons involved in hiring decisions concerning permissible and impermissible areas of inquiry during pre-employment screening. Furthermore, persons making hiring decisions must be familiar with veteran preference laws.

It is generally understood that employment application forms may not request information concerning applicants' race, sex, age, religion, disability status or marital status. These restrictions also apply to oral interviews and other pre-employment screening. To avoid inadvertent mistakes when asking questions, and to document strict compliance with guidelines, a prepared list of questions, approved by the institution's legal counsel or personnel officer, should be used whenever applicants are interviewed or questioned. All applicants who are interviewed or questioned should be asked the same questions.

Applicants may not be asked their age or birth date, except that you may ascertain whether the applicant is 18 years of age or older. Do not ask about race, color, national origin or native language. Never ask applicants about their religious beliefs or practices or whether those beliefs prevent them from working certain days or hours. However, you may state the regular working days and hours and ask if the applicant is able to work that schedule. Do not inquire about disabilities or health. You may, however, ask whether the applicant can perform the essential job functions with or without a reasonable accommodation. Do not inquire about marital status or children (although the employer's nepotism policy may be stated on the application form). Do not ask for a maiden name (but you may ask whether the applicant has ever used any other name). You may inquire about criminal convictions, but you may not ask about arrests. When inquiring about an applicant's education, do not ask for high school graduation date or dates of attendance at elementary or high school. Do not inquire about political affiliations or union membership.

State law provides that veterans are entitled to preference in hiring for most government positions. The preference does not apply to faculty positions and certain administrative positions. To invoke the preference, the veteran must be a North Dakota resident, must not have been dishonorably discharged, and must submit documentation of active duty service for at least twenty-four months (or completion of the active duty term of services). If the agency does not have an established personnel system, a veteran who meets minimum job qualifications is entitled to absolute preference over all applicants who are not veterans. If the employer has an established personnel system (the NDUS and its institutions have one), a veteran is entitled to a five-point bonus and a disabled veteran is entitled to a ten-point bonus. Under an established personnel system by which applicants are ranked according to exam scores, interviews, and other factors, the person with the highest score is generally entitled to the position, absent "a justifiable cause" for not appointing that person. An exception is that a qualified disabled veteran is entitled to the position, regardless of ranking, absent justifiable cause for not appointing the disabled veteran.

It is very important for everyone involved in soliciting information from job applicants to understand these guidelines. The best method of avoiding mistakes is to distribute guidelines, with a list of permissible questions to be asked of all applicants, to all search committee members and others involved in the hiring decisions.

Reviewed: Fall, 2008

Sponsors: President and Human Resources Administrator

Faculty Interview Seminar

Applicants for a faculty position at Mayville State University who are invited to interview on campus are required to present a seminar as part of that interview. This seminar is intended as an opportunity for the applicant to demonstrate his or her ability to communicate knowledge in the classroom and to employ the techniques he or she would normally utilize in fulfilling that responsibility as a faculty member at a teaching institution. While Mayville State fully supports the other functions of faculty in higher education, teaching effectiveness is our first priority. The guidelines provided below are intended to assist you in preparing for this seminar.

1. All full-time University faculty and other members of the Faculty Association are invited to attend the seminar. Students enrolled in classes offered by the Division are also invited. You can probably expect 15 to 20 faculty, students, and administrative staff to be in attendance.
2. The seminar lecture is expected to last 20 to 30 minutes, although a full hour is set aside for the experience. Some time is also devoted to a question and answer period covering the seminar topic.
3. The seminar topic is developed and approved by the Division faculty and chair, and is appropriate to the time allotted and to the audience involved.
4. The same care and involvement of time for preparation should be given at this seminar as you would devote to class preparation. The seminar is a very important part of our interview process. It should be evident that our primary interest is in the depth and command of knowledge evidenced in the lecture. We are also interested in communication skills and the use of teaching aids. If you have special equipment needs beyond the blackboard, you should inform the Division Chair prior to the seminar.
5. You should also be aware that all faculty and students in attendance will be completing evaluation forms and recommending in the matter of appointment. Primary consideration is given to the recommendations of the discipline and division faculty.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

**MAYVILLE STATE UNIVERSITY
JOB POSTING OPTIONS**

OPENING TYPE	LENGTH OF TIME	PROCESS
<p>Internal Promotion Although the department head has the authority to do internally if the employee meets minimum qualifications, this type of promotion may not be in the best interest of employee relations.</p>	Not Applicable	<ol style="list-style-type: none"> 1. Department head discusses promotion with HR prior to taking action 2. Department completes change form and obtains required signatures. Attaches relevant documentation of rationale for decision.
<p>Internal Posting</p>	5 working days	<ol style="list-style-type: none"> 1. Department head meets with HR to determine whether there is an adequate internal pool of regular employees prior to taking action. 2. Department completes request to recruit with appropriate signatures; sends copy to HR 3. HR posts position internally within the university via e-mail and/or MSU website. 4. Interested candidates submit application to HR. After 5 working days, HR screens applications according to department specifications and sends certified list to department. 5. Department makes selection and completes request to offer. 6. Upon employee acceptance, Department submits change form to HR and Payroll Office with required signatures. Attaches relevant documentation of rationale for decision. 7. If no acceptable internal candidates are found, department may choose to expand search externally.
<p>External Posting</p>	10 working days for all positions.	<ol style="list-style-type: none"> 1. Department head discusses with HR, departmental VP, and VPBA and completes request to recruit with appropriate signatures; sends copy to HR 2. HR posts position on MSU website, and other print/video media as requested by department chair. 3. Interested candidates submit application and criminal history disclosure form to HR. After 10 working days, HR screens applications according to department specifications and sends certified list to department. 4. Department makes selection and completes request to offer. 5. Complete the criminal history recrods check on selected candidates for specified positions. 6. Upon candidate acceptance, department submits change form to HR and payroll office with required signatures. Attaches relevant documentation of rationale for decision.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

INTERVIEW PROCEDURES
Broadband 2000 - Faculty
Please read prior to scheduling interviews.

These procedures have been established to assure compliance with the NDUS equal opportunity , policy each time a new or replacement position is filled. If you have questions, please contact the Human Resources Administrator.

1. Enclosed are copies of the applications for your posted position. Interviews should be conducted for candidates meeting minimum requirements. If a referred candidate is not interviewed, specific reasons must be given for non-selection in regard to the advertised minimum qualifications: indicate on #4 on the Recruitment/Employment Checklist, sign and date.
- *2. When inviting candidates to interview, the question, “Do you need any assistance or accommodation during this interview?” must be asked of each candidate.
- *3. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact the Human Resources Administrator.
4. Complete the Interview Report Form, sign and date, after interviewing each candidate.
5. A criminal history background check must be performed on candidates as set forth in SBHE Policy 602.3 before an offer is made.
6. Meet with the Human Resource Administrator to review the position file. Bring the completed file (applications, Recruitment Employment Checklists, and Interview Reports). After the file has been reviewed and a starting salary confirmed complete the Request to Offer form and have it signed by Dean, Human Resource Administrator, appropriate Vice President, Vice President for Business, and the President.
7. After the signed Request to Offer is submitted to the Business Office contact selected candidate and offer the position.
8. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were not selected for an interview.
9. Identification documents are required (drivers license and social security card or birth certificate) for the federal requirement for verification of employment eligibility. Payroll forms will not be processed and checks will not be issued until this verification has been completed.

* To assure compliance with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

INTERVIEW PROCEDURES

Broadband - Staff

Please read prior to scheduling interviews

These procedures have been established to comply with the NDUS equal opportunity. *North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status or sexual orientation.* If you have questions, please contact Human Resources.

1. All application materials are enclosed for the search committee (at least 3 people) to screen. Complete the enclosed screening activity sheet. The criteria used to screen each applicant is **the minimum and preferred qualifications advertised.**
2. Points are determined for each advertised qualification.
 - Document reasons for point differences.
 - Point value (for Minimums, Preferreds, ND Vet, Disabled Vet) must total 100.
3. Only candidates meeting the advertised minimum qualifications may be considered for the position.
4. After screening, all candidates must be ranked according to total score.
 - Highest total points = most qualified.
 - Qualified disabled ND wartime veterans are ranked #1 and considered the top candidate, regardless of score.
 - **If a qualified North Dakota wartime veteran is in the applicant pool, contact Human Resources before the individuals are contacted for an interview in order to review the screening process.**
 - Invite the top candidates to interview for the position.
 - Conduct reference checks on top candidates, preferably 2 past employers.
- *5. When inviting candidates to interview, the question, "Do you need any assistance or accommodation during this interview?" must be asked of each candidate.
- *6. If you would like the interview questions reviewed by Human Resources prior to interviewing to ensure compliance with employment laws, please contact Human Resources.
7. Complete the **Interview Report Form** after interviewing each candidate (sign and date).
8. Conduct a criminal history background check on selected candidate(s).
9. Meet with the Human Resources Administrator to review the position file. Bring the complete file (resume, Screening Sheet, and Interview Reports) to the meeting.
10. Return the completed **Request to Offer form** with signatures by appropriate Vice President, Vice President for Business, and the President to Human Resources. Offer cannot be made to selected candidate until a completed Request to Offer form is received by Human Resources.
11. After approval, contact selected candidate and offer the position.
12. Department notifies all interviewed candidates of the hiring decision. Human Resources notifies candidates who were *not* selected for an interview.
13. Identification documents are required of a new employee (drivers license and social security card or birth certificate) for the federal requirement for verification of employment eligibility. Payroll forms will not be processed and checks will not be issued until this verification has been completed.

* To comply with the Americans with Disabilities Act (ADA) and other employment laws.

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator



Position Description Instructions

North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. **Call your institution's Human Resources/Personnel Office representative with questions.** This form is available as a Microsoft Word document.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a). Job description;
- b). Job family/band assignment;
- c). Source document for recruitment;
- d). Source document for performance evaluations and employee development;
- e). Source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your institution's Human Resources/Personnel Office, to initiate the job family/band assignment process.

_____ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

_____ Cover memo/statement indicating:

*The applicable reason:

_____ New responsibilities have been added to the existing unit's mission/purpose and assigned

to this position;

_____ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;

_____ Position is in a job family/ band which has been revised by the NDUS Human Resource Council.

_____ Contact person for the process;

_____ Department (up to President) Organizational Chart representing reporting relationship used for the performance evaluations including each employee's:

_____ Name

_____ Functional Title

_____ Position Number

_____ Job Family Name/#

EXAMPLES

Position: Administrative Secretary II/#0000

Duty/Responsibility No: 1		Statement of duty/responsibility: Perform departmental receptionist responsibilities.
Percent of Time: 40%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):		
<ol style="list-style-type: none"> 1. Answer department telephone, relay information or transfer calls to appropriate individuals. 2. Greet visitors, answer questions and/or direct them to appropriate individual(s). 3. Handle daily mail and correspondence for department. 		

Duty/Responsibility No: 2		Statement of duty/responsibility: Perform departmental administrative activities.
Percent of Time: 45%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):		
<ol style="list-style-type: none"> 1. Compose routine correspondence for department chair. 2. Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty. 3. Make travel arrangements for all departmental faculty. 		

Duty/Responsibility No: 3		Statement of duty/responsibility: Assist with department seminars.
Percent of Time: 13%	For ADA compliance, see instruction. Responsibility is: <input type="checkbox"/> Essential <input checked="" type="checkbox"/> Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):		
<ol style="list-style-type: none"> 1. Work at registration table. 2. Assist in scheduling equipment, rooms, refreshments. 3. Handle participant's correspondence and registration materials as needed. 		

Duty/Responsibility No: 4		Statement of duty/responsibility: Work Safely.
Percent of Time: 2%	For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):		
<ol style="list-style-type: none"> 1. Follow safety rules. 2. Help identify unsafe working conditions. 3. Stop co-workers who are working in an unsafe manner. 		

Mayville State University Employee Criminal History Background Checks

1. All applications for employment at Mayville State University, full-time or part-time, and including student applications, must include a signed *Criminal History Disclosure Form*. Any offer of employment is contingent upon the return, review, and verification of the signed form.
2. Formal criminal background checks will be conducted on selected candidates as set forth in NDUS procedure 602.3. Specific positions that will require a formal criminal background check prior to employment on our campus include, but are not limited to: security guards, custodians, resident assistants, coaches, child care providers, counselors and lifeguards. In addition, any position where responsibilities include carrying a campus master key and/or direct interactions with children will be subject to a formal criminal background check.
3. A criminal background check may be conducted on a candidate for any position, depending on information reported on the *Criminal History Disclosure Form*.
4. When the department which owns the hiring search receives a *Criminal History Disclosure Form* that reports a conviction, he/she must consult with the Vice President of Business Affairs (for a staff position) or the Vice President of Academic Affairs (for a faculty position) regarding appropriate action.
5. Possessing a criminal history is not an absolute bar to employment. A determination will be made based on the type of conviction, the date the conviction occurred, and the relevance of the conviction to the position the applicant is seeking. An offer may be withdrawn as a result of these considerations.
6. The *Criminal History Disclosure Form* will be kept in the applicant's file.

Adopted: Spring, 2009

Reviewed: April 20, 2011

Revised: May 4, 2011

Sponsor: Vice President for Business Affairs

Faculty Selection and Appointment Procedures

Phase I - OPENING THE POSITION

1. The division chair must obtain approval to initiate a search from the VPAA by filling out a request to recruit form and acquire the required signatures.
2. The division chair appoints a search committee and the search committee chair is selected at the first committee meeting.
3. Search committee members develop screening materials, position requirements, guidelines.
4. These materials are then forwarded to the VPAA and HR for approval.

Phase II - ADVERTISING POSITION

1. Position ad is sent by the HR Office to:
 - a. Fargo Forum - Sunday Edition - once
 - b. Grand Forks Herald - Sunday Edition – once
 - c. Traill County Tribune – Weekly Edition - once
 - d. ND Job Service
 - e. MaSU website
 - f. Online version of the Chronicle of Higher Education, as appropriate.

Phase III - REVIEW OF CANDIDATES

1. Candidate application materials are received and reviewed in the HR office.
 - a. Applicants who do not send the required materials as stated in the advertisement will not be reviewed.
 - b. The search chair may request to see all original application materials by making an appointment with HR.
2. Pre-screening of candidates is completed by the HR office and the candidate files which meet the minimum requirements are forwarded to the search committee chair.
3. Search committee screening process:
 - a. The search committee applies points to minimum and preferred requirements (preference is 100 pt scale)
 - b. The committee ranks candidates using the established points system
 - c. Using screening grid, the search committee will narrow the field to a reasonable number of candidates.
 - d. The committee selects up to 3 top-ranked candidates to be invited for an interview.
 - e. Reference check is completed
4. The search committee will determine candidate travel reimbursement, if applicable, and seek approval from the VPAA.

Phase IV - INTERVIEW PROCESS (on-campus Visit or Phone Call)

1. Candidate(s) are invited for interviews/seminar on campus by search committee chair.
2. The search committee determines questions for candidate interviews.
3. Candidate interview/seminar schedule is set up and distributed by the search committee chair.
4. Search committee chair and members coordinate and participate in the interview process.
5. Search committee keeps detailed documentation of all meetings and prepares recommendations.
6. Search committee chair provides the top ranked candidates to the VPAA.
7. VPAA consults with the President on the candidate choices.
8. Request to offer form is prepared by the VPAA with the following information in consultation with the division chair:
 - a. Pay – Depends on degree and experience.

- b. Rank – Determined by prior teaching experience, rank held at another institution of higher education, and degree.
 - c. Granting of years toward tenure – Cautious, conservative, based on the individual. Consider prior teaching experience and progress toward a terminal degree.
9. Request to offer form is circulated for required signatures.
 10. HR office notifies the search chair when all signatures have been obtained.

Phase V - HIRING PROCESS

1. The VPAA or designee extends offer to selected candidate.
2. If candidate accepts:
 - a. VPAA is notified of the candidate's acceptance and a letter of acceptance is sent to the candidate for their signature.
 - b. President's office initiates a letter of appointment/contract.
 - c. A letter is sent to all other candidates by the HR office.
3. If candidate declines:
 - a. The search committee can reconsider the candidates. Return to the search committee process (Phase III #3)
 - b. If the appropriate candidate is not found, the search committee returns to advertising the position (Phase II).

Phase VI – CANDIDATE BACKGROUND CHECK

1. A criminal history background check must be performed on faculty candidates as set forth in SBHE Policy 602.3 before an offer is made.
 - a. Positions which require a master key to the university including dormitory buildings.
 - b. Positions which involve direct contact with children.

Phase VII - CANDIDATE ANNOUNCEMENT

1. An e-mail announcement is sent to all faculty/staff regarding the new faculty appointment.

Phase VIII – CANDIDATE ON-BOARDING PROCESS

1. Professional development coordinator and academic division will prepare orientation/training schedule prior to the new faculty member start date.
2. Professional development coordinator will contact the new faculty member to set up orientation.
3. Obtain MaSU electronic connectivity prior to the start date by filling out an early employee ID request form:
 - a. E-mail: Payroll and benefits coordinator e-mails ITS with a request to create the new employee e-mail.
 - b. Moodle Account: Professional development coordinator requests a Moodle account (if applicable) from the instructional technology team and arranges a Moodle training session.
 - c. ConnectND: Professional development coordinator assigns ConnectND data privacy training and notifies ITS upon employee's completion of the training.
 - d. ConnectND Passwords: Division chair e-mails ITS requesting permission levels to be assigned to the new faculty member.
4. Division Chair submits instructor and course information to Academic Records.

Credentials will be on file for a period of three years; then they will be destroyed.

Adopted: Fall, 1997

Reviewed: Spring, 2012

Revised: March 19, 2012

Sponsor: Vice President for Business Affairs

Employer-Employee Relationship - Payment for Services

POLICY:

According to the Internal Revenue Service, the State of North Dakota is required to withhold payroll taxes on compensation paid where an employer-employee relationship exists.

PROCEDURES:

All payments for services where an employer/employee relationship exists will be processed on a *Mayville State University Adjunct Faculty/Part-Time Faculty/Workshops Appointment Form & NDUS HRMS Change Form*. This will include payments to current staff and faculty members providing services to other university departments where an employer/employee relationship exists. Payments to individuals for services such as guest lecturer, discussion leader, etc., including appropriate travel reimbursements, may be processed on a *Request for Payment* through the Business Office provided:

1. The individual is **not** currently employed by the university.
2. The individual has **not** been employed during the calendar year.
3. The individual is receiving a one-time total payment for these services.

Please use the “IRS 20 Factor Questions” to determine if an employer-employee relationship exists.

Approved: July 19, 2004

Reviewed: Fall, 2008

**Sponsors: Vice President for Academic Affairs
Director of the Traill County Technology Center**

Consensual Relationships

1. CONSENSUAL RELATIONSHIPS that are of concern to Mayville State University are those romantic or sexual relationship in which both parties appear to have consented, but where there is a definite power differential within the University between the two parties. These relationships are of concern for two reasons:
 - a. First, there is a potential conflict of interest when individuals evaluate the work or academic performance of other individuals with whom they have intimate relationships. It is a generally accepted ethical principle in our society that one avoids situations in which one makes official evaluations of relatives, family members, spouses, or other persons with whom one has an intimate relationship. Such a relationship combined with a responsibility for evaluation is considered a conflict of interest. In a university, examples of such evaluations are the assignment of grades, and participation in decisions to hire, retain, promote, discipline or determine salaries.
 - b. Second, any relationship involving a power differential has the potential for serious consequences because the relationship may exist only as a result of the power differential. This may lead to sexual harassment charges at a later time.
2. Consenting romantic and sexual relationships between *instructor* (meaning all who teach at the University--faculty members, other instructional personnel, and graduate or undergraduate students with teaching, advising, or tutorial responsibilities) and *student* (meaning any person studying with or receiving advising from the instructor); between *supervisor* (meaning any person in a position of authority over another--to hire and fire, to grant raises and oversee task performance) and *employee* (meaning any person working for the supervisor); and between *employee and student* (where there is an instructional advisory, or an employment relationship between them) have the potential for extremely serious consequences and ought to be avoided. This list is not all-inclusive, but gives examples of the types of relationships that are covered by this policy.
3. Codes of ethics for most professional associations forbid professional-client sexual relationships; the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, and recommendations for further study and future employment may greatly diminish the student's actual freedom of choice concerning a romantic or sexual relationship.
4. Because of the possible difficulties associated with the power differential and because of potential conflicts of interest, Mayville State University discourages all such consensual relationships. However, if a romantic or sexual relationship exists or develops between individuals having a power differential within the University, the person with greater power shall report it to an appropriate supervisor. For example, an instructor shall report the matter immediately to the department chair; a teaching assistant shall report it to the professor in charge of the course; and an employee shall report it to his/her supervisor.

In each case, the administrative supervisor shall make suitable arrangements for the objective evaluation of the students, employees, or prospective employee's academic or job performance and for the protection of individual and University interest.

5. All instructors, supervisors, and other employees should understand that there are substantial risks in consenting relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. An instructor's or supervisor's protection under state law and representation by the Attorney General may not apply because such relationships may be outside the scope of one's employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to prove where a power differential exists. Even relationships in which there is no direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student's or employee's instruction or evaluation.

Revised: Spring, 2009

Sponsor: Vice President for Business Affairs

Sexual Violence Policy

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

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

I. Definitions and Scope

- A. **Sexual Violence**—any kind of sexual contact that occurs against another person’s will. No consent or permission is given. Examples include, but are not limited to: unwanted oral, vaginal, or anal penetration. Acquaintance/ date rape. Stranger rape. Marital rape. Incest. Same sex assault. Legal definitions may include sexual penetration between persons or the insertion of hand, finger, or physical objects into another person’s body.
- B. **Relationship violence**—Use of physical harm, bodily assault, or the threat of harm between dating partners. Examples include, but are not limited to: Hitting, grabbing, pushing. Breaking or throwing objects in the presence of a partner. Name calling, swearing, and excessive criticism. Excessive jealousy. Threats of violence. Blaming. Accusations of ‘sleeping around.’
- C. **Stalking**—Unwanted, intentional contact, advances, or obsessive behavior toward another person that frightens, intimidates, or harasses that person. Examples include, but are not limited to: Threatening, obscene, and/ or unwanted phone calls or emails. Following a student, staff, faculty, or campus visitors from class to class, work. Giving someone unwanted gifts. Creating a feeling of fear.
- D. **Sexual Harassment**—Any unwelcome attention of a sexual nature that interferes with work or learning. Conduct that creates an intimidating, hostile, or offensive environment. Examples include, but are not limited to: Insults, pressure to have sex for promotion or good grades. Rating another person’s body. Unwelcome touching. Sending sexual messages via email, phone, or mail. Spreading rumors about a person’s sexuality. Sexually explicit jokes or comments at school or work.
- E. **Scope**—This policy pertains to students, staff, faculty, groups, and persons who frequent the campus grounds and attend University sponsored events.

II. Reporting procedures

- A. A victim of sexual violence can report a crime or incident and/ or file a complaint to the Vice President of Student Affairs and Institutional Research, Vice President of Business Affairs, Vice President of Academic Affairs, Director of Housing, Human Resources Administrator, or Director of Counseling and Career Development. Contacting any of the above individuals does not require filing a complaint or report. The discussion will be kept confidential if this is what the victim wants. Anonymity will be protected as far as possible.
- B. If the victim chooses, administration will notify law enforcement, and if needed, a victim’s advocate. The victim will be encouraged to seek medical treatment, preserve evidence, and contact available resources. While victims are encouraged to make a report and file a complaint, it is his/ her choice. The victim may determine whether campus officials shall continue with its own judicial process solely, or along with criminal prosecution. It should be noted that Mayville State University has a lesser standard of proof than legal criminal proceedings.

III. Disciplinary Action and Hearing Rules Relevant to Students

- A. Students who commit sexual violence can be disciplined for violating the Student Code of Conduct. The alleged student offender may choose whether to have the complaint heard and acted upon in an Administrative Hearing conducted by the Campus Conduct Officer or in a formal hearing in front of the Conduct Sub-Committee. If the Conduct Officer or the Conduct Sub-Committee finds there is sufficient evidence to support the complaint, sanctions will be imposed, up to and including, suspension and expulsion. See Student Code of Conduct for possible sanctions.
- B. Although college disciplinary proceedings must be conducted in accordance with basic rules of due process, they do not follow the same rigid procedures as criminal cases. Discipline may be imposed upon a finding of probable violation of school rules, rather than under the higher standard of guilt beyond a reasonable doubt. The intention of the Code of Student Conduct is to meet the needs of the victim, and at the same time, lead to changes in the perpetrator's behavior, and to make amends for his/ her behavior.
- C. Victims have the right to prompt response from Mayville State University to assist with the options he/ she chooses. A victim of an assault has the right to request a change in residence and/ or assistance in academics, if the situation and the university faculty deem it necessary.
- D. The victim of an assault has a right not to be prosecuted for lesser offenses that may have occurred near the time of an assault. For example, an underage student is drinking at the time of an assault, he/ she can report the assault without fearing the consequences of underage drinking.
- E. Hearing Rules Specific to Sexual Violence Allegations
 - 1. The accusing student may choose to give testimony in the presence of the accused student and the Conduct Board at the hearing. As an alternative, the accusing student may choose to give testimony before the Conduct Board in private session, which testimony shall be recorded and played to the accused student.
 - 2. The accusing student may be present throughout the hearing, except for private deliberations of the Conduct Board.
 - 3. Information regarding the accusing student's and accused student's past sexual history will not be allowed at the hearing except as it pertained specifically to each other.
 - 4. The Conduct Board may consider the results of any police investigation pertaining specifically to the case.
 - 5. In case of finding guilt, and prior to sanction deliberations, the Conduct Board may consider information pertaining to prior criminal convictions or findings of guilt in other University disciplinary proceedings.
 - 6. The accusing student and the accused student are entitled to have others present during disciplinary proceedings.
 - 7. The accusing student and the accused student shall be informed of the outcome of disciplinary proceedings.

IV. Information for faculty and staff

- A. Harassment on the basis of sex is a violation of Sec. 703 of Title VII (Civil Rights Act of 1964). Mayville State University's commitment to equal opportunity includes an assurance to its employees and students that they will not be subjected to sexual harassment.
- B. Students or employees concerned about violations of the Mayville State University sexual harassment policy should request assistance from any of the following:

Steven Bensen, HR Administrator
Affirmative Action Officer
Main Building, Room 110
Ph. 788-4760

Ray Gerszewski
VP for Student Affairs and Institutional Research
Main Building, Room 107
Ph. 788-4770

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

V. Educational Programs

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

AREA RESOURCES

Counseling and Career Development Office	(701) 788-4772
Rape and Abuse Crisis Center	(800) 344-7273
Abuse and Rape Crisis Line	(888) 746-8900
May-Port Police Dept.	(701) 788-2555
Traill Co. Sheriff's Dept.	(701) 636-4510
Union Hospital	(701) 788-3800
Student Health/Wellness Office	(701) 788-4865
Human Resources Administrator	(701) 788-4761
Vice President of Student Affairs & Institutional Research	(701) 788-4770

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Anti-Harassment/Hostile Work Environment

Mayville State University is committed to providing a climate, which fosters respect for students, staff and faculty as well as others who participate in programs and activities at the University. As part of that commitment, MSU prohibits harassment based on gender, race, color, religion, national origin, age, disability, sexual orientation, or protected activity (such as reporting alleged harassment or providing information related to a grievance).

Such harassment may include any activity that creates fear, intimidates, or in some other way over burdens or precludes an employee from reasonably performing his or her work.

Individuals experiencing harassment shall make it clear that such behavior is offensive and unwanted. If this doesn't resolve the problem, the appropriate supervisor must be notified. Supervisors are expected to resolve this situation by: 1) referencing this policy, or 2) more direct disciplinary actions if necessary.

Hostile Work Environment harassment **will not be tolerated** by Mayville State University. Disciplinary action can and will be taken against any employee who engages in such harassment. An individual making a false accusation may also be subject to disciplinary action.

Anyone who feels she/he has been subjected to prohibited harassment is encouraged to report the situation before it becomes severe or pervasive. Individuals may make a report to the Director of Equal Opportunity, the University's VP for Business Affairs, the Office of Human Resources, Counseling Office, or an appropriate administrator.

Reviewed: Fall, 2008

Sponsor: Human Resource Administrator

Workplace Violence

Violence, threats, intimidation, and other disruptive behaviors **will not be tolerated**. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include, but is not limited to, oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm or acts of violence against person or property.

If you observe or experience such behavior by anyone on MSU property, or while working off-site, report it immediately to a supervisor. The Office of Human Resources and/or the Office of Counseling are available to provide advice on such issues. Threats or assaults that require immediate action by law enforcement should be reported first to 9-911.

Reviewed: Fall, 2008

Sponsor: Human Resource Administrator

Equal Educational Opportunity Policy Statements

Mayville State University is committed to providing equal education and employment opportunities to all persons, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts. Mayville State does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, physical or mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited.

Mayville State University does not discriminate in the recruitment, admission, or treatment of students with documented disabilities. Mayville State makes accommodations to the greatest extent possible to ensure that the academic program is accessible to all students with disabilities.

More specifically, Mayville State University abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106, and 104, respectively).

Inquiries concerning compliance may be directed to Mayville State University's Equal Opportunity Officer, Main Building 110, 330 Third Street NE, Mayville, ND 58257 or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

NOTE: Mayville State University Faculty, Staff and disabled student should be aware that federal law under Section 504 requires that:

- A. Students with disabilities must be offered equal opportunity to participate in and benefit from all post secondary education programs and activities, including education programs and activities not wholly operated by the institution.
- B. All programs and activities must be offered in the most integrated setting possible.
- C. Academic requirements must be modified, on a case by case basis, to afford qualified students with disabilities and applicants an equal educational opportunity. For example, modifications may include changes in the length of time permitted for completion of degree requirements. However, academic requirements that are essential as demonstrated by the institution will not be regarded as discrimination.
- D. The institution may not impose rules that have the effect of limiting the participation of a student with a disability in an education program or activity (e.g. prohibiting tape recorders in classrooms or guide dogs on campus).
- E. Students with a disabling condition in sensory, manual or speaking skills must be provided with auxiliary aids such as taped tests, interpreters, readers, or adapted classroom equipment.
- F. Students with disabilities must have equal opportunity to benefit from financial assistance. The institution may not, on basis of disability, provide less assistance than provided for non-disabled persons, limit eligibility for assistance, or otherwise discriminate.
- G. Students with disabilities must have equal opportunity to benefit from programs that provide assistance in making outside employment available to students. An institution that employs any of its students may not discriminate against students with disabilities in such employment.

- H. Students with disabilities must be provided counseling and placement services in a nondiscriminatory manner. Specifically, qualified students with disabilities must not be counseled toward more restrictive career objectives than are non-disabled students with similar interests and abilities.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

The following policy will be followed in making any appointment to a payroll position for which the individual will receive fringe benefits. Affirmative action efforts are undertaken to ensure that qualified minority, female and candidates with disabilities are included in the applicant pool.

1. If the appointment is more than 17.5 hours per week or more and the expectation is that the appointee will serve for more than one year, the position shall be announced through the appropriate recruiting policy (faculty/staff).
 - 1.1 When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by the Reduction in Force policy) a supervisor, in consultation with the appropriate Vice President, may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. Procedures will be the same as for external searches.
2. Recruitment for all full-time, benefited administrative, academic and professional classified staff positions (1000, 2000, and 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to the search committee. The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Director of Equal Opportunity (faculty) or the Director of Human Resources (classified staff), depending on the type of position, shall be considered an ex-officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.
3. Although the department heads are encouraged to announce any position throughout the University that offers an important promotional opportunity to employees in other departments, the formal position announcement procedures shall be optional in the following cases:
 - 3.1 Time slip employment, which is not identified as a payroll budget appointment.
 - 3.2 The transfer or promotion of an employee within a department or office provided that the employee is fully qualified for the new position and was originally hired through a competitive search.
 - 3.3 The transfer of a faculty member from special appointment status to a probationary appointment provided that he or she had secured the special appointment on a competitive basis.
 - 3.4 A reassignment of duties on a part-time basis, including any appropriate change in title, which does not result in more than a 10% salary increase, a change of more than 50% of the original duties, or the creation of a position vacancy.
 - 3.5 The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to exceed one year, while a search is being conducted for a permanent appointee.
 - 3.6 When there is a concurrence by the hiring department, reassignment due to:
 - a) an injury resulting in worker's compensation award and subsequent retraining, or
 - b) reduction-in-force.

- 3.7 With prior approval, the *temporary* appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This *temporary* appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.
- 3.8 At the time a new employee is hired or within the first year of employment, the appointment of the employee's spouse/partner to a position for which the spouse/partner is fully qualified.
4. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations that prohibit discrimination on the basis of race, color, religion, national origin, sex, disability, age or Vietnam Era veteran status or sexual orientation. In addition all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to equal opportunity.
5. Exceptions to this policy may be authorized by the President. The request for an exception will be made by the appropriated vice president after consultation with the University's Director of Equal Opportunity and the director of the unit involved.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Appointments, Rank and Tenure

Persons joining the faculty for the first time are considered to have attained faculty status when they have concluded relevant contractual arrangements including tenure status with the University.

- A. Appointments to the faculty** are made by the President of the University upon recommendation of the Vice President for Academic Affairs in consultation with the appropriate Division Chair, discipline and other faculty. Processes and procedures involved in the selection and interviewing of prospective faculty candidates are developed and implemented by the Vice President for Academic Affairs in consultation with the Division Chair, and are approved by the President.
- B. Initial appointment to the faculty** shall be made at a rank consistent with the level of preparation (earned degrees) and teaching or other related academic experience, recognized and relevant certification, significant life skills. Appointments to the faculty of the University are probationary, tenured, or special, as outlined in SBHE policy 605.1. The initial appointment also indicates whether or not the position is tenure eligible and the number of years (if any) that are credited towards earning tenure. The University may credit up to three years in transfer toward tenure from full-time service at other institutions. A determination with respect to the number of years of experience accepted in transfer from other institutions of higher education will be made at the time of the initial appointment. Any previous service credited towards tenure must have been fulltime service at the rank of instructor or above.

C. Tenure or Permanent Appointment

The purpose of tenure as defined by the State Board of Higher Education is to assure both academic freedom (NDUS Policy 605.1) and a degree of economic security (NDUS Policy 605.3) to make the academic profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are extremely important to the success of an institution in fulfilling its obligations to its students and to society. Succession to tenure is not automatic. Tenure eligible faculty will be granted tenure only after demonstrating that they qualify via the process of evaluation of the Division Chair, the Tenure, Promotion and Awards Committee, the Vice President for Academic Affairs, the President of the University, and the Board of Higher Education as shown below.

D. Eligibility

Tenure may be granted by the Board of Higher Education, upon appropriate recommendations, to any full-time tenure track faculty member with the rank of Instructor or above. The faculty member must have completed six years of full-time service to Mayville State University at the rank of Instructor or above. Faculty members are to apply for tenure in their sixth year to become effective in their seventh year. For faculty transferring in previous credit towards tenure, the combined years (number of credited years plus the years employed at Mayville State University) must total six.

E. Procedures

The respective Division Chair shall inform the eligible faculty member for tenure that his/her application is due, and arrange a meeting between the faculty member and the administrative Assistant to the Vice President of Academic Affairs by October 1st. Completed applications are submitted to the Vice President for Academic Affairs by December 1 for consideration by the Tenure, Promotion and Awards Committee. If tenure is granted, it will become effective the following academic year in the fall.

It is the responsibility of the Vice President for Academic Affairs to assure that all non-tenured faculty members who are eligible for tenure are thoroughly reviewed for tenure at least six months before such faculty person begins his or her seventh year of service to the University, such service to include any transfer credit from other institutions of higher education. In the absence of any determination of transfer years prior to the approval of this document, it will be assumed that no full-time service at other institutions of higher learning was accepted in transfer.

F. Criteria

Decisions on the awarding of tenure shall be made on the basis of criteria which shall be relevant to measuring or determining a candidate's qualifications and shall include appropriate consideration of:

- Critical peer appraisal from within and outside the candidate's specific discipline;
- Critical appraisal of the candidate's performance by the Division Chair;
- Evidence of outstanding teaching including evaluations by students; In addition to these criteria, consideration will be given to involvement since time of first appointment to as many of the following possible:
 - Grants, and fellowships;
 - Evidence of research, publications, and creative endeavors;
 - Advanced study, participation in institutes or other professional development;
 - Services to the academic community;
 - Services to the area, state, region, and nation;
 - Community activities;
 - Leadership roles in any of the above.

G. Additional Tenure Notes

- Permanent initial appointment (with tenure) may be made by the Board of Higher Education when such an action is in the best interests of the University. In all other cases, tenured appointments must be recommended by the Tenure, Promotion and Awards Committee, the Vice President for Academic Affairs, and the President before conferral by the Board of Higher Education.
- If a faculty member was tenured before entering the field of administration within the University, that person shall continue to hold rank and tenure while in administrative duties. If he or she was not previously tenured, the time spent in administrative duties will not be automatically counted toward tenure. Administrative Officers of the University are not eligible for tenure in their administrative roles.
- During the term of probationary service, a faculty member is to enjoy the same academic freedom as that enjoyed by the tenured faculty.
- Under some conditions, e.g., special projects, etc., the University may employ faculty personnel whose appointments are coterminous with the project and, therefore, outside of the University's tenure policy.

H. Definition of Regular Faculty Ranks

There are four basic regular academic ranks: Instructor, Assistant Professor, Associate Professor, and Professor and an individual may apply for promotion and tenure at the same time. Minimal requirements are as follows:

1. Instructor

Although master's degree is ordinarily required, in situations where other educational experiences and/or professional experiences are as appropriate as formal academic work, this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

2. Assistant Professor

Although the Ph.D. or terminal degree in the field is ordinarily required, in situations where other educational experiences and/or professional experiences are as appropriate as formal academic work, this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

3. Associate Professor

Five years in rank as an Assistant Professor is expected for promotion to Associate Professor. Faculty in their sixth year as an assistant professor, are encouraged to apply for promotion that, if awarded, would be effective in the following academic year. Although an earned doctoral degree or the terminal degree in the field and demonstrated excellence in college teaching are ordinarily required, in situations where other professional experiences are as appropriate as a terminal degree this rank may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

4. Professor

Five years in rank as an Associate Professor is expected for promotion to Professor. Faculty in their fifth year as an associate professor, are encouraged to apply for promotion that, if awarded, would be effective in the following academic year. The rank of Professor shall be limited to persons with the terminal degree and an outstanding record or demonstrated excellence in teaching and/or research. For faculty without a terminal degree, if other professional experiences are as appropriate as a terminal degree, promotion to Professor may be granted. The discipline faculty and the Division Chair must describe the other educational experiences that are appropriate.

I. Procedures and Guidelines for Promotion

1. *Promotion is awarded in recognition of special achievement, excellent performance, and outstanding service to the campus and community, but is not automatic.* Decisions concerning promotions within the faculty rest with the President of the University who acts upon the advice of the Vice President for Academic Affairs once he or she has considered the recommendations of the Tenure, Promotion and Awards Committee.
2. Applications for promotion are initiated by the faculty member seeking advancement in rank. Such applications must be fully documented and submitted through the Vice President for Academic Affairs for consideration by the Tenure, Promotion and Awards Committee. Although the Vice President for Academic Affairs participates in Tenure, Promotion and Awards Committee considerations concerning promotion, he or she does not vote in those decisions and is required to make a separate recommendation to the president relative to each application for promotion. Candidates seeking early promotion must demonstrate why their achievements merit

early promotion.

3. In evaluating faculty for promotion in rank, all concerned will consider at least the following:

- Evidence of outstanding teaching including evaluations by students;
- Critical peer appraisal from within and outside the candidate's specific discipline;
- Critical appraisal of the candidate's performance by the Division Chair;
- In addition to the above essential criteria, consideration of as many of the following possible will be given:
 - Lists of grants and fellowships;
 - Evidence of research, publications, and creative endeavors;
 - Advanced study, participation in institutes, or other professional development;
 - Services to the academic community;
 - Services to the area, state, region, and nation;
 - Community activities;
 - Leadership roles in any of the above.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Faculty Senate

Guidelines for Promotion/Tenure Applications

Persons applying for promotion/tenure are advised to review the relevant section of the University Policy Manual. Documentation should be addressed to the Tenure, Promotion & Awards Committee prior to December 1st and is to be submitted through the Office of the Vice President for Academic Affairs. Faculty applicants should work with the VPAA to identify the materials that are to be submitted in support of the application. When applications are complete, the VPAA will inform the Chairman of the Tenure, Promotion & Awards Committee that the materials are ready for review by the Committee.

Applications for promotion/tenure shall include the following:

1. A letter of application which should include a rationale supporting the request and any extenuating circumstances which support the application;
2. A current vita which shall include documentation relevant to items listed in MSU policy M605.1.1 of the University Policy Manual;
3. At least three recent letters of recommendation including at least one from:
 - a. The Chairman of the Division wherein the primary appointment of the application resides;
 - b. A peer (faculty member) within the discipline or a member of the Division where there is no other discipline faculty member;
 - c. A peer (faculty member) from outside the applicant's discipline.
4. Other documentation shall include:
 - a. The student evaluations of the applicant contained in the confidential dossier in the Business Affairs Office for the last five years and any reaction of the applicant to these evaluations.
5. Current transcripts; and,
6. In the event any applicant for promotion does not hold the earned required degree for any rank, the applicant and the Division Chairman must make a specific attempt to identify other educational experiences and/or professional experiences that are as appropriate as formal academic work.

Those persons applying for tenure will provide the information requested above plus the additional information requested below. Those persons applying for promotion need only to complete items 1-6.

7. Tenure applicants also provide:
 - a. An additional letter of recommendation from a peer within Mayville State University; and
 - b. Any additional documentation supportive of the application.

Reviewed: Fall, 2008

Sponsors: Vice President for Academic Affairs and Tenure, Promotion & Awards Committee

Faculty Evaluations - Evaluations by Students

The evaluation of teaching faculty required by current policy encompasses three separate areas:

1. Evaluation by Students,
2. Self-Evaluation (Supplemental Data Report), and
3. Evaluation by Division Chair.

Evaluation by Students

In 1974, the Faculty Association approved the use of the Student Evaluation Guide. A faculty committee with representation from the administration and the student body developed the original instrument. Ad hoc committees periodically revise the instrument in order to improve its effectiveness. While the primary function of this evaluation is teacher improvement and development, results are also considered in making administrative personnel decisions.

1. The evaluation is conducted as follows:
 - a. Probationary, special contract, adjunct, and part-time faculty will have two classes evaluated per semester plus one distance course evaluated if part of the course load.
 - b. Tenured faculty will have one class evaluated per semester with one distance course evaluated per year if part of the course load.
 - c. Faculty at their discretion may evaluate additional classes, but must conform to evaluation policies if they want these materials made part of their permanent file.
 - d. Classes subject to evaluation include those classes taught during the academic year including fall and spring semesters. Classes may be evaluated during the summer sessions as deemed appropriate by the Division Chair. Division Chairs will provide a list of faculty and their courses that will be evaluated by the second Friday of the semester or session.
 - e. Classes to be evaluated will be identified by the faculty member with agreement by the academic division chair.
2. Three weeks prior to the end of the semester, instructors who are to be evaluated will be provided that the evaluation is available for all students.
3. The evaluation will be released by the instructor at a convenient time prior to the end of the semester or course. The faculty member will determine if the evaluation will be administered during a regular class period or at the leisure of the student. The completed evaluations will be delivered electronically to the Office of the Vice President for Academic Affairs.
4. A set of specific directions will accompany the evaluation in the interest of facilitating the procedure and maintaining confidentiality and uniformity of survey administration.
5. A composite summary of student responses for each course evaluated will be reviewed by the Vice President for Academic Affairs and will be available to the Division Chair, and to the faculty member after final grades for the semester or course have been assigned. Written responses by the faculty member may be appended to the course evaluation summary if so desired. The course evaluation composite summary will become a part of the dossier of each faculty member in their HR campus personnel file.

Adopted: 1974

Reviewed: Spring, 2011

Revised: August 22, 2011

Sponsor: Vice President for Academic Affairs

Self-Evaluation/Supplementary Data Forms

Each member of the faculty makes an annual report which supplements the cumulative record in the faculty dossier and provides data which will be used in making recommendations for salary increases, promotion and tenure decisions, sabbatical leaves and other personnel decisions. Two copies of the report are to be filed electronically: one with the Division Chair and one with the office of the Vice President for Academic Affairs on or before the last Thursday of March each year. These reports include, but are not limited to, any of the following that are possible or appropriate:

1. Improvement of scholarly qualifications;
2. New academic or other professional duties and responsibilities;
3. Teaching and instructional duties;
4. Special responsibilities
5. Research - individual and cooperative;
6. Publications;
7. Honors and recognition received;
8. Academic and professional services and recognition off-campus;
9. Memberships in learned societies, academic organizations, and professional organizations;
10. Community service - state and local.

An Amplified description of the above criteria is available in the Office of the Vice President for Academic Affairs.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Evaluation by Division Chair

The division chair's evaluation of faculty is carried out by the close of spring semester each academic year and the chair will have at least one conference each year with each regular faculty member to discuss this evaluation. First year faculty will have two evaluations conducted: one evaluation by the close of the fall semester and one evaluation by the close of the spring semester. Division Chairs may visit classes of discipline faculty for purposes of evaluating for promotion, tenure, and teaching improvement. The evaluation is reviewed by the Faculty member and the Division Chair with the opportunity for the faculty member to comment and sign. These evaluations are sent to the Office of the Vice President for Academic Affairs for inclusion in the dossier. Chair evaluations are expected to deal in as much detail as possible with information included in the following guidelines:

1. Overall contribution to program, planning and development;
2. Time and quality of student advising;
3. Availability to students;
4. Effectiveness in completing assigned division duties;
5. Student response to classroom preparation and performance;
6. Adherence to the faculty approved course description;
7. Record of meeting classes according to published schedule and making arrangements for missed classes;
8. Overall rating of contribution.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsors: Vice President for Academic Affairs and Division Chairs

Standing Committee on Faculty Rights

Purpose:

The Standing Committee on Faculty Rights is the formal hearing committee for faculty grievances regarding issues of academic freedom, tenure, academic appointments, and dismissal as outlined in SBHE policy 605. The chair is elected annually by the membership from among their own number.

Membership:

The membership of the committee shall consist of five tenured members of the Faculty Association, one from each division, serving five-year terms at staggered intervals. Each division shall elect their respective member. If an academic division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative until a member of the unrepresented division is eligible or the five-year term is fulfilled. Division chairs, administrative officers, staff, and students are not eligible to serve on this committee.

Procedures:

The North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process determines the duties of this committee.

Meetings:

As necessary.

Revised: Spring, 2009

Sponsors: Vice President for Academic Affairs & Faculty Association

Financial Exigency

- A. Upon approval by the Board of Higher Education, an institution may terminate an appointment with tenure at the end of a contract period based on demonstrably bona fide financial exigency. (SBHE policy 605.3, section 6)
1. Faculty participation is required in accordance with the following procedures. (SBHE policy 605.3, section 7)
 - a. The Curriculum Committee will study academic parameters involved in the potential decision of which department(s) will be affected. This Committee forwards its report to the Committee on Finance and Plant, which will study the academic variables in light of the financial data and make a recommendation to the Vice President for Academic Affairs.
 - b. Once the department(s) in which the termination(s) are to occur have been determined, a committee comprised of the Vice President for Academic Affairs, one faculty member from each Division involved elected by the faculty of that Division, a faculty member elected by the Tenure, Promotion and Awards Committee from among its own number, and one faculty member from an unaffected Division which is designated by the other elected faculty and who is elected by the faculty of that Division will determine which faculty are to be separated. The decision of this Committee, along with any supporting data, will be forwarded to the President for final decision and action.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

BAND/JOB FAMILY APPEAL INSTRUCTIONS

- Appeal forms are available from the campus Office of Human Resources.
- The North Dakota University System Broadbanding information is available at: www.nodak.edu/broadbanding. The appeal should specifically address how the position's duties/responsibilities match the proposed band/job family specification.
- The completed appeal form must be received in the campus Office of Human Resources no later than 30 days from the date on which the band/job family decision was mailed or e-mailed.
- When the campus Office of Human Resources receives an appeal, they may reconsider their decision based on the additional information received from the appellant and the supervisor.
- If the appeal is unresolved, the campus Office of Human Resources will notify the chair of the HRC, who will facilitate the assignment of an appeal audit team from the HRC members. The campus Office of Human Resources will distribute the appeal documents to the chair of the HRC within 30 days of receiving the appeal form from the supervisor.
- A time is scheduled for the audit team to review the position with the appellant, the immediate supervisor, and the campus Office of Human Resources, including a review of the work site and clarification of the position's duties/responsibilities and tasks.
- The audit team will consider the applicability of all North Dakota University System bands/job families to the position, not only those previously discussed/considered.
- The audit team acts upon the appeal within 45 days of appointment and provides a written decision to the appellant/supervisor and the institution. This is the last step in the band/job family appeal process.

Established: March 2, 2005

Reviewed: Fall, 2008

Sponsor: Human Resources Administrator

Faculty Sick and Dependent Leave: Family Leave

SBHE Policy 607.4 directs campuses to adopt policies governing paid sick or dependent leave for faculty. Mayville State University's policy provides for:

- Short-Term Leave and
- Long-Term Leave which includes:
 - Long-Term Sick Leave
 - Disability Leave
 - Dependent Leave
 - Family Medical Leave.

For the purposes of this policy, "Faculty" refers to benefited employees who are tenured, probationary tenure-track, or on special appointment.¹ A "day" is defined as any business day in which the faculty member has academic obligations, to include class sessions, office hours, or other regularly scheduled university commitments.

Sick leave does not accumulate from appointment period to appointment period and has no cash value upon the employee's separation from the institution.

Short-Term Leave

When a faculty member becomes briefly incapacitated due to a short-term illness or disability he/she must make reasonable efforts to ensure that his/her work responsibilities are covered and must inform his/her supervisor(s).² The supervisor is responsible for informing the Vice President for Academic Affairs (VPAA) office of any absence extending beyond three days; leave extending beyond three days may also require documentation (at the request of the supervisor or VPAA).

Long-Term Leave

Faculty who must be absent for more than ten consecutive work days should discuss their needs for long-term leave with their department/division chair and the VPAA as early as possible, and assist the chair in assuring continuity of instruction, good communication, and coverage of all faculty obligations.²

The four types of long term sick leave are: long-term sick leave, disability leave, dependent leave, and family leave.

Long-Term Sick Leave

The faculty member, who has been an employee for one year or more, shall submit a request for long-term sick leave to the Vice President for Academic Affairs, which shall be accompanied both by medical documentation and by verification from the Division Chair regarding appropriate planning to cover workload. The documentation provided must verify a serious health condition and include the date of illness / disability onset and probable duration.

¹ The Faculty Sick Leave Policy applies to coaches classified in the 2000 broadband as defined by NDUS Broadband Policy 14 and NDUS Broadband Classifications.

² Coaches who have teaching responsibilities shall inform their Division Chair and VPAA. Coaches who do not have teaching responsibilities shall inform the Athletic Director.

If granted, long-term sick leave will be paid at the rate of 75 percent of the applicant's regular base salary for a period of up to six months or until the end of the contract term, whichever comes first. If medical documentation is not sufficient to grant long-term leave, then the faculty member's pay may be reduced commensurate with workload.

Employees utilizing family leave will be provided all benefits at the same level and coverage as if the employee had not taken leave.

Prior to the end date granted for long term sick leave, the faculty member must notify the VPAA and Division Chair of intent to return to work. Faculty granted long term sick leave must provide medical verification that they are fit to return to work; if special appointments have been made to cover work responsibilities, the faculty member may not return to work earlier than the contract designations of the special appointment. Faculty who do not declare an intent to return to work and provide medical verification that they are fit to do so may be terminated.

Coaches requiring long term sick leave should follow the same process with the Athletic Director; those with teaching duties must report to both the Athletic Director and the VPAA.

Appeals of administrative decisions made under this policy should be directed to the Standing Committee on Faculty Rights.

Disability Leave

A faculty member who cannot return to work after taking long-term sick leave may be eligible for disability benefits under the institution's disability insurance. The faculty member should contact the Human Resource Director to determine eligibility. Faculty are encouraged to start the application process for these benefits during the fourth month of long term sick leave, in order to maintain consistent coverage.

Dependent Leave

Paid dependent leave is not offered on a long-term basis. Faculty may use short-term leave (described above) to accommodate dependent care requiring brief absences of a day or two. Absences required for long-term care of a dependent (as defined in Family Leave, below: "...for the birth, adoption, or foster placement of a child; or for the serious health condition of the employee, the employee's parent, child, or spouse") must be negotiated with the department/division chair and the VPAA, and must provide for continuity of instruction without additional cost to the University, for regular communication with supervisors and students, and for coverage for other University commitments. Absences which cannot be managed in this way must be covered using Family Leave.

Family Medical Leave

Faculty members are entitled to family leave in accordance with SBHE Policy 607.4 and the Family and Medical Leave Act of 1993 (FMLA). Family leave is defined in SBHE Policy 607.4 as "an unpaid leave of absence for the birth, adoption, or foster placement of a child; or for the serious health condition of the employee, the employee's parent, child, or spouse." Any additional FMLA requests may be granted on a case-by case basis.

Employees utilizing family leave will be provided health benefits at the same level and coverage as if the employee had not taken leave.

In order to maintain continuity of instruction, faculty may be required to take family leave in combination with leave without pay (M701.1) to allow special appointment faculty to complete semester contracts.

To obtain family medical leave the faculty member shall submit a request for FMLA to the Division Chair and the Vice President for Academic Affairs. FMLA application materials and information are available from the Human Resources Office.

If a faculty member should become disabled while on Family Medical Leave, he/she may apply for long term sick leave.

Adopted: June 18, 2012

Sponsor: Vice President for Business Affairs

This policy was previously listed as M701-Faculty Sick Leave Policy before being revised.

NDUS Employees – Non-renewal and Dismissals

It is recommended that Mayville State University amend SBHE Policy 608.2 – NDUS Employees – Non-renewal and Dismissals, in regard to all coaching positions with the University. The above said Policy will be amended by additional wording as such.

MSU Amendment to SBHE 608.2 – NDUS Employees – Non-renewal and Dismissals

SBHE Policy 608.2 does not apply to coaching or assistant coaching positions at Mayville State University. Positions classified under coaching or special contract will be governed by the terms of their respective individual contract(s). If no contract is available the terms of renewed employment will be based at the discretion of the University President and Cabinet.

For more information please review SBHE Policy 608.2.

Approved: Summer, 2005

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Communications Proficiency

STATUTORY REFERENCE: Section 15-10-13.1, N.D.C.C.

Section 15-10-13.1, N.D.C.C. requires that any person serving in an instructional capacity at a state institution of higher education exhibit English language proficiency.

POLICY SOURCE: Section 609. Communications Proficiency, SBHE

I. Employment Process

A. Full-time Faculty with classroom teaching responsibilities.

1. All candidate searches shall require submission of writing samples (specific items to be determined by the hiring committee as are appropriate to the particular field of inquiry). The committee shall provide a statement to the Vice President for Academic Affairs (VPAA), for inclusion in the hired candidate's file, that the committee does not question the written-English proficiency of the hired person.
2. All candidates for full-time positions involving classroom responsibilities must give an oral presentation to a gathering of faculty, staff, and students. Students with majors and minors in the area of the candidate's field should be encouraged to attend. The reaction form, to be filled out by the attending persons, shall include a question concerning the candidate's oral-English proficiency. Special attention shall be paid to the concerns of students on this question. The committee shall provide a statement to the VPAA, for inclusion in the hired candidate's file, that the committee does not question the oral-English proficiency of the hired person.

B. Part-time Faculty with classroom teaching responsibilities.

1. Part-time faculty often are not hired through an open search process. The department or division responsible for making the decision to hire them shall assess their proficiency in English. A statement attesting to their proficiency shall be filed with the VPAA for inclusion in the person's file.
2. There should be student representation in this hiring process. The opinion of the student(s) involved shall be noted in the above statement.

II. Continuous Improvement in Communication Proficiency

The evaluation by students and chairs of all faculty shall include questions seeking assessment of the verbal and written communication skills displayed by the faculty member. The appropriate division chair shall assess all such data for the division, and the VPAA shall assess all such data for the university. They shall make recommendations to individual faculty if developmental work related to English proficiency is required.

The Library shall provide appropriate video and audio materials for faculty development related to English proficiency.

III. Mechanism for Registration of Concerns

The Faculty Association and Senate are responsible for this policy. All problems of a policy nature should be brought to their attention through the President of the Association/Senate. Non-policy related problems should be brought to the attention of the Equal Opportunity Officer.

IV. Policy Review Process

The Faculty Association shall review this policy whenever relevant issues are raised within the campus community.

V. Section 504, Rehabilitation Act of 1973 and Americans with Disabilities Act Compliance and Procedures

1. The Mayville State University Equal Opportunity Officer shall be responsible for informing all search committees and persons of their responsibilities under these acts.
2. The Mayville State University Equal Opportunity Officer shall monitor all hiring processes to ensure compliance with these acts.

Adopted: April 25, 1994

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs and Faculty Association

Mayville State University
Academic Oath

Every member of the academic staff at university system institutions, before entering upon the discharge of their duties, shall execute the oath or affirmation required by N.D.C.C. section 15-10-13.2. The oath shall be executed in duplicate and one copy shall be filed at the institution and one copy given to the academic staff member.

Mayville, North Dakota _____, 20_____.

I do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of North Dakota, and that I will faithfully discharge the duties of my position, according to the best of my ability.

Employee Signature

Witness Signature

ADDRESS OF WITNESS:

Printed Name

Printed Name

SSN# or Empl ID#

Street

City, State, Zip

Adopted: August 27, 2012

Sponsor: Vice President of Academic Affairs

Online Course Ownership

Mayville State University considers all coursework developed for online courses that do not generate royalties as Mediated Courseware. Thus the ownership of the developed material falls under the constraints outlined SBHE Policy 611.2 section 5.

A. Definitions

1. "Creator": Either an inventor in the context of an Invention, or an Author in the context of a Copyrightable Work.
2. "Institution": The individual colleges and universities and the North Dakota University System.
3. "Mediated Courseware": Teaching aids created and/or deployed electronically. Mediated Courseware may incorporate text, graphics, video, and audio elements. Examples of such materials include, but are not limited to, hypertext modules, simulation software, web sites, and databases containing numbers, images, or text.

B. Mediated Courseware.

1. Self-initiated Mediated Courseware. When employees develop Mediated Courseware without specific direction by the Institution, unless otherwise agreed, the ownership of the courseware shall remain with the employee. Normally, no royalty, rent or other consideration shall be paid to the employee when that Mediated Courseware is used for instruction at the Institution and such Mediated Courseware shall not be used or modified without the consent of the employee. While the Creator is under Institutional employment, the Mediated Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of the employee's own Institution unless that transaction has received the approval of the chief academic officer of the Institution. The Institution shall have a perpetual, non-exclusive royalty-free right to use such courseware for archival research purposes. Should approval be granted to offer the course outside of the Institution, the provisions of section 4b of this policy shall apply.
2. Institution-directed Mediated Courseware. When the Institution directs in an employment contract the creation of a specific Mediated Courseware, the resulting Mediated Courseware belongs to the Institution and the Institution shall have the right to revise it and decide who will utilize the Mediated Courseware in instruction. The Institution may specifically agree to share revenues and control rights with the employee.
3. Institutions shall develop procedures for reporting the development of Institution-directed Mediated Courseware to the appropriate administrator at the Institution.

Adopted: Spring 2008

Sponsors: Vice President for Academic Affairs and Faculty Senate

Conflict of Interest

1. Conflict of Interest: Definition and Penalty
 - a. An employee of the North Dakota State Board of Higher Education who knowingly or intentionally:
 - i. Has pecuniary interest in; or
 - ii. Derives a profit from authorization of a contract or purchase by the institution that the employee services, commits a conflict of interest and is subject to dismissal or disciplinary action.
2. For purposes of grant-related activities, and in accordance with federal guidelines, a conflict of interest exists if a significant financial interest (\$10,000 or more in equity or payment) could directly and significantly affect the design, conduct, or reporting of funded activities. The University will disclose, manage, reduce, or eliminate any identified conflict of interest prior to expenditure of any funds under the grant award.
3. For the National Science Foundation or other requesting entities, Mayville State University subscribes and will attest to the following:
 - a. If the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of the Grant Policy Manual Section 510; that to the best of his/her knowledge, all financial disclosures required by the policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.
 - b. I certify that to the best of my knowledge the statement herein are true and complete. I understand that the willful provision of false information or concealing a material fact in this submission or any other communication submitted to NSF is a criminal offense (U.S. Code, Title 18, Section 1001).

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Consulting and Honoraria

1. The State Board of Higher Education recognizes that teaching, research and public service are the primary responsibilities of faculty and staff members. It is therefore considered reasonable for employees of Mayville State University to engage in consulting activities so long as such activities do not interfere with the employees fulfillment of his/her primary responsibilities.
2. The rules adopted by Mayville State University that govern consulting practices by faculty and staff are as follows:
 - a. No university employee, facilities, or equipment shall be used for other than institutional purposes unless payment is made on the same basis as charged to commercial concerns or other outside groups or persons.
 - b. University employees may engage in consulting activities so long as the work is of a purely professional nature and does not in any way interfere with the duties of the individual concerned.
 - c. The practice of professional consulting is recognized as a desirable activity; however, an individual must obtain approval from the appropriate division chair/supervisor prior to engaging in consulting work if the consulting practice is conducted during traditional work hours of the week. Unless approved by the President, professional personnel shall not undertake any consulting work paid by state appropriated funds.
 - d. Appropriate arrangements are made if university personnel or students are engaged in the consulting activity.
 - e. No university employee shall engage in consulting practices which would constitute a conflict of interest.
3. The primary responsibility of professional personnel is to the University, and such personnel must not engage in any other enterprise for remuneration on a regular basis when the activity is in direct competition with services to the University.
4. Time used for consulting work should not interfere with the regular duties of the individual and may in no case require more than the equivalent of one day per week. Use of University resources for consulting work requires advance approval of the appropriate division chair/supervisor, and the payment of a reasonable fee.
 - a. Consulting that occurs during times an employee is expected to be on campus (ie. normal working hours for staff, scheduled classes or other obligations for faculty) requires advance approval of the division chair/supervisor.
 - b. Classified and professional staff engaging in professional consulting are required to take annual leave for time away from the employee's regular responsibilities. Flexible scheduling may be used to accommodate consulting opportunities during normal working hours with written documentation and supervisor approval.
 - c. Restrictions regarding consulting that occurs outside the employee's normal work week are the conflict of interest provision (2e.) and the use of university resources and personnel (2a.)
5. The University cannot assume, and must not be placed in the position of assuming, any responsibility for private professional or technological services rendered by professional personnel. When an individual does work in a private capacity, he/she must make it clear to the employer that the University is not being represented and that the name and authority of Mayville State University are not in any way, by publicity, advertising or otherwise, to be connected with the service rendered or the results obtained.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President

Requests for Employee Information

Only information strictly relevant to the evaluation of an employee's job performance belongs in a reference. Discriminatory statements or information need to be prohibited. Reference of givers, supervisors, administrators, and faculty can be liable individually for defamatory statements.

1. Each employee's personnel file will contain only such information as is needed by the University in conducting business or is required by federal, state, or local law. This information will normally include: employment application/resume/college transcript, payroll information/forms regarding promotions, demotions, transfers, reclassification, etc., job performance appraisals, employee signed disciplinary records, and criminal history disclosure form.
2. In compliance with the North Dakota Open records Law, an employee's personal information will be maintained in a "Confidential" manner. No personal information will be provided that may constitute an unwarranted invasion of personal privacy of an individual as addressed in the N.D. Open Records Law such as retirement account balance, disability applications and benefits, surviving spouse applications and benefits. All questions as to whether certain information might be so classified should be directed to the Human Resources Administrator.
3. As required by the Open Records Law, the following employment information shall be released to members of the public upon request: the individual's name, date of hire, current position title, current rate of pay, organizational unit assignment, and current job descriptions.
4. Employees may review their official personnel file during normal office hours. Prior to leaving University employment, the employee may sign a statement indicating acceptance of the contents of the file for university responses to reference inquires. No material shall be added to the official personnel file following the addition of this statement without express written permission from the employee.
5. Upon request by departing employee (except retirees), supervisors shall write a letter of reference for the departing employee's official personnel file. The departing employee may remove the letter of reference during the final review of the file.
6. Supervisors shall limit their oral references to information that is included in, or substantially indicated by, the documented contents of the official personnel file (i.e. signed performance appraisals, reference letter, disciplinary documentation). If in question, contact the Human Resource Administrator.
7. Anyone who receives a request for a reference regarding a current or former university employee, who has not been specifically asked to serve as a reference, shall refer such requests to the Human Resource Administrator for the University's response (as addressed in #3.)
8. Criminal history background information obtained during the hiring process will be placed in the employee's personnel file.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Employee Responsibility and Activities: Theft and Fraud

1. As stated in SBHE Policy 611.10, each employee assumes responsibility for safeguarding and preserving the assets and resources of the state and university system, particularly those for which the employee is responsible.
2. An employee with knowledge of theft, fraud or unlawful or improper use of public funds or property (as defined in SBHE Policy 611.10) involving Mayville State University, shall report that information to the Mayville State University employee designated with responsibility for receiving such reports, a supervisor, the vice president for business affairs, or the president.
3. The Mayville State University employee designated with responsibility for receiving reports under this policy is the university controller. The university controller shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The university controller is also responsible for periodical review of NDUS office policies and procedures, making recommendations for appropriate controls and staff training to minimize opportunities for theft or fraud.
4. An employee found to have engaged in theft, fraud or unlawful or improper use of public resources, or an employee with knowledge of such acts by another who unreasonably fails to report such information as required by this policy is subject to discipline, up to and including dismissal.

Adopted: May 23, 2007

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Equal Opportunity Grievance Procedures

*For complaints of discrimination involving employment and educational programs
and activities at Mayville State University*

The purpose of these grievance procedures is to provide a fair and orderly system of review of alleged violations at Mayville State University of equal opportunity laws, regulations, and policies that prohibit discrimination based on race, color, religion, national origin, sex, marital status, sexual orientation, disability, age, or other proscribed category set forth in Federal or State regulations. The grievance procedures provide for complaints of discrimination in the area of employment and in the area of educational programs and activities.

Any person who believes that he or she is the victim of discrimination, either individually or as a member of a class, by Mayville State University in violation of the University's equal opportunity policy may institute grievance procedures as follows.

All notices and actions provided for in this policy shall be initiated and completed in a reasonable and timely manner, with due regard for the legitimate interest of the parties, and subject to the right of any part to have a deadline for any phase of the grievance procedure established by negotiation as provided in Step III. Any individual or group filing a grievance under this procedure is entitled to protection from harassment, reprisals, or retaliation as a result of having filed. Any violation of this protection may, in itself, constitute grounds for a grievance.

Equal Opportunity Grievance Procedure

Step I/II. Administrative Review of Complaint. Any student or employee of Mayville State University or any group of such persons who feel affected by an apparent violation of equal opportunity laws, regulations, or policies shall be initially entitled to an administrative review of the complaint.

The review may be initiated by a written request to: (A) an administrator responsible for the area concerned, or (B) Mayville State University's Equal Opportunity Officer. Unless the Equal Opportunity Officer stipulated otherwise, this request must be made within six months of the alleged violation.

If the process begins with the administrator responsible for the area concerned, this **review** shall include:

- 1) an administrative inquiry into the facts of the case;
- 2) a discussion of the case by the administrator, with the complainant, and the party whose action is the subject of complaint;
- 3) a conclusion by the administrator regarding whether or not the case involves a violation of equal opportunity rights;
- 4) a written communication of that conclusion to the complainant and the party whose action is the subject of the complaint; and
- 5) an attempt to achieve a mutually acceptable resolution of the complaint; if that is unsuccessful.
- 6) Either the party whose action is the subject of the complaint or the complainant may make a written request to Mayville State's Equal Opportunity Officer to review the case.

If the process begins with the complaint contacting the Equal Opportunity Officer, the review shall include items 1-5 below:

- 1) an administrative inquiry into the facts of the case;
- 2) a discussion of the case by the Equal Opportunity Officer, with the complainant, and the party whose action is the subject of complaint;
- 3) a conclusion by the Equal Opportunity Officer regarding whether or not the case involves a violation of equal opportunity rights;
- 4) a written communication of that conclusion to the complainant and the party whose action is the subject of the complaint; and
- 5) an attempt to achieve a mutually acceptable resolution of the complaint.

If the process begins with the complainant contacting an administrator and is forwarded to the Equal Opportunity Officer and not resolved in the above five steps, or within 30 days of contacting the EEO/AA Officer, the complainant may request, in writing, to the EEO/AA the formation of an Appeal Board.

- 6) Either at his/her own discretion or at the written request of the complainant, The Equal Opportunity Officer shall refer the case to the Appeal Board described in Step III or to another duly constituted Mayville State hearing committee such as the Staff Personnel Board, the Standing Committee on Faculty Rights, or the Judicial Hearing Subcommittee.

NOTE: If, at any time, the Vice President for Business Affairs, who is also the EEO/AA Officer at Mayville State, feels there is a conflict of interest because he is in the direct line of command for an employee who has a grievance, he should ask to be removed from his responsibilities as the EEO/AA Officer. (Yet to be determined who shall fill EEO/AA Officer role in this case.)

***Classified employees of Mayville State** should also refer to the Grievances/Appeals Procedures outlined in Section 27 of the North Dakota University System Human Resource Manual located in Section 600 of this University Policy Manual.

***Faculty of Mayville State** should also refer to the Official Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process found in Section 600 of this University Policy Manual.

***Student of Mayville State** should also refer to the Code of Student Conduct and the section on Student Rights printed in the Student Handbook.

Step III. Appeal Board. Upon referral by the Equal Opportunity Officer, the complaint shall be heard by a three-member Appeals Board. The Board shall be formed as detailed below:

- 1) Such written request for the formation of an Appeal Board shall include the name of the person the complainant designates to serve on the Appeal Board.
- 2) Within ten calendar days of the submission of the written request for the Appeal Board to the Equal Opportunity Officer, the party whose action is the subject of the complaint shall name a second member to the Appeal Board. If that party is unable or unwilling to choose that person, the selection will be made by _____(yet to be determined).
- 3) These two members shall then have ten calendar days in which to jointly name a third member from within the institution, who shall serve as the chairperson of the Appeal Board.

NOTE: All parties serving on the Appeals Board must be from the University community (students, staff, and/or faculty). Part-time students and part-time employees are also eligible to serve on this Board.

The Equal Opportunity Officer shall see that necessary support services are provided to the Appeal Board.

Step IV. Appeal Board Meets. The Appeal Board shall meet within ten calendar days of the selection of its chairperson to review the complainant's written allegations, a written statement from that party whose action is the subject of the complaint, and the Equal Opportunity Officer's report: set a date for a pre-hearing meeting, if any; set a date for the formal hearing to begin, not more than twenty calendar days after the Appeal Board's first meeting unless the complainant and the party whose actions are the subject to the complaint both agree to a later date; and agree upon the format for the formal hearing. These decisions shall be communicated in writing to the complainant and party whose actions are the subject of the complaint within four calendar days.

The Appeal Board may, with the consent of the complainant and a representative of Mayville State named by the party whose action is the subject of the complaint, hold joint pre-hearing meetings with these parties in order to simplify the issues, effect stipulations of facts, provide for the exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as well make the hearing fair, effective, and expeditious.

During the proceedings the party whose action is the subject of the complaint shall be entitled to have counsel, and the complainant will be entitled to have an advisor or counsel of his or her own choice and at his or her own expense.

A record of the hearing or hearings shall be made, and the party whose action is the subject of the complaint and the complainant shall have access to it and shall be provided a copy upon request, the costs of making the record and any copies to be charged to the institution. The findings of fact and the decision shall be based solely on the hearing record.

The Appeal Board shall not be bound to strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every reasonable effort shall be made to obtain the most reliable evidence available. The Board shall grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

The complainant shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The party whose action is the subject of the complaint shall cooperate with the Appeal Board in securing witnesses and making available documentary and other evidence. The complainant and the party whose action is the subject of the complaint shall have the right to confront and cross-examine all witnesses. Where a witness cannot or will not appear, but the Board determines that the interests of justice require admission of his or her statement, the Board shall identify the witness, disclose the statements, and, if possible provide for interrogatories.

The Appeal Board shall conclude their formal hearings within 60 calendar days following the initial meeting of the Appeal Board.

Step V. Written Decision. The President shall within 30 calendar days of receiving the Appeal Board's report issue a written decision either accepting, modifying, or rejecting the Appeal Board report, including reasons for any modification or rejection. If the party whose actions were the subject of this process is found to be in violation of the University's policies, the President will outline the disciplinary action to be undertaken.

Copies of this decision will be sent to the complainant, the party whose action is the subject of the complaint, the Equal Opportunity Officer, and the persons who served on the Appeal Board.

It is the right of the party who has been found in violation to pursue the issue through other channels. The issue may become an employment grievance, etc.

It is the responsibility of the Equal Opportunity Officer to recognize the patterns of discriminatory treatment in the event that it does exist and to initiate programs to eliminate it.

Reviewed: Fall, 2008

Sponsor: Vice President of Business Affairs

Drug Free Schools and Community Policy

The abuse of alcohol and drugs represents a major health problem in the United State today and poses a serious threat to the health and welfare of the members of the Mayville State University community. For these reasons the following statement regarding drug and alcohol use by students and employees at Mayville State has been issued:

As a condition of their employment or enrollment at Mayville State University, a student or employee will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance nor engage in the unlawful possession, distribution, or use of alcohol on university property or as part of any university activity during the period of employment or enrollment. Furthermore, any employee or student at Mayville State University agrees to obey federal, state, and local laws relating to the unlawful possession or distribution of illicit drugs and alcohol, and to abide by sanctions which the institution may impose for violations of its standards of conduct, up to and including termination or suspension. If an employee or student is convicted of an alcohol or drug related offense occurring on campus, he/she must notify the institution within five days of such a conviction. In addition, federal law mandates that Mayville State must communicate information regarding the conviction of a student or employee for a drug or alcohol related offense which occurs on-campus to the appropriate federal agency within ten days.

I. Introduction

During 2005-06, and again in 2008-09 and 2010-11, Mayville State University conducted an extensive review of its existing Drug Free School and Community policy and of its programs, sanctions and prevention efforts related to alcohol and other drugs. The institution's Substance Abuse Prevention Committee conducted this biennial review and examined existing policies, practices and programming efforts. This process included a review of the following information, data and institutional practices:

1. Data from recent (2006, 2008 and 2010) Drug and Alcohol Surveys (CORE) with a cross section of all enrolled students suggests that alcohol use (particularly binge drinking) is an ongoing issue. The use of illegal drugs is noted as having increased significantly in the last ten years (since the most recent survey).
2. The Mayville State Athletic Department program of random drug testing with a sample of all student athletes.
3. The campus' ongoing participation in the NDUS Alcohol Consortium which suggests specific campus responses to the issues of alcohol and drug use/misuse.
4. Recent concerns on the part of Mayville city officials to perceived increases in alcohol and drug use on the part of high school and college students and resultant behavioral and criminal problems.
5. The existence of a community task force which has focused on alcohol prevention among school aged children.
6. The presence of improved and increased support for local alcohol and drug prevention programming, including the location of the Coordinator of Tobacco Prevention programs on our campus.
7. The inclusion of alcohol and drug prevention in the institution's strategic plans.

This biennial review included:

1. Descriptions of the Alcohol and Other Drugs Prevention (AOD) program elements which include:
 - a. Alcohol-Free Options
 - b. Normative Environment
 - c. Limits on Alcohol Availability
 - d. Limits on Marketing and Promotion of Alcohol
 - e. Policy Development and Enforcement
2. A statement of AOD program goals and a discussion of goal achievement
3. Summaries of AOD program strengths and weaknesses, opportunities and threats
4. Procedures for distributing AOD policy to students and employees
5. Copies of the policies that have been distributed to students and employees
6. Recommendations for revising AOD programs

As a result of this review process, the following statement of Mayville State's AOD Program Mission, Goals, and Strategies were reviewed, revised and endorsed.

Mission: To reduce substance abuse and related negative health and safety consequences among MSU students through the development and coordination of assessment-based prevention efforts, the promotion of college and community environmental factors that support health and safe norms and collaboration in campus and community partnerships.

Goals:

- To provide an environment with numerous and varied alcohol-free options
- To create a social, academic, and residential environment that supports health-promoting norms.
- To promote an environment where alcohol consumption is restricted
- To promote an environment where alcohol promotion and marketing is restricted

Objectives:

- Increase Student Involvement in Prevention Efforts
- Develop consistency in ATOD Marketing of Information
- Continue/Increase Weekend Activities on Campus
- Create and Implement Training for Staff and Faculty on Alcohol Issues
- Increase Coordination and Communication with Enforcement Agencies

II. Comprehensive Chemical Abuse Prevention – Following are descriptions of some of the strategies that have been implemented in pursuit of these goals and objectives.

- Encouraging more activities @ campus center
- Have recreational equipment available to students.
- Have regular 'Drive In Movie' nights.
- Offer intramural Sports
- Offer Special weekend sports tournaments
- Expand Wellness Center Hours
- Develop and send an informational brochure to the parents of incoming traditional-aged students which explains the risk of alcohol on campus
- Develop social norm messages throughout the year

- Continue to develop programs and prevention activities with SAFE communities and Regional Prevention Coordinators and Community Task Force
- Educate students about appropriate positive social norms in high risk health areas.
- Publicize pro-health messages
- Educate faculty/staff about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol and other drugs
- Encourage student leadership to promote positive health norms
- Continue to explore possibilities for Peer Education program implementation.
- Continue to provide substance-free residence halls.
- Continue promotion of “Wellness” halls for students who have adopted healthy choice lifestyles
- Continue to offer courses on Thursdays and Fridays.
- Continue to require class attendance, academic responsibility and high academic standards.
- Encourage faculty to develop and model positive relationships with students.
- Increase fees for community sponsored on campus events where alcohol is served to cover costs of increased security and risk
- Limit alcohol advertising on campus
- Involve students as members of ATOD task force.
- Implement a Social Norms Campaign Utilizing MSU Students
- Provide Information on Alcohol Issues at Freshmen Orientation
- Encourage the Residence Hall Association to plan more weekend activities

A. Alternative Activities

The Office of Campus Programming, in collaboration with Student Senate, the Student Activities Council, the Residence Hall Association, and other student organizations, sponsors a wide variety of alcohol and other drug-free activities on campus. Dances, game night, talent shows, a lip sync contest including students, faculty, and staff, and other special events are just a few examples of some of the activities sponsored. Hypnotists, comedians, and a variety of musicians are brought to campus for engaging entertainment. Other organizations such as the Student Ambassadors and Student Education Association are very involved in the planning of alternate activities as well. The Student Center is a facility that hosts a wide variety of activities and events and serves as a formal and informal meeting place for students.

B. Educational Programming

Each year, Mayville State University hosts presenters from the region to speak on issues related to alcohol and other drug use and misuse. Many faculty infuse alcohol abuse prevention information into their courses. A peer programming group delivers informational programs to students regarding alcohol and other drugs, violence prevention, and wellness.

C. Health Risks Associated with Substance Abuse

All MSU students completing degrees at the institution must complete HPER 100- Concepts of Fitness and Wellness as part of their academic program. This course introduces the student to concepts of overall fitness, and includes information and instruction about the health risks associated with the use of alcohol and other drugs.

III. Sanctions

1. Legal Sanctions Related to Alcohol - The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contributing to the delinquency of a minor and other local or state statutes.
2. Legal Sanctions Related to Illicit Drugs - Local and state statutes specifically prohibit the use of controlled substances. The possession, use, sale, and/or manufacture of such controlled substances as marijuana, depressants, stimulants, hallucinogenic drugs, or the possession of drug paraphernalia is not permitted on university property and will subject the individual to all related legal sanctions. Any employee or student who is known to, or suspected of using, possessing, selling, or manufacturing any illicit drug on university property will be reported to appropriate law enforcement authorities.
3. Institutional Policy Regarding Alcohol and Other Drugs - Any occurrence of illicit drug use or possession on university property will subject the individual to immediate legal action. In addition, appropriate institutional sanctions will be applied. The university also places restrictions regarding the use and possession of so-called "performance enhancing" drugs, such as various steroids by those students participating in intercollegiate athletics. The institutional restriction concerning steroids is in compliance with the National Association of Intercollegiate Athletics (NAIA) regulations. The university prohibits the use or possession of alcoholic beverages in university buildings, any public campus area, or in university housing units (residence halls and single student apartments), regardless of age. The State Board of Higher Education specifically prohibits the use or possession of alcohol in residence halls and other campus buildings. State laws govern the use of alcoholic beverages in faculty and family housing; i.e., must be 21 or older, as these buildings are not considered state or university property, but are owned by Mayville Mutual Aid.
4. University Regulations Regarding the Use of Chemical Substances, Including Alcohol, by Individual Students, University Student Groups or Student Organizations -
 - a. University student groups and recognized student organizations may not use their funds for purchase of any chemical substance, including alcohol.
 - b. The sale of any chemical substance including alcohol by University student groups or recognized student organizations is strictly forbidden. This is to include any action that may be remotely construed as a sale, such as charging admissions to parties, passing the hat, selling empty cups, selling drink tickets, etc.
 - c. Parties sponsored by University student groups or organization at which alcohol is consumed are prohibited.
 - d. No activity, on or off campus, conducted by a University student group or student organization will encourage rapid consumption of alcoholic beverages or other chemical substances.
 - e. Alcoholic beverages (such as kegs or cases of beer) may not be used as awards or prizes in connection with events or activities sponsored by University student groups or organizations.
 - f. The display, advertising or promotion of the use of chemical substances in University buildings or any campus area is prohibited, to include sponsorship by the alcohol industry of events held on campus.
 - g. Individual students who are found to be in violation of state statute or institutional policies may be subject to penalties as defined in the section below.
5. Formal Disciplinary Consequences for Students - Individual students who are found to be in violation of this university policy on drug and alcohol use may be subject to one or more of the following

disciplinary actions, dependent upon the severity of the offense and previous violations (see Student Handbook). A university official or university disciplinary body will determine an appropriate sanction after proper due process as outlined in the Student Code of Conduct.

- a. Verbal reprimand
- b. Written reprimand
- c. Monetary penalty
- d. Loss of privileges
- e. Loss or denial of academic credit
- f. Probation
- g. Suspension
- h. Expulsion
- i. Mandatory attendance at chemical abuse workshop
- j. Mandatory referral for chemical use evaluation
- k. Community/campus service

Individuals who express a chemical use concern or need for information regarding abuse will not be subject to institutional disciplinary sanctions as long as they voluntarily request assistance, and provided that their behavior does not violate other institutional policies. Students who need assistance should contact the college counseling staff, their advisor, residence hall director or other appropriate staff member. Confidentiality regarding the individual's identity will be respected as much as possible.

Athletes who violate NAIA regulations regarding use of drugs, including "performance enhancing" substances, will not be subject to institutional disciplinary sanction, provided they report such use to their coach or other appropriate official prior to their participation in the respective athletic event. Participants will still be subject to NAIA regulations, which require coaches to report knowledge of all controlled substance abuse. Appropriate referrals will then be made.

Depending upon the circumstance, specific instances of chemical use/abuse may be brought to the attention of several university officials. The following comments suggest possible actions. A faculty or staff member who suspects chemical use by a student may wish to confront a student to encourage the individual to seek counseling services. Such concerns may also be expressed to the college counseling staff. Counseling staff will then attempt to contact the student to assess his or her behavior. Confidentiality regarding the student's behavior will be respected in as much as his or her health, welfare, or safety is not endangered.

Violations of the institutional policies regarding the use of drugs and/or alcohol in residence halls or other campus facilities should be reported to the Director of Housing. Student athletes who are found to use "performance enhancing" drugs such as steroids should be brought to the attention of the appropriate coach and/or Athletic Director.

The staff of the Student Affairs division will be responsible for administering disciplinary procedure and for providing regularly scheduled programs to the general student populations.

Failure on the student's part to abide by the recommendations regarding educational and/or counseling services will subject the individual to possible disciplinary action. Any student who is involved in disciplinary action involving suspension or expulsion is afforded the right of appeal to the Conduct Committee as outlined in the Student Handbook.

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

Alcohol Violation- Possession (empty or full containers)

1st offense - \$100.00 and mandatory completion of the electronic e-CHUG (on-line Check-Up to Go) program.

2nd offense - \$200.00 and mandatory completion of the electronic e-CHUG program and BASICS (Brief Alcohol Intervention for College Students) program.

3rd offense - \$300.00; mandatory completion of the e-CHUG program, mandatory completion of an alcohol assessment by a licensed additional counselor and referral to the Director of Student Life.
Special Circumstances involving risk to health or safety of student: Referral to Student Conduct Officer, removal from housing, parental notification and mandatory alcohol or drug assessment by licensed addiction counselor.

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

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

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

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

1st Offense – \$100 fine and immediate involvement by law enforcement

2nd and any subsequent offences – mandatory completion of an assessment by a licensed addiction counselor, parental notification, and possible removal from campus housing. Drug testing could be required for any subsequent violation if the student were allowed to remain in campus housing.

6. **Educational/Counseling Actions** - A concerted effort is made by Mayville State University to educate the individual and to provide appropriate types of assistance when needed. As part of this process, educational or counseling approaches may be undertaken as a way of encouraging the student to change his/her behavior. The actions described below may be taken separately or in conjunction with the disciplinary penalties listed previously. Dependent upon the circumstances, previous violations of college policy, and concern for the health, welfare and safety of the individual students involved, any of the following may be recommended.
 - a. Referral to the college conduct board for a hearing and any subsequent action they might request.
 - b. Mandatory attendance at chemical education programs.

- c. Referral to the college counseling staff for consultation.
- d. Referral to an outside agency or professional staff for possible chemical use evaluation.
- e. The development and presentation by the offender of a chemical education program.
- f. Community or campus service.
- g. The filing of a formal complaint with civil authorities regarding the use, possession and/ or sale of chemicals, including alcohol.
- h. Mandatory testing for those individuals who are involved in intercollegiate athletics and who are suspected of using drugs, including "performance enhancing" substances.

IV. Distribution of Drug Free Schools Policy Information

Mayville State University's Drug Free Schools policies are provided to all enrolled students, and to employed faculty and staff via official university e-mail by September 3 of each year. The MSU Website <http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx> also contains a copy of these policies. Prospective students and other interested parties are advised that they can access the policies at the above web address. Enrolled students, employed faculty/staff, prospective students and their parents, or members of the general public may also request a printed copy of the policy from the Student Services Office in Main 107.

Reviewed: Fall, 2012

Revised: August 27, 2012

Sponsor: Vice President for Student Affairs and Institutional Research



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Compensation
Section: 700. Index

PAGE: (1 of 1)

Section 701		Leaves
	701.1	Leave Without Pay
M 701.1		Leave Without Pay
	701.2	Developmental Leave
M 701.2		Faculty/Staff Development Plan
M 701.3		Faculty Personal/Annual Leave Policy
M 701.4		Leave of Absence Policy
M 701.6		Faculty Funeral Leave Policy
M 701.7		Sabbatical Leave Policy
Section 702		Salaries
	702.4	Campus Administration of Salary Increase Funds
M 702.4		Salary Administration Policy
M 702.5		Overtime, Comp Time and Flex Hours
M 702.6		Distance and Summer Course Compensation Policy
M 702.7		Grant Indirect Cost Distribution
Section 703		Retirement
	703.1	Early Retirement
M 703.1		Early Retirement
	703.2	Benefits
M 703.3		TIAA/CREF
Section 704		Insurance
	M 704.1	Health Insurance
	M 704.2	Life Insurance
Section 705		Perquisites and Other Fringe Benefits
	705.1	Executive Compensation
Section 706		Expense Reimbursement
	706.1	Board Members Per Diem Payments
	706.3	Authorization for Travel
M 706.3		Travel
Section 707		Severance Pay

Leave Without Pay

The State Board of Higher Education may grant a leave of absence without pay for one or two semesters to faculty and benefited staff of MSU if such leave will directly or indirectly benefit the institution. Such leave is contingent on the availability of a qualified temporary replacement.

During the employee's absence, the employee may continue his or her University funded health, life, or disability insurance by remitting the appropriate premium at the required times to the Business Office. At the conclusion of the leave period, the employee may return to his or her former position.

Employees should provide a written request for leave to their supervisor. If approved by the supervisor, the request will be forwarded for approval by the Human Resource Administrator, the appropriate Vice President, the President, and the State Board of Higher Education.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Faculty/Staff Development Plan

A. Leaves

1. Developmental Leaves

One nine-month developmental leave may be granted each academic year for retraining and/or professional development as provided for in the North Dakota State Board of Higher Education Policy 701.2. This program provides one-half pay and continuation of benefits as existing at the conclusion of the academic year preceding the developmental leave. Procedures and stipulations will follow the provisions of Board of Higher Education Policy 701.2. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. Preference will normally be given to those faculty who have served at least six years on a full-time basis and who propose to pursue an advanced degree.

IN THE EVENT THERE ARE NO APPLICANTS FOR THE DEVELOPMENTAL LEAVE OR IN THE EVENT NO APPLICANT IS APPROVED FOR A DEVELOPMENTAL LEAVE, ANY FUNDS DESIGNATED TO SUPPORT THE DEVELOPMENTAL LEAVE PROGRAM WILL BE ASSIGNED TO THE SEMESTER LEAVES PROGRAM.

2. Semester Leaves

One leave per semester may be granted each academic year for retraining and professional development. The faculty member will remain on full salary and benefits during this leave period. Part-time faculty who are identified in the application for leave will teach courses scheduled for this leave semester, which must be offered. Preference will normally be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in retraining activities. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. Procedures and stipulations will follow those presented for a developmental leave. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. The President of the University is the approving official.

B. Small Grants Program

A small grants program may be available to support faculty in professional growth activities, which are clearly related to the improvement of student learning. \$10,000 per annum with maximum grants of \$2,000 for an individual faculty member and \$3,500 for a group of faculty. Stipends for faculty are generally calculated at the rate of \$400 per week during the summer of \$30 per hour during the academic year. Instructional supplies and equipment are not eligible. Grant awards are determined by the Small Grants Committee, a committee established as needed by the Faculty Association. Proposals for the current academic year or following summer are normally submitted by February 1, to the Chair of the Small Grants Committee. Membership on the Small Grants Committee includes three faculty members from different disciplines who serve for one year, and the Vice President for Academic Affairs. Faculty members serving on the Small Grants Committee are not eligible for small grants during the tenure of their membership. The members elect the Committee Chair from the faculty members on the Committee.

C. Faculty Exchange

One exchange per semester each academic year may be approved for professional development. Each leave shall not exceed one semester and the faculty member will remain on full salary and benefits during this leave period. Institutions of higher education, which have established or would be interested in establishing a faculty exchange program, will be identified. Exchange faculty will continue to teach in their professional areas of expertise. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. This faculty exchange program will provide faculty awareness of current professional developments occurring at other institutions and will afford faculty the opportunity to enhance their cultural background.

Housing accommodations during the exchange will be the financial responsibility of the exchange faculty, but host institutions will assist faculty in their search for appropriate accommodations.

The Tenure, Promotions, and Awards Committee and the Vice President for Academic Affairs will separately rank multiple applications for faculty exchange. The President of the University is the approving official. Preference will be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in further course development.

D. Developmental/Semester Leaves Procedures

1. Upon recommendation from the President of the University and approval by the Chancellor of the North Dakota University System, a member of the faculty or staff may be granted a developmental leave for retraining and/or professional development; providing the institutional resources are available and the workload is absorbed within existing staff resource allocations.
2. Faculty members requesting developmental leave complete an application in which they (a) establish their eligibility; (b) describe the program which will contribute to their professional development and enhance their service to the University; and (c) agree they will return to the University for a period of time at least equal to the leave time or refund the institution's stipend payment upon completion of the leave. The proposal shall also include the detail of the institutional source of funds for the stipend.
 - a. Applications for developmental leaves are submitted to the Tenure, Promotions, and Awards Committee through the Division Chair and the Vice President for Academic Affairs.
 - b. The application for developmental leave is submitted to the Tenure, Promotions, and Awards Committee as early as possible. The Committee will investigate the merits of the application, consult with affected and appropriate faculty and administrators, and recommend to the President. The Vice President for Academic Affairs will make a separate recommendation to the President.
 - c. Developmental leaves shall not be longer than 12 months and the institutional stipend shall net exceed 50% of the annual salary.
 - d. Developmental leave salary may be supplemented with non-appropriated funds and/or aids, which may bring the total stipend to an amount equal to but normally not to exceed the

budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational costs incurred during the leave shall not be considered as a part of the base stipend.

- e. For summer leaves and programs of three months or less, the University will determine compensation and/or expenses to be provided.
- f. Within two months of completion of any developmental leave, the faculty member must submit a written report on the completed program to the President, Vice President for Academic Affairs, and the Tenure, Promotions, and Awards Committee.

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Faculty Personal/Annual Leave Policy

Faculty (non-twelve-month) on academic year contracts may request personal leave, with approval from their respective division chair and the Vice President for Academic Affairs, provided all responsibilities such as deadlines for turning in grades and other contractual responsibilities have been met. A “Leave of Absence” form is filed with the division chair. The request must be approved prior to date(s) of the leave requested.

Twelve-month faculty shall be entitled to annual leave at the rate of 16 hours per month, 24 days per year.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President

Permission for Leave of Absence

From time to time, faculty, staff, and students wish to be excused from work or class in order to participate in a special event, participate in extracurricular activities, take a field trip, or other occasional opportunities. It is the philosophy of this administration that many such occasions represent substantial learning opportunities or in other ways can benefit the individual and the university. Nevertheless, these factors must be weighed against the requirements of a job or a class. No one is in a better position to make these judgments than the immediate supervisor, with respect to class time, the faculty member.

Every faculty member (with respect to student) and every supervisor (with respect to those in the supervisor's area) is encouraged to develop reasonable guidelines through which to ensure that s/he responds appropriately and fairly to all such requests. Guidelines should be consistent with university policy on student attendance or faculty absence and with staff personnel policies. Any time away during normal working hours that involves compensation to an employee must be taken as leave time.

To the extent that we have knowledge of it, the administration will certify the legitimacy of the event or other opportunity. Upon request, we will comment on the perceived value of the occasion for participants or for the university. However, the administration will not use blanket requests or authority for released/excused time.

Faculty members must fill out a Leave of Absence Form and submit the form to their respective Division Chairman for signing. The Division Chairman will sign and forward the form to the VPAA for final approval. Leave of Absence forms are available in the "Forms" folder on the MSU website.

Reviewed: Fall, 2008

Sponsors: President and Vice President for Academic Affairs

Faculty Funeral Leave Policy

Faculty members are entitled to funeral leave under the provisions of M701.3-Faculty Personal/Annual Leave policy.

Reviewed: Fall, 2009

Revised: Fall, 2009

Sponsor: President and Vice President of Academic Affairs

Sabbatical Leave Policy

Members of the MSU faculty may be granted a sabbatical leave of absence for either one-half year with full pay, or one full year with half pay, for the purpose of study, research, or other purposes that will increase the faculty member's professional development. MSU provides sabbatical leaves in order to maintain a high level of academic excellence by allowing faculty opportunities for scholarly or professional growth. Typical sabbatical undertakings include, but are not limited to, activities that enhance teaching or research, educational coursework, writing, work related to the visual and performing arts, and travel for the purpose of study or research.

1. All sabbatical leaves are subject to approval of the President upon recommendation from the Tenure, Promotion and Awards Committee and Vice President for Academic Affairs.
2. The faculty member awarded such a leave is required, within six weeks of returning from leave, to submit a report of sabbatical leave activities to the Vice President for Academic Affairs.
3. A full-time faculty member is eligible for a sabbatical leave after he/she has served full-time for six (6) years at the campus.
4. The faculty member shall submit an application for a sabbatical leave that will include the purpose of the sabbatical, a description of the proposed project and a statement of the time requested, which shall be either one-half or one full year.
5. Applications for sabbatical leaves must be received by the Tenure, Promotion and Awards Committee by November 1 of the prior year.
6. The President shall respond in writing to the applicant's request and indicate the reasons for approval or denial. A copy of this response shall be provided to the Vice President for Academic Affairs, the affected division and the Tenure, Promotion and Awards Committee.
7. The campus will grant up to two sabbatical leaves during one academic year.
8. It is expected that the recipient of a sabbatical leaves will return to MSU for a minimum of one academic year. If not, the recipient shall reimburse the University in full for the salary received and fringe benefits paid during the leave.

Approved: August 10, 2004

Reviewed: Fall, 2008

Sponsor: President's Cabinet

Salary Administration Policy

A. Philosophy and Objectives

The primary purpose of the salary administration process at Mayville State University is to further the institution's mission by attracting and retaining qualified employees. Individuals involved in the process will strive to make decisions fairly and communicate them effectively. In an environment of limited resources, salary adjustments are particularly sensitive issues. As a result, Mayville State University is committed to an open and honest dialogue.

B. Methods and Guidelines

The ability to make salary adjustments at the campus level depends on legislative action and State Board of Higher Education (SBHE) guidelines. In some years, the campus may not receive funds or authorization for exercising discretion with salary allocation.

Salary adjustments are divided into two main categories: annual budgeted salary adjustments and other salary adjustments.

- 1) When the campus is authorized to make annual salary adjustments, the decision process is as follows:
 - a) The vice president for business affairs provides the president and vice presidents with relevant information from the ND Legislature and the SBHE, including any guidelines from the Chancellor and the Cabinet.
 - b) The president and the vice presidents determine priority needs of the institution that requires use of salary dollars. The president and vice presidents establish the guidelines for salary distribution, including:
 - i) Amount required to meet the mandates from the legislature or State Board of Higher Education.
 - ii) Amount to be distributed across the board for cost of living (terminology is defined in Section E, below)
 - iii) Amounts (if any) to be distributed for any or all of the following: contribution to mission and purpose, internal equity, market or external equity, faculty promotion in rank, or achievement of degree. Human Resources will make available market, retention, and internal equity data to assist in priority determination.
 - iv) Instructions for supervisors regarding their input on individual salary adjustments
 - c) The president informs the Finance and Plant Committee (F&P) of the guidelines, funds available, and priority needs and provides the F&P Committee with an opportunity to offer relevant advice to the president and vice presidents.
 - d) When funds are available for increases beyond cost of living, the president and vice presidents ask all supervisors to submit recommendations with written documentation regarding salary increases for individuals other than across-the-board.
 - e) The president and vice presidents consider F&P Committee advice; supervisor recommendations; market, retention, and internal equity data; and other input and make recommendations to the president on salary increases for individuals.
 - f) The president and vice presidents provide the F&P Committee with summary information regarding salary increase decisions.
 - g) The president presents the salary budget to the SBHE. A copy of the approved budget is placed in the university library.
- 2) Other salary adjustments may be made during the year, including post-probationary adjustments for banded staff, band change adjustments, changes in position, market, internal equity, workload adjustments, interim appointments, and one-time payments to individuals. Change requests are

initiated by supervisors and require approval from Human Resources and the relevant vice president or president.

C. Process for Impartial Review of Salary Adjustment Decisions

Current grievance policies provide an impartial review of a salary decision. An employee who thinks that the decision concerning his or her salary is inappropriate may request a review, as follows:

1. Banded Employees: Section 28 of the NDUS Human Resource Manual.
2. Faculty: NDUS Policy Manual, Section 612.
3. All Employees: Any person who believes that an inequitable salary decision was made on the basis of race, color, religion, national origin, sex, disability, age, veteran's status, or sexual orientation may wish to refer to MSU Policy Manual, Section M612, Equal Opportunity Grievance Procedures.

D. Distribution and Communication of Policy

The Salary Administration Policy is included in the MSU Policy Manual, Section M702.4. The administration and appropriate committees are to disseminate information regarding this process during deliberations and public forums.

E. Definitions and Guidelines

- 1) Terms that apply to annual salary setting:
 - a) Cost of living adjustment - an across-the-board amount, either a fixed dollar figure or a percentage that is related to changes in the cost of living. Cost of living adjustments become part of an employee's base salary. Cost of living adjustments are usually based on changes in the Consumer Price Index.
 - b) Contribution to Mission and Purposes - Contributions to the achievement of institutional mission and purposes as defined in MSU Policy Manual, M100.7.
 - c) Faculty promotion in rank - tenured or tenure-track faculty receiving a promotion in rank as follows will receive the following salary increases respectively:
 - i) Instructor to assistant professor status - salary increase of \$1,000
 - ii) Assistant professor to associate professor status – salary increase of \$1,500
 - iii) Associate professor to full professor status – salary increase of \$2,000
This increase becomes a part of the employee's base salary and will take effect in the next budget cycle.
 - d) Faculty tenure approval – tenure-track faculty receiving approval for tenure status by the Tenure, Promotions & Awards Committee and State board of Higher Education will not receive a salary increase.
 - e) Achievement of degrees or industry-recognized certifications - Tenured or tenure-track faculty who complete a terminal degree in their field will receive a base salary increase of \$1,000 as a part of the employee's base salary. Faculty or staff who complete academic degrees or industry-recognized certifications may receive a base salary increase to be determined by the supervisor and vice president according to the circumstances. Any such base increases would take effect in the next budget cycle.
- 2) Terms that apply to adjustments that may be made either during the year or through the annual salary adjustment process:
 - a) Post-probationary adjustments for banded staff - Following successful completion of an initial probationary period, an employee is eligible for a salary increase up to 5%. Percentage is determined at the time of hire. The employee's supervisor (NDUS Human Resource Policy Manual 5.1.2) completes a review form.
 - b) Band adjustments for banded staff may result in a change in salary (NDUS Human Resource Policy Manual 5.1.4).

- c) Adjustments for changes in position - an employee who moves from one position to another with higher pay must be paid at least the minimum of the new pay range. Employees with a current salary in excess of the minimum for the new pay range may still receive a pay increase depending on availability of funds, consideration of internal equity, or other factors. A change in position with the same band is not eligible for an increase without written documentation of increased level of responsibility. A change in position may result in a salary reduction, even though no change in job band or family occurs (NDUS Human Resource Policy Manual 5.1.5). Non-banded staff may receive a salary adjustment consistent with changes in responsibility and subject to considerations of availability of funds, internal equity, and other factors, subject to approval of the appropriate supervisor, vice president, and the president.
 - d) Workload adjustments - documented reassignment or changes in duties/responsibilities may be initiated with approval of the appropriate vice president and the president. Such adjustments must be independent of the process of band adjustment and may not be used to justify a band change salary adjustment (NDUS Human Resource Policy Manual 5.1.3). Adjustments for interim appointments and administrative assignments are limited to the period for which the assignments are made and do not become part of the salary base. Salary adjustments for banded interim appointments are subject to NDUS Human Resource Policy Manual 5.1.7.
 - e) Internal equity - a comparison of salaries for similar positions at MSU with consideration of previous related experience, sustained changes in workload, education, or responsibilities of the position. Internal equity adjustments become part of an employee's base salary.
 - f) Market or external equity - a comparison of MSU salaries with those of other institutions or employers. National and regional data may be used. Market or external equity adjustments become part of an employee's base salary. Typically, market considerations are part of the initial salary offer within the context of the campus salary structure. Market adjustments should be part of a campus-wide salary recommendation rather than a justification for increasing the salary of a single employee.
 - g) One-time payments - payment made to an individual when supervisor, Human Resources, and relevant vice president agree that the individual has made a contribution deserving of financial recognition on a one-time basis, not to be included in the individual's base salary.
- 3) Part-time employees -
- a) Temporary - Temporary employees are not eligible for annual salary increases. They may be eligible for other salary increases.
 - b) Regular - Regular employees are those who receive fringe benefits. They are eligible for both annual and other salary increases in accordance with relevant policies and procedures.

Reviewed: Fall, 2008

Sponsor: President

Overtime, Comp Time, and Flex Hours

1. Time actually worked in excess of 40 hours per week shall be considered overtime and must be compensated at the rate of time-and-one-half, except for approved time-off plans for overtime compensation or employees who are exempt under wage and hour laws.
 - a) In establishing a 40 hour work week, leave with pay and holidays will be counted as hours worked.
2. Overtime provisions are not applicable to exempt employees, as identified by federal wage and hour criteria. In order to be considered exempt from overtime provisions of the Fair Labor Standards Act, an employee must be in a position that can be substantiated to be of an executive, administrative, or professional nature. Whether an employee is exempt depends on duties, responsibilities and salary. Contact the Human Resources Administrator or the Business Office for assistance in determining exempt status.
3. Overtime provisions are not applicable to faculty.
4. For employees exempt from overtime, department heads may arrange time-off for recognition of required, continuous or excessive overtime by the exempt employee.
5. Overtime hours may be approved on the basis of emergency circumstances or when it is impractical to maintain an additional temporary work force adequate to handle peak loads during hours. Overtime hours must be authorized by the nonexempt employees' department head. Overtime work shall be assigned on an equitable basis.
6. An employee called back for emergency service after completing his/her regular day's work shall receive compensation in accordance with the union/institutional agreement in effect or at the rate of time-and-one-half. Guaranteed minimum pay for call back will be two hours at time-and-one-half.
7. Regular employees who are required to work on a holiday because of the nature of their work or because of the nature of their regular shift shall receive additional pay at straight time (double hourly pay) for hours worked on those days, except Sunday.
8. Temporary employees shall be paid time-and-one-half for hours worked in excess of 40 hours per week.
9. Work which is not requested by a supervisor but is permitted must be counted as hours worked.
10. When an employee is given a work assignment in a secondary location requiring travel time, such travel time is counted as time worked.
11. Date and time of overtime hours worked must be documented in writing.
12. In lieu of overtime cash payment, the employee may be given equivalent time-off (comp time) from the job. Time-off (comp time) must be given at one-and-one-half times the overtime hours worked. The time-off (comp time) must be taken within the pay period the overtime was worked.
13. Department heads have discretion to do flex schedules with their staff as long as the department maintains the core hours coverage of 8:00 a.m. - 4:30 p.m. during regular school year and 7:30 a.m. - 4:00 p.m. during summer hours.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Distance and Summer Course Compensation Policy

This policy provides a compensation structure to encourage faculty to be entrepreneurial in their course offering in order to maximize the audience membership. In doing so this policy addresses the compensation involved in three distinct categories:

1) Voluntary Overload Distance Courses and Summer Courses

Description: This category includes all distance courses taught on a voluntary basis by faculty during the fall or spring semesters or any coursework taught during the summer sessions unless required for program rotation (see number 2).

Compensation: If the enrollment in one of these courses is from 1 to 15 students then the faculty member will be paid \$75 per student per credit. If the enrollment is between 16 and 20 students then the faculty member will simply be paid \$75 per student per credit for the first 15 students. If the enrollment exceeds 20 students then a new section of the course will be created and additional compensation will begin again at the same rate as the first section. If creating an additional section of the course is prohibitive then the faculty member will be compensated at the initial rate (\$75 per student per credit) for the next 15 students. The level of compensation will be determined after the last day for a student to add a course.

2) Program Required (or High Priority) Overload Distance Courses

Description: This category includes all distance courses taught on a required basis by faculty or any high priority distance courses taught. Commitments made by the University to offer coursework through distance methods in a timely manner may cause a faculty teaching load to exceed 12 credits or may require the course to be taught in the summer session. High priority distance courses are distance courses that may have low enrollments to begin with but given proper market conditions are expected to grow very quickly. In order for a distance course to be placed in this category instead of the previous category, Chair and Vice President for Academic Affairs approval is necessary.

Compensation: If the enrollment in one of these courses is from 1 to 15 students then the faculty member will be paid the standard overload rate (typically \$750) per credit. If the enrollment is between 16 and 20 students then the faculty member will be paid \$1125 per credit. Like the previous category, if the enrollment exceeds 20 students then a new section of the course will be created and additional compensation will follow the Voluntary Overload guidelines stated above. If creating a section of the course is prohibitive then the faculty member will be compensation at the Voluntary Overload rate of \$75 per student per credit for the next 15 students. . The level of compensation will be determined after the last day for a student to add a course.

3) Hybrid (Mixed) In-load Distance Courses

Description: This category includes all courses taught that included a mixed audience of on-campus students and distance students within the same section. The compensation involved in this category is to encourage faculty to be creative in the use of technology to overcome low enrollment course issues. A hybrid course will only be taught if a faculty member and the appropriate Chair believe that an on-campus course can be taught in a fair and reasonable manner to a mixed audience consisting of both on-campus students and distance students. Since the various technologies used have different limitations, the maximum enrollment in these hybrid courses will need to be pre-determined by the faculty member and their Chair.

Compensation: The faculty member will be paid \$150 per credit.

Adopted: Spring, 2009

Sponsor: Vice President for Academic Affairs

Grant Indirect Cost Distribution

The Faculty Research Indirect Cost Distribution process is a mechanism by which a researcher receives a distribution of indirect grant funds. Sponsored projects that have generated indirect cost during the fiscal year at the full federally negotiated indirect cost rate (research and/or public service) or the full indirect cost rate allowable by the sponsor (by their standard policy) are eligible to participate in the calculation and distribution.

The indirect cost revenue of Mayville State University is distributed as follows:

Total Indirect Cost Revenue:

- If not eligible for the indirect distribution
 - 100% Retained by the University for funding of future grant ventures

 - If eligible for the indirect distribution
 - 70% Retained by the University for contingency & commitment to the project
 - 20% Flows to the researcher for annual salary enhancement (lump sum) or other needs*
 - 10% Flows to the researcher for supplies, equipment and operational expenses
- * Awarded at the end of the fiscal year if:
1. the grant has a balanced budget, and
 2. the researcher is maintaining a high quality level of teaching, campus and community services.

Process to receive up to a 20% annual salary enhancement:

1. Researcher submits a request to the Academic Division Chair with a copy to the VPAA & VPBA; and
2. Letter of support from the Academic Division Chair with approval from the VPAA, VPBA and the President.

Adopted: August 25, 2008

Reviewed: May 10, 2010

Sponsors: President, Vice President for Academic Affairs and Vice President for Business Affairs.

Early Retirement Policy

To implement the early retirement policy of the State Board of Higher Education, Mayville State University has adopted the following policies and procedures:

1. Whether or when an individual will take early retirement is always a matter of mutual agreement between the individual and the university. In the absence of mutual agreement, employment is unchanged.
2. These policies and procedures are intended to provide maximum equity and fairness in the treatment of early retirement candidates. The university does not budget for early retirement. Any funds that may be available for early retirement buy-outs are limited to potential savings from replacement hiring or from reallocation. Tight budgets and legislative uncertainties make it inevitable that the response of the administration will vary over time.
3. Individuals who are considering early retirement should carefully read the State Board Policy 703.1 to verify their eligibility and identify the early retirement options. For a confidential discussion or questions, the individual may wish to consult the university's human resources specialist. Retirement planning assistance is available from TIAA-CREF.
4. To aid in planning, individuals who are seriously considering early retirement are encouraged to notify the Vice President in their area as soon as they are comfortable doing so. At that time, they indicate whether they are seeking an early retirement buy-out and, if so, in what amount.
5. The administration will review all requests for buy-out and assess any strategic considerations that may affect the welfare of the university. Such considerations could include, for example, the student-faculty ratio in the department, potential for hiring an adequate replacement, or the need to change program direction with new expertise. Strategic considerations will affect the priority order for addressing the requests. In the absence of strategic considerations, requests will be addressed in the order in which they were received.
6. The administration will notify the individual as soon as possible whether it appears that funding may be available for an early retirement buy-out. With respect to retirements planned to start in odd-numbered years when the legislature establishes the university's biennial budget, it may be difficult to identify funding options until late spring of that year.

The only buyout option is a payment equal to the family medical insurance cost for the buyout period. The university will calculate the buyout amount based on current premium rates. Individuals can take the buyout amount in a lump sum cash payment, or have the university pay their medical premiums in which case the university will cover any increase in premiums during the buyout period.

All faculty requests for early retirement must be submitted to the VPAA's office. Other eligible individuals must submit their requests to the President's office.

The only exception to this policy is if conditions require the University to make major organizational or program related changes.

Reviewed: Fall, 2008

Sponsor: President

TIAA/CREF

The North Dakota State Board of Higher Education established the TIAA-CREF Retirement Plan for North Dakota State Institutions of Higher Education as of January 1, 1964. Contributions under this defined contribution (money purchase) plan are applied to individual annuities issued to each participant by Teachers Insurance and Annuity Association (TIAA) and/or College Retirement Equities Fund (CREF).

1. Eligibility

Permanent employees in the following categories are required to begin participation immediately upon employment; however, employees with credited years of service with the North Dakota Public Employees Retirement System (NDPERS) may continue participation in PERS in lieu of participation in this retirement plan.

Participation

All eligible Class I and Class II employees are required to begin participation in this retirement plan immediately upon employment. In lieu of participation in this plan, eligible employees, having accrued retirement benefits under the North Dakota Public Employees' Retirement System (PERS), may elect to continue participation in PERS. A PER's participant, transferred or reclassified to a position that qualifies for participation in this plan, may elect to become a participant by making such election within 60 days of being transferred or reclassified. In the absence of such election, the right of participation in this plan is irrevocably waived.

Class I - Teaching and research faculty with ranks of professor or associate professor, research personnel with equivalent rank, and executive and administrative staff.

Class II - Teaching and research faculty with ranks of assistant professor or instructor, research personnel and lecturers with equivalent rank, and professional staff.

Notification

The Institution will notify each eligible employee when participation in the plan begins. Each participant is entitled to the benefits and is bound by all of the terms, provisions, and conditions of this plan, including any and all amendments, which from time to time may be adopted, including the terms, provisions and conditions of any contract and/or certificate under the plan.

2. Plan Contributions

The Institution will plan contributions in accordance with the following schedule:

Employment Classification	Years of Service	Your Contribution	Institution's Contribution	Total
Class I	0 - 10	1.5% of salary	9.5% of salary	11% of salary
	over 10	2.0%	10.0%	12.0%
Class II	0 - 2	0.5%	4.5%	5.0%
	3 - 10	1.5%	9.5%	11.0%
	over 10	2.0%	10.0%	12.0%

Contributions are vested and belong to you the day your institution begins making them.

* Employees shall be given credit for the years of service during which they accrued retirement benefits under the North Dakota Public Employee Retirement System, North Dakota Teachers' Fund for Retirement, and/or TIAA-CREF. Credit for TIAA-CREF years of service shall also include credit earned at other institutions, including out-of-state institutions, provided employee has a current TIAA-CREF contract (i.e., was not repurchased).

During a paid leave of absence, the Institution will continue its plan contributions for a participant on the basis of salary then being paid by the Institution.

Retirement Age and Date

Early retirement under this plan is permitted when employment ceases on or after an attainment of age 55. Normal retirement age is 65. The normal retirement date is the last day of the fiscal year in which age 65 is attained. Beginning January 1, 1994, compulsory retirement of tenured faculty members is prohibited pursuant to the Age Discrimination in Employment Act. The employing institutions will make contributions for participants who have attained retirement age and who continue in employment, provided participants who have attained retirement age and who continue in employment, provided participants also continue at the rates specified.

3. Benefits

Retirement Benefits

Following retirement or earlier termination of employment, a participant may elect to receive benefits under any of the options set forth in the contracts between the Fund Sponsors and participants and/or the Institution.

Cash Withdrawals

A participant who has terminated employment is generally entitled to receive benefits in a single sum on accumulations in CREF and in substantially equal installments over a 10-year period for accumulations in TIAA, as allowed under the TIAA contract under this plan upon the attainment of age 55. A cash withdrawal will be made only with the consent of the participant.

Benefits will thus be payable only as annuity income for at least the participant's lifetime, unless the participant has attained age 55, except to the extent that provisions for Repurchase and the Retirement Transition Benefit may apply.

Repurchase

In the event a participant in this plan terminated employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase his or her annuity, the employing institution will approve such repurchase provided the participant is not employed by or moving to another institution having a TIAA-CREF retirement plan for which he or she will be eligible, and provided the repurchase meets the other conditions under which TIAA-CREF will repurchase annuities. Upon repurchase the entire amount accumulated in the annuities (less any repurchase charge) will be payable to TIAA-CREF to the participant and shall be in full satisfaction of the participant's rights to retirement and/or death benefits.

Retirement Transition Benefit

The Retirement Transition Benefit permits a participant to receive a don-time payment of up to 10% of his or her Accumulation Account(s) in TIAA and/or the CREF Account(s) at the time annuity income begins, provided that the one-sum payment from each TIAA contract and/or CREF Account(s) does not exceed 10% of the respective Accumulation Account(s) then being converted to retirement income. The Retirement Transition Benefit will be put into effect only with the consent of the participant.

Death Benefits

In the event a participant dies prior to commencement of retirement benefit payments, the full current value of the Accumulation Account(s) is then payable to the Beneficiary or Beneficiaries named by the participant, under one of the options offered by the Fund Sponsor(s).

4. Plan Year

The “plan year” is July 1 through June 30 of each year. Records for each participant to whom annuity contracts have been issued are maintained on the calendar year basis. TIAA-CREF sends each annuity owner a report of premiums and benefits summarizing the status of his or her annuity contracts quarterly. Similar reports or benefit illustrations may be obtained by a TIAA-CREF annuity owner upon termination of employment or any other time by writing or calling directly to TIAA-CREF.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Health Insurance

All ¹regular permanent employees of the state institutions under the North Dakota State Board of Higher Education are eligible for group health insurance. Application (including dependent coverage, if desired) should be made upon employment or within 30 days after employment. Coverage will be effective on the first of the month following the employee's eligibility date. If requested effective date is beyond this period, the applicant is required to provide medical information for eligibility. Blue Cross Blue Shield underwrites the state group health and accident plan.

The institution pays the premiums for all eligible employees who wish coverage on either the single or family plan. An explanation of coverage and deductibles can be obtained from the Business Office.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

¹ Regular permanent employees are those who are filling a full-time position by working at least 17 2 hours per week for five months out of a year in a fully funded position.

Life Insurance

All regular employees are also eligible to enroll in the group life insurance program. The state provides each eligible employee with a \$1,300 term life policy; additional term life insurance for the employee, spouse and dependents may be purchased at additional cost.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Travel

Mayville State University employees are required to follow the state travel guidelines as set up by the Office Management and Budget. The complete list of policies regarding travel by state employees may be found in detail under “Fiscal and Administrative Policies” at <http://www.nd.gov/fiscal/>.

In-State Travel

Employees who are required to travel in an official capacity are reimbursed for expenses only. No charge accounts are to be maintained with motels or restaurants for the purpose of allowing employees to charge expenses directly to their institution.

In the event an employee is asked by administration to represent the University at a meeting or activity, the University will pay all of the travel expense except in cases where the expenditures involved do not comply with the requirements of state travel regulations. Reimbursements for food and lodging may not exceed the current approved state rates for travel within the state. Receipts are required for hotel bills. In all cases, staff should request state government rates at motels and hotels and show staff I.D. cards to obtain minimum rates for lodging. Travel expenses to professional meetings within the state are normally paid from departmental funds. If funding is not available in the departmental travel account, the employee may request University assistance. The extent to which the University can assist in paying for such travel is dependent on the availability of funding.

In- State Meal Allowance

NDCC Chapter 44-08-04 provides for reimbursement of employee expenses for meals and lodging while an employee is away from their normal working and living residence.

Chapter 44-08-04 provides that reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Employees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. Effective rates are:

<u>Qtr.</u>	<u>Time</u>	<u>Meal Allowance</u>	<u>Receipt</u>
1	6 a.m. to noon	\$ 6.00	No
2	Noon to 6 p.m.	\$ 9.00	No
3	6 p.m. to midnight	\$ 15.00	No
4	Midnight to 6 a.m.		Yes

In-State Lodging

The 4th quarter covers lodging. Maximum of \$69.30 plus any additional applicable state and local taxes on lodging. If the room is more than \$69.30, the individual may only be reimbursed for the additional taxes based on \$69.30, and the additional taxes must be pro-rated.

The *original lodging receipt* (NOT a credit card receipt) must be attached to the travel voucher and it must show the amount paid by the claimant. State government rates should be requested in making arrangements.

Miscellaneous Claims

Whenever a charge is made under the “Miscellaneous” column on travel vouchers, it requires detailed explanation and a receipt must be attached if the item is greater than \$10. Examples of non-reimbursable expenses are:

1. Alcoholic beverages
2. Entertainment
3. Late check-out charges
4. Parking tickets or other traffic tickets
5. Laundry

Parking fees may be claimed only with a receipt from a hotel/motel or airport.

Use of Personal Vehicle

Employees when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle, whenever possible.

When an employee drives a state fleet vehicle, the State’s liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee’s personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below. Reimbursement for mileage for use of personal vehicles within the state is allowed as follows:

- Private vehicle mileage reimbursed at 55.5¢ per mile in-state.
- The per mile reimbursement is construed to include all vehicle costs. No claims will be allowed for tolls, parking, fines, etc., that would be in addition to the per mile reimbursement.

Taxi and Commercial Transportation

- Taxi fees are reimbursed at actual cost. Receipts are required for any single claim of more than \$10.00.
- Employees may be reimbursed for actual airfares paid for travel on official state business. Proper supporting documentation must be attached to the travel voucher as a receipt

Telephone Calls While Traveling

- Reimbursement will be limited to \$5 per day. Allowance for calls not made on one day cannot be carried forward and used on another day. For example, if an employee did not make a call on Monday, the employee cannot claim \$10 for calls made on Tuesday.
- An overnight stay is required to claim this expense. A claim for reimbursement may only be made when an employee can claim the fourth quarter.
- A claim for this expense may not be made for “free minutes” used on a personal cellular phone.
- In order to claim this expense, the charge must appear on the receipt submitted for lodging, or on a separate report.
- Emergency phone calls will be considered on an individual case basis.

Travel Advances

The following allowances are made for travel advances pursuant to NDCC Chapter 44-08-04.2.

"Any state agency shall advance at the request of the agency head for employees of that agency funds to be used for payment of meal and lodging expenses incurred while the official or employee is traveling on official business of this state, provided that such travel must be planned to be **in excess of five days per month**, whether or not consecutive, and provided that the funds advanced do not exceed eighty percent of estimated expenses for the period. Travel advances must be approved by the chief executive officer or a designee of the agency involved. Funds advanced for meals and lodging under this section shall be accounted for as required under section 44-08-04 for travel.

These funds must also be reflected on the travel voucher subsequent to the dates of travel.

Out-of-State Travel (Faculty)

All faculty planning to travel out-of-state must secure prior written approval of the President of the University or Vice President for Academic Affairs. Forms for such approvals are available on the MSU Portal in Faculty/Staff Forms & Policies in the Academic Affairs folder (faculty). Faculty should plan trips so they are absent from classes no longer than four consecutive class days. No travel reimbursement will be paid unless this authorization is attached to the voucher when a claim for reimbursement is made.

Out-of-state travel guidelines for Mayville State University are as follows:

- Early in the academic year, full-time faculty will be requested to submit out-of-state travel forms detailing their anticipated trips for the fiscal year. Requests for travel funds will include information such as anticipated length of absence, travel distance, cost of transportation, meals and lodging, and total travel funds requested. The Application for Out-of-State Travel form for faculty is located on the MSU Portal.
- In distributing travel funds an equal amount will be reserved for each full-time member of the faculty until **November 1**. After that date, funds which have not been encumbered by the submission of a travel request form will be distributed among the faculty on a first come, first served basis. Faculty whose requests for funding exceed the original reserved amount may apply for additional support.

In distributing unreserved travel funds, the following factors are considered:

- No faculty should be given funds to make a second trip during an academic year until all faculty/staff members requesting funding have had an opportunity to make one trip that year;
- There will be an attempt to equalize funds among disciplines;
- Faculty who have not traveled in recent years will be given preference over those who have done so;
- Benefits to the University and the State will be evaluated in determining which faculty or staff secure funding;
- Employees nearing retirement or on one-year appointments have lowest priority.

After the travel is completed, the faculty member must submit a travel voucher with receipts of the travel to the Vice President of Academic Affairs office for reimbursement of travel expenses.

Out-of-State Travel Amount Allowed

Meals

The out-of-state meal allowance rates for cities outside of North Dakota are available on the web at: <http://www.state.nd.us/fiscal>. Any city not included on this schedule will be at the GSA rate of \$46.00 per day.

The expense allowance for each quarter of any 24-hour period is as follows:

1st Quarter	6:00 a.m. to 12:00 Noon	20% of daily rate
2nd Quarter	12:00 Noon to 6:00 p.m.	30% of daily rate
3rd Quarter	6:00 p.m. to 12:00 midnight	50% of daily rate

Lodging: Actual cost, receipt required.

Miscellaneous Claims: Same as in-state.

Taxi and Commercial Transportation: Same as in-state.

Private Vehicle Mileage:

Reimbursement for mileage for use of personal vehicles outside of the State is allowed as follows:

1. When airplane and taxi fares are accepted in lieu of mileage.
2. When reimbursement is at a rate of 55.5¢ per mile to a geographic point 300 miles from the borders of the state, and 18¢ per mile for the remaining distance.

PROVIDED THAT the lesser amount of (1) or (2) above shall be allowed. If more than one state employee travels in the same vehicle, 55.5¢ per mile for the entire trip will be allowed.

The rate for aircraft is 83¢ per mile, subject to provisions of NDCC 54-06-09.

Leased Vehicles: Same as in-state.

Private aircraft use will be reimbursed at 83¢ per mile.

Telephone calls while traveling: Same as in-state.

Reviewed: Summer, 2012

Revised: July 10, 2012

Sponsor: Vice President for Business Affairs



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Financial Affairs
Section: 800. Index

PAGE: (1 of 2)

Section 802		Accounting and Auditing
	802.6	Budget Management and Control
M 802.6		Use, Transfer and Disposal of Public Property
	802.7	Identity Theft Prevention
	802.8	Internal Audit Functions
Section 803		Purchasing
	803.1	Purchase Procedures
M 803.1		MSU Credit Card Processing
	803.2	Emergency Purchasing
Section 804		Equipment and Personal Property Lease
	804.1	Tax Exempt Bond Issues and Lease Purchase Financing
Section 805		Tuition and Fees
	805.1	Tuition
	805.1.4	Negotiated Course or Program Fees
	805.2	Student Activity Fees
	805.3	Application, Course, Program and Other Miscellaneous Fees
	805.3.1	Distance Learning Courses
	805.6	Room and Board Charges
Section 806		Entertainment and Moving Expense Allowances
	806.1	Payment or Reimbursement of Meals and other Travel or Institutional Expenses
	806.2	Staff and Faculty Recruitment Expenses
M 806.2		Recruiting Expenses
	806.3	Moving Expenses
M 806.3		Moving Expenses
Section 807		Mobile Phones and other Mobile Computing Devices
	807.1	Mobile Phones and other Mobile Computing Devices; Restrictions on use of State Phones
M 807.1		Mobile Communication Policy



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Financial Affairs
Section: 800. Index

PAGE: (2 of 2)

Section 809		Gift Funds
	809.2	Gift Funds
Section 810		Deposit of Funds; Investments; Endowments and Gift Funds
Section 820		Tuition Waivers
	M 820	Employee Tuition Waiver Policy
	M 821	Employee Dependent Tuition Waiver Policy
	M 822	Cultural Diversity Waiver Policy
	M 823	International Student Tuition Waiver Policy
	M 824	Miscellaneous Tuition Waiver Policy
Section 830		Credit, Refunds, and Repayments
	830.1	Student Payment Policy
	830.2	Refund Policy
	M 830.2	Unofficial Withdrawal Policy
Section 840		Contract Review
	M 840.1	Contract Review

Use, Transfer and Disposal of Public Property

This policy is to be used in conjunction with SBHE Policy 611.5 “*Employee Responsibility and Activities: Outside Employment of Consulting Practices; Use of Institution Property*”; SBHE Policy 1910.2 “*Use of State Vehicles*”; and SBHE Policy 1901.2 “*Computing Facilities*”.

Equipment Purchases and Inventory

When an item costing over \$5,000 is purchased, the department purchasing the item will prepare a request for payment form and submit to the business office for processing with supporting documentation and proper approval. If the purchase was made by credit card, the department purchasing the item will submit supporting documentation and approval with the monthly credit card statement. The department purchasing the equipment will complete a new equipment worksheet form located at *J:\Staff\Forms and Policies\Business_Office* and return to the business office. The business office will then enter the asset into the fixed asset system, assign an inventory tag number, and send that inventory tag to the department to attach to the equipment within one month of new equipment worksheet submission.

Each department Chair or Supervisor will be required to attest to their continued custody of each asset on a yearly basis in compliance with North Dakota Century Code (NDCC) Section 44-04-07. The business office will prepare and distribute a listing of equipment items to the campus departments each year prior to April 30th. The departments will verify the continued custody of the property and return the signed listing to the business office by May 31st.

Equipment Disposal

Items that have a cost value of \$5,000 or more are to be approved for disposal by the business office. The disposing department will fill out the disposal of equipment worksheet located at *J:\Staff\Forms and Policies\Business_Office*. The inventory tag should accompany this worksheet. If no inventory tag is present an explanation as to why the inventory tag does not accompany the worksheet should be included.

The business office shall report all equipment costing \$5,000 or more to state surplus property. If state departments or agencies do not express interest in the property at that time, then the university shall dispose of the item. No university employee shall receive any personal benefit from the disposal of the item. Equipment not inventoried (less than \$5,000 cost value) shall also be reported to surplus property if there is a possibility the item could be useful to another state agency or department.

Items to be disposed of that were originally purchased with federal funds need to be processed through the principal investigator of the grant or department Chair or Supervisor, as appropriate, prior to following the protocol listed above. The disposal must proceed in a manner consistent with the federal granting agency rules and regulations.

Use of Public Property

State law prohibits employees from using public property for personal purposes when such use is unauthorized and the employee knows that there is some risk of loss or detriment to the government. It is at the discretion of the responsible supervisor whether to approve or deny a request to use equipment off campus or to take equipment home. Certain personal incidental uses of university property are allowed and within reason, so long as this limited use does not result in any loss of the property.

Employees are allowed unlimited use of campus owned PC equipment off campus for work related activities. There are circumstances when it is necessary for employees to take university equipment home, for a period of time, to facilitate the completion of specific job assignments. Employees may use university equipment at home provided the employee accepts full responsibility for any loss or damage to

the equipment, if the university's insurance does not cover the equipment. The university's insurance will only cover equipment that is temporarily off campus. "Temporarily" normally means no longer than three months.

The equipment must be returned to the university when its use at home is no longer necessary, or authorized, or when the employee terminates employment. Failure to return equipment may constitute theft of property and may result in criminal charges and other appropriate sanctions and actions against the employee.

Employee Reprisal Prohibited

NDCC Section 34-11.1-04 protects an employee from negative job reprisals for, in good faith, reporting violations of law or misuse of public resources. Mayville State University encourages employees to come forward with reports of misuse of property. Employees may report violations of law or misuse of public resources, without fear of reprisal, to the President, Director of Human Resources, or to the employee's supervisor. Employees who make such reports cannot: be dismissed from employment, have salary increase or employment-related benefits withheld, be transferred or reassigned, be denied a promotion which they otherwise would have received, be demoted, or be discriminated against in any other term or condition of employment on the basis that they made such report. However, an employee who intentionally furnishes false information is subject to disciplinary action, up to and including termination.

The university employee who receives a report of violations of law or misuse of public resources must take action on such reports. That person is responsible for referring the issue to the appropriate vice president for follow-up. The determination made by the vice president as to the accuracy of the report of the violation of law or misuse of public property, and any subsequent disciplinary action taken, shall be documented.

Adopted: November 15, 2010

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: Vice President for Business Affairs

MSU Credit Card Processing

Purpose

The purpose of this policy is to define the guidelines for accepting and processing credit cards

Policy

All credit card transactions processed by MSU employees must meet the standards outlined in the policy:

- a. Credit card information should be accepted online, by telephone, mail, or in person. This information should not be accepted via e-mail and departments should not e-mail credit card information.
- b. Cardholder data must be locked in a secure area. Access should be limited to individuals that require the use of the data. Access should also be restricted on a 'need to know' basis.
- c. Only essential information should be stored. Do not store the Card Validation Code (also known as the Security Digits, V Code, or CID). Do not store users PIN's or the full data from a cards magnetic stripe.
- d. Credit card information should only be retained for the time needed to process, or if retained for reconciliation, for as long as one-year maximum.
- e. Credit card information, if it does not need to be retained, should be destroyed. Information should be destroyed by shredding (cross-cut) immediately after processing, or immediately after they no longer need to be retained.
- f. Credit card receipts may only show no more than the last four digits of the credit card number. If receipts show more than the last four digits, the receipts must be shredded or retained in a secure area.

Exceptions to the policy may be granted by the Vice President for Business Affairs

Adopted: May 4, 2009

Sponsor: Vice President for Business Affairs

Recruiting Expenses

The University normally extends an invitation for an interview with the understanding that a candidate will receive reimbursement for appropriate travel-related expenses in the following situations:

- a) the candidate brought to campus for an interview is offered and accepts a position.
- b) the candidate brought to campus is not offered a position.

If, however, a candidate is offered a position and declines, the University will not provide reimbursement of expenses.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Moving Expenses

The University, depending on availability of funds, normally assumes the actual moving expenses up to an amount equal to one half of one month's salary. Reimbursement requires that the employee submit receipts documenting expenses.

Specific provision regarding personal travel is included in SBHE Policy Section 806.3.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Mobile Communication Policy

The purpose of this policy is to detail the procedure for reimbursing employees for the use of personal cell phones while conducting university business.

General Information

If an employee requires a cellular phone in order to perform his/her duties, the employee, with approval of the supervisor, department head and respective Vice President may receive an allowance. The supervisor may select an affordable monthly allowance based on actual business use. Allowances received by the employee will be included in their payroll and will be treated as taxable income.

Because the entire University contribution toward the cell phone plan is wages to the employee and is treated as taxable income, no detailed documentation of personal or business call is required.

The University contribution toward the cell phone plan is not considered an entitlement, is not part of an employee's base salary, and may be changed and/or withdrawn by the University at any time. It will be paid in semi-monthly installments from departmental funds as authorized by the supervisor.

Level of Allowance

Supervisors are responsible for determining and approving the appropriate allowance amount for an employee based on the responsibilities of the employee's position. Factors that should be considered in making the determination should include the appropriate number of plan minutes, long distance calling options, data plans and other plan features that are required for the performance of the employee's job responsibilities. The allowance may be up to \$960 annually over the duration of an employee's contract. If extraordinary business usage results in a billed amount that is significantly more than the allowance amount, reimbursement may be sought through expense reimbursement procedures. Allowances received by the employee will be reported as taxable wages.

Adopted: October 6, 2008

Reviewed: Fall, 2010

Revised: December 13, 2010

Sponsor: President's Cabinet

This policy was previously listed as M706.4-Mobile Communication Policy and was reassigned this new policy number to match the corresponding SBHE policy number.

Employee Tuition Waiver Policy

1. SBHE policy 820 applies to “benefited employees,” who are defined in SBHE Policy 703.2 as employees, including probationary employees, who work at least 20 hours per week and 20 weeks each year.
2. Employees wishing to enroll with a tuition waiver pursuant to SBHE policy 820 or NDUS Human Resources Policy Manual section 33 (see those documents for further guidelines) must complete an “Employee Tuition Waiver Request” form. The supervisor and Vice President for Academic Affairs must approve the request.
3. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
4. Classes taken under this policy need not be job-related.
5. Employees may take classes at other NDUS institutions under this policy, subject to the terms imposed at that campus. Employees doing so are responsible for taking a copy of the signed waiver to the proper office on the campus of enrollment.
6. The employee tuition waiver shall not be applicable to self-supporting and/or continuing education activities.

NOTE: Waiver does not apply to special classes or technology fees.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Employee Dependent Tuition Waiver Policy

1. Any dependent of a benefited Mayville State University employee who is enrolled as a full time student would be eligible for the tuition waiver, effective fall, 2009.

- a. A qualified dependent is defined as a child, stepchild, or dependent as defined by IRS rules and regulations.
- b. A dependent who is also a regular, benefited employee is only eligible for the employee tuition waiver outlined in NDUS Policy 820 Section e, and is not eligible to receive the dependent waiver.
- c. The dependent must meet enrollment standards and register for classes through regular registration procedures.
- d. The employee must be employed on the first day of each semester to be eligible for the discount.
- e. A regular, benefited employee is one who qualifies for medical and retirement benefits per NDUS HRMS policy 2.2 or NDCC 54-52.1-01 #4.

2. The tuition discount is either 25% or 50% of the tuition for MSU classes per dependent.

- a. The waiver applies to resident tuition, or an equal amount applied to non-resident tuition.
- b. The waiver is applicable only during the regular fall or spring terms.
- c. In order to receive the 50% reduction in tuition, a qualified dependent child must reside in campus housing and have a board contract. This room and board requirement would be in force for any term that the dependent student receives the tuition waiver, even if the student were qualified to live off campus. A 10 or 14 meal board contract would be required for freshmen dependents and a minimal Comet Café contract would be required for upper class dependents.
- d. In order to receive a 25% reduction in tuition, a qualified dependent child must either reside in campus housing OR maintain a board contract. This option allows for dependent children to live at home and receive the quarter waiver, as long as they have a board contract in force (Comet Café, 5, 10 or 14 meal options) OR if they reside in upper class housing where a board contract is not required.
- e. The maximum discount for the dependent of more than one eligible employee is 50%.
- f. Fees are not discounted or waived.
- g. Early entry students (dual credit) will not be eligible according to the terms of this policy.
- h. Dependents that drop below full time at any point in the semester will be required to repay the amount of the waiver received.

3. Procedures:

- a. A dependent waiver request is to be submitted to the Office of Human Resources prior to the beginning of the semester for which the waiver is requested.
- b. A birth certificate or most recent federal tax return may be requested prior to granting the waiver.
- c. In accordance with federal regulations, the tuition waiver will be used as a financial resource and become part of the student's financial aid package. The Financial Aid Office may need to adjust aid if the amount of the tuition waiver along with other financial aid, exceeds the total cost of attendance.

Adopted: Spring, 2009

Reviewed: Fall, 2012

Revised: September 4, 2012

Sponsor: Vice President for Business Affairs

Cultural Diversity Waiver Policy

Recognizing the educational benefit for the members of our academic communities derived from a culturally diverse student population, Mayville State has adopted a Cultural Diversity Tuition Waiver Program.

This Cultural Diversity Tuition Waiver Program will grant up to 10 FTE waivers of tuition each year to facilitate diversity and the needs of disadvantaged students on our campus.

Special emphasis of this policy is to recruit, assist, and retain members of federally recognized American Indian tribes and Alaska Natives and Villages as defined pursuant to the Alaska Native Claims Settlement Act; American Indian graduates of tribally controlled community colleges in North Dakota; and economically disadvantaged students.

Tuition waivers should not be used exclusively to benefit one population, but should embrace the needs of students from a variety of circumstances.

Selection Criteria and Administrative Procedures

A. Definitions

1. American Indians are defined as enrolled members of federally recognized American Indian tribes, and Alaska Natives and Villages as defined pursuant to the Alaska Native Claims Settlement Act; and as such constitute a political group officially recognized by the United States government.
2. Cultural diversity for this policy is defined as any individual of different cultural, racial, or ethnic heritage, age, persons with disabilities, and/or life experiences. International students are included under a separate waiver program.
3. The Mayville State University diversity statement further describes cultural diversity for consideration for this waiver program.

B. Amount of Waivers

1. The amount of a waiver will not exceed the amount of tuition. Tuition waivers do not include flight fees, books, board, room, and other costs of attendance. Cultural Diversity waivers will be awarded based on financial need. Priority will be given to Native Americans enrolled in North Dakota tribes. A partial waiver may be awarded, but total waivers will not exceed 10 FTE waivers.
2. Generally, awards will be made for an academic year. Awards can be made for a longer or shorter duration.

C. Special Emphasis for Consideration:

1. Enrolled members of federally recognized American Indian Tribes, and Alaska Natives and Villages. Particular emphasis will be given to enrolled members of the Devils Lake Sioux Tribe, Three Affiliated Tribes, Turtle Mountain Band of Chippewa, Sisseton Tribe, and

Standing Rock Sioux Tribe. Dependents of enrolled members of these tribes will also receive consideration for cultural diversity waivers.

2. Graduates of North Dakota tribal colleges.
3. Culturally Diverse Individuals who are economically disadvantaged.
4. Beginning freshmen and transfer students.

D. Financial Need

1. Applicants who apply as economically disadvantaged individuals must show financial need based upon the federally prescribed needs analysis formula.
2. Applicants who receive funding from programs which pay full tuition will not be eligible for a Cultural Diversity Tuition Waiver unless the program reallocates their funding to other educational costs. Applicants who receive funding from programs that do not pay tuition or pay only a part of tuition may receive the Cultural Diversity Tuition Waiver, however, the amount of the tuition waiver may not exceed the amount of unpaid tuition.
3. The total financial aid amount awarded can not exceed the total cost of education.

E. Academic Guidelines

1. Past academic performance may be used in determining initial eligibility. Priority will be given to new freshmen/or transfers who have a GPA of 2.00 or higher, an ACT of 18 or an SAT of 870.
2. In order to be eligible for renewal, recipients must maintain at least a 2.0 cumulative GPA.
3. Recipients must be enrolled full-time (12 credits) if they are residential students at Mayville State. Residential students who drop below 12 credits at any point in the semester will be required to repay the amount of the waiver.
4. Recipients enrolled in off campus or collaborative programs must be enrolled in a least six Mayville State credits during a term that they receive a diversity waiver. Off campus or collaborative students who drop below 6 credits at any point in the semester will be required to repay the amount of the waiver. Recipients enrolled as collaborative students will not receive a waiver of tuition for any credits taken from another institution.

F. Limitations and Requirements

1. Recipients shall be limited to a maximum of five years of eligibility as an undergraduate student. Renewal of waivers requires a 2.00 GPA.
2. All tuition waiver recipients must reside in campus housing during the academic year in which this award is received. Students attending Mayville State University programs at off campus sites or enrolled in collaborative programs will have the housing requirement waived, but must meet all other requirements.

G. Application Procedures

1. Undergraduates must submit a Cultural Diversity Tuition Waiver application form to the Office of Enrollment Services prior to March 15 in order to receive top consideration.
2. Applicants who wish to receive special emphasis based upon enrollment in a federally recognized American Indian tribe and Alaska Native and Village must attach verification of enrollment to the application.

H. Selection

1. Students who have applied for a diversity tuition waiver and who have completed all application for admission processes will be considered for an award.
2. The institutional Diversity Committee will provide input for the development of selection criteria to be used in administering the Cultural Diversity Tuition Waiver.
3. The letter of notification to the recipient regarding the waiver shall include a statement that acceptance of this award may affect other financial aid awards.

I. Financial Aid Packaging

1. The Cultural Diversity Tuition waivers will be incorporated into the recipient's financial aid package.

K. Annual Report

1. The Enrollment Services Office will submit an annual report to the President of the institution and will include the number of waivers awarded (including break down by area of cultural diversity) and will provide this report to the institutional Diversity Committee for their review and input.

Reviewed: Fall, 2010

Revised: January 26, 2011

Sponsor: Vice President for Student Affairs and Institutional Research

International Student Tuition Waiver Policy

1. Requirements

- a. Preference given to International students (non-Canadian), both freshmen and transfer students, with a cumulative grade point average of 2.50 on a 4.00 scale.
- b. Proof of financial support which, when added to this award must be equal to or greater than the current financial aid budget for international students.
- c. All tuition waiver recipients must reside in campus housing and have a board plan during the academic year in which this award is received.
- d. International tuition waivers are awarded on an annual basis and are not automatically renewed. Recipients must be enrolled full time and must have maintained a minimum cumulative grade point average of 2.50 to be considered for a renewal of the tuition waiver.
- e. International students who meet the above requirements may receive waivers that are no greater than 50% of the International Student tuition rate. Partial waivers may also be granted.

2. Application Process

- a. An application for admission to Mayville State University must be submitted by April 1 for enrollment in the fall term and by October 1 for enrollment in the spring term for full and timely consideration. In addition, any international student wishing to apply for a tuition waiver must complete the MSU Tuition Waiver Application form, available from the Enrollment Services Office.
- b. A foreign student declaration form must be submitted by April 1 for fall term and October 1 for spring term in order to be given full and timely consideration. If funding from a sponsor who resides in the United States is expected, the applicant must also submit an affidavit of support (I-134) by the dates listed above.
- c. All other application materials and supporting materials, including health forms, TOEFL and other test scores, and transcripts, must be received by the University before an application for a tuition waiver is approved. Preliminary offers of a tuition waiver may be made by the Enrollment Services Office prior to receipt of the necessary materials and forms, however, such an offer is tentative and is not guaranteed until all application processes are completed.

3. Selection Process:

- a. All students completing application processes by March 15 will receive priority consideration for tuition waiver awards. Any applicants completing processes after this date may be considered for an award, based on availability of awards.

- b. The number of waivers of tuition to international students will be determined by the President's Cabinet on an annual basis. An international student is any student whose residency is outside of the fifty states, the District of Columbia or Canada.
- c. Priority for waivers will be given to student applicants from countries not represented in the student body of Mayville State, thereby increasing the cultural diversity of the institution.

Reviewed: Spring, 2012

Revised: June 23, 2012

Sponsor: Vice President for Student Affairs and Institutional Research

Miscellaneous Tuition Waiver Policy

Mayville State University utilizes waivers of tuition as a recruitment and retention strategy and provides partial or full waivers of student tuition as follows:

Comet Waivers:

1. Comet Waivers are targeted for use with residents of North Dakota, Minnesota, and contiguous states and provinces. They provide for full or partial waiver of the respective tuition rate, dependent upon residency and athletic eligibility (see the NAIA website or the campus legibility officer).
2. A maximum number of waivers, including renewals of previous waivers, will be determined by the President's Cabinet each year. Because of past success in the recruitment of student athletes through the use of tuition waivers, each sport shall be allowed to utilize a maximum number of Comet waivers to be determined by the Athletic Director. These waivers may be sub-divided upon the request of the respective coach.
3. Students receiving a Comet Waiver will be required to be enrolled full-time (12 or more credits) during the term(s) that they have received a waiver. Students who drop below 12 credits at any point in the semester will be required to repay the amount of the waiver.
4. Comet Waivers are not automatically renewed. The student must maintain satisfactory academic (2.00 Cum GPA) and athletic progress as determined by the respective coach.

Non-resident Merit Scholarship:

1. Non-resident Merit Scholarships are full or partial reductions of out of state tuition to the North Dakota rate and are targeted for use with residents of the Western Undergraduate Exchange states, other non contiguous states and non-contiguous provinces, and contiguous states and provinces.
2. There are no specific limits to the number of Non-resident Merit Scholarships that can be awarded in any given year. The amounts of the scholarships will generally be 50% or 100% of the differential between the non-resident and North Dakota tuition rates.
3. Students receiving a non resident merit scholarship will be monitored each semester and those not meeting minimum academic requirements (2.5 GPA) will be placed on probation for one term. Failure to meet the minimum GPA requirements after the second term will result in termination of the scholarship.
4. The Non Resident Merit Scholarships are awarded on an annual basis and are not automatically renewed. Recipients must be enrolled full time. Returning students who achieve a 2.50-2.99 institutional cum GPA will be eligible for a half waiver for the following year. Returning students who achieve an institutional cum GPA of 3.00-4.00 will be eligible for a full waiver for the following year. Students who drop below full time at any point in the semester will be required to repay the amount of the waiver.
5. New applicants for the Non Resident Merit Scholarship must meet specific academic criteria, including minimum ACT/SAT scores and/or high school and college GPA requirements. A limited number of awards will be provided to high school students who have exemplary leadership abilities and experiences.
6. Non Resident Merit Scholarships may be combined with other athletic 'cash' awards, but may not be combined with Diversity or International Student waivers.

Reviewed: Fall, 2008

Sponsor: Vice President for Student Affairs and Institutional Research

Unofficial Withdrawals Policy

Federal Regulations (Section 668.22) require that it is the responsibility of the institution to develop a mechanism for determining whether a student who is a recipient of Title IV grant or loan funds has ceased attendance without notification during a period of enrollment. This regulation requires a school to identify and resolve instances where attendance through the end of the period could not be confirmed for a student.

To comply with these regulations the following steps will be taken to identify such students at Mayville State:

1. A list of students who received all F's or I's for a term (period of enrollment) will be extracted from the Registrar's Office records.
2. A letter/email will be sent to all of the student's class instructors asking them to document the last known date of an academically-related activity for the student, i.e., an exam, daily assignment, attendance in class, etc.
3. If the latest date any instructor can document is after the 60% point in the enrollment period, the student is considered to have earned 100% of their financial aid funds and no further action will be required. If the latest date is before the 60% point in the term, the latest documented date or the 50% point in the term (whichever is later) will be used as the last date of attendance by the student.
4. Based on the last date of attendance, a Return of Title IV funds worksheet will be processed to determine the type(s) and amount(s) of financial aid to be returned.
5. All financial aid funds to be returned will be the responsibility of the student. The institution will not refund any tuition, fee, and room or board charges.
6. A letter, a Return of Title IV Funds Worksheet and MSU's policy on unofficial withdrawals will be mailed to the student notifying them of their obligation at the time the institution returns the financial aid funds.
7. A Business Office hold will be placed on the student's record at MSU. Institutional collection procedures will be followed in accordance with NDUS Policy 513.
8. Students will also be placed on Financial Aid Termination following the term in which they receive all F's or I's.

Reviewed: Fall, 2008

Sponsor: President's Cabinet

CONTRACT REVIEW

1. Any contractual agreement involving Mayville State University must be signed by the President and /or the Vice President for Business Affairs and/or their designated representative or as otherwise stated in Section 2.
2. The following positions have contractual authority in the stated areas:
 - Vice President for Academic Affairs
 - academic agreements including grants;
 - computer software and hardware agreements;
 - Vice President for Student Affairs & Institutional Research
 - student affairs agreements;
 - college fair and recruitment activity agreement;
 - Director of Campus Programming
 - room rental and student senate activity agreements;
 - Athletic Director
 - athletic contest and department agreements;
 - Music Director
 - Fine Arts agreements.
3. All contracts must be approved by NDUS General Counsel pursuant to State Board of Higher Education Policy 840. Delegated authority to sign as a designated representative shall be in writing. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University.

Reviewed: Fall, 2008

Sponsor: President's Cabinet



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Facilities
Section: 900. Index

PAGE: (1 of 2)

Section 901		Campus Planning
Section 902		Construction Process
	902.0	Definitions
	902.1	Construction Process-Legislative Approval; List of Funding Requests
	902.3	Requests for Construction, Renovation & Remodeling; Change Orders; Changes in Project Scope or Size
	902.5	Construction Process-Architects, Engineers and Construction Managers
	902.11	Fire and Tornado Coverage
	902.12	Building Name
Section 903		Sale or Removal of Buildings
Section 905		Special Assessment
Section 906		Emergency Preparedness and Management; Continuity of Operations; Security
	M 906	Crisis Response Protocol
Section 908		Financing Through Revenue Bonds
Section 909		Real Property Leases
Section 910		Transfer of Real Property
	910.1	Development of State Land
Section 914		Easements
Section 916		Campus Security
	M 916	Campus Security Cameras
	M 916.1	Campus Crime and Security Act Provisions
Section 917		Smoke-Free Facilities
	M 917	Tobacco-Free Campus



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Facilities
Section: 900. Index

PAGE: (2 of 2)

Section 918		Alcoholic Beverages
	M 918	Alcohol Policy
Section 990		Miscellaneous
	M 990	Loitering and Trespassing Policy
	M 991	Solicitation, Distribution, and Posting
	M 992	Possession or Use of Weapons on Campus

Crisis Response Protocol

In compliance with NDUS policy 906, Mayville State University shall cooperate with North Dakota Civil Defense and local officials in making facilities available for use in case of national emergency and shall implement the procedures outlined in sections I – II. The Emergency Management Team (EMT), made up of the following administrators shall have the responsibility for coordinating the institutional response: President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Director of Public Relations, and Director of Web Services.

- I. Crisis involving a large scale emergency** such as widespread power outages, flooding, tornado, or other natural disasters in which the university may be called upon to serve as relief and disaster coordination center for the Mayville, Portland and surrounding communities: An Emergency Services Contingency Plan has been developed and would include several functional teams, including management, food services, housing, and logistics. In the event that a disaster was declared, the Traill County Sheriff would contact university officials and the contingency plan would be put into operation.

- II. Crisis or response to events at the state or national level:** A state or national crisis would generally be relayed through government officials to the administration of the university, specifying an appropriate response or request for assistance. Such responses might include symbolic gestures on the part of the university to incidents that occur at the state or national level (lowering of flags, public statements, etc), requests for indirect assistance (distribution of information to the public), use of facilities for public meetings, etc. or requests for direct assistance (volunteer help, time and effort from university employees to assist government employees). If no such requests are received, the university administration may respond or offer assistance as appropriate and as consistent with the mission of the institution. Members of the President’s Cabinet or the Director of Public Relations should be contacted by university employees who become aware of, or are contacted about a state or national crisis or incident. These members of the MSU administrative team will consult with each other to determine an appropriate university response.

In the event of a crisis that affects individual members of the university community or that warrants a response of an official on behalf of the university, the following processes and protocol (III-IV), should be followed, depending upon the nature of the situation:

- III. Crisis involving a student (death of student, suicide attempt, death of family member, serious illness, serious accident):**
 - a. A faculty or staff member who becomes aware of any such situations involving a student should notify the Vice President for Student Affairs, who will in turn notify the President. The Vice President for Student Affairs will coordinate contacts and efforts with outside agencies, such as clergy, law enforcement personnel, medical personnel, family and friends in efforts to assist the student and family/friends affected by the crisis. Residence hall and other staff should respond immediately to any emergency situations and notify the Vice President for Student Affairs or Director of Housing as soon as possible.
 - b. Students who are hospitalized because of an illness or accident should be encouraged to notify the Student Services office as soon as possible so that arrangements can be made with faculty and staff for missed classes, work

assignments, etc. The Vice President for Student Affairs will notify the following when crisis situations arise that affect the student's attendance in classes and/or future enrollment:

- | | |
|------------------------|---------------------------------|
| - Residence Hall Staff | - Faculty |
| - Business Office | - Advisor |
| - Financial Aid Office | - Admissions and Records Office |

- c. If necessary, the Vice President for Student Affairs will coordinate any contacts with local media concerning the death or serious illness of a currently enrolled student.
- d. In the event of any crisis situation involving a student please contact the Vice President for Student Affairs immediately. If the Vice President for Student Affairs is not available, the Director of Housing should be contacted.

IV. Crisis involving a faculty or staff member (serious illness, death of family member, accident):

- a. Information regarding a faculty or staff member should be relayed to the appropriate Vice President so that arrangements can be made for coverage of classes and work assignments.
- b. Any announcements or public releases of information regarding the death or serious illness of a faculty or staff member will be the responsibility of the respective Vice President.

Revised: Spring, 2009

Sponsors: President's Cabinet

Campus Security Cameras

Students, faculty, staff, parents/guardians, and visitors should be aware that Mayville State University has surveillance cameras monitoring campus buildings and public areas, including residence hall facilities.

Camera recordings are reviewed by MSU officials for safety and potential student conduct purposes, and may be provided to law enforcement, if deemed necessary. Students, faculty, staff, parents/guardians and visitors should understand that their actions in these public areas may be recorded and that they should have no expectation of privacy in these areas.

Specific Policy Provisions

Mayville State may use video surveillance:

1. To monitor and protect campus property;
2. To foster the safety and security of students, faculty, staff and visitors while at work, while attending classes, or while participating in campus functions;
3. To respond to specific inquiries and proceedings from local law enforcement;
4. To provide evidence and/or information that may be used in student conduct proceedings.

Video cameras will be utilized on campus grounds as recommended by MSU administration and as approved by the President. Video recording equipment may be in operation up to 24 hours per day. MSU shall notify students, faculty, staff and the public that such video surveillance may occur on campus property via signage and/or announcements in student/employee handbooks, or by public e-mail messages.

Equipment shall not monitor areas where students, employees and the public have a reasonable expectation of privacy, such as locker rooms and private/public restrooms. Video monitors shall not be located in areas that enable public viewing. Student, faculty, staff or visitor requests to inspect video surveillance must be made in writing to a Mayville State Cabinet official. All video surveillance equipment shall be used in accordance with local, state and federal laws and regulations.

The use of video surveillance equipment on the MSU campus shall be supervised and controlled by the Cabinet and staff designated by the Cabinet. Specific individuals who shall have access to video surveillance shall include:

- Cabinet Members and designated Administrative Support Personnel
- Director of Physical Plant
- Director of Facilities Services
- Student Conduct Officer

Administrative staff and campus security officials with access to the video surveillance system will be required to review and apply these guidelines in the performance of their duties. In accordance with a standing Memorandum of Understanding, Mayville City Police will be allowed limited access to the video surveillance system to assist with their monitoring of campus property when on patrol, or if they have reason to believe that illegal or suspicious activities have occurred on campus.

Video recordings shall be reviewed only when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples may include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student/faculty/staff/visitor altercations, etc.

Students, faculty, staff, and visitors are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and video camera equipment and will be subject to appropriate disciplinary actions should they be found to have done so.

MSU shall provide reasonable safeguards against unauthorized use of the video camera surveillance system, to include password protection, well managed fire walls and controlled physical access.

Adopted: February 5, 2010

Sponsor: President's Cabinet

Campus Crime and Security Act Provisions

I. Campus Crime Reports and Statistics

Mayville State University has a student population of approximately 900, and approximately 150 faculty and staff members. MSU is concerned about the safety and well-being of all students, staff, faculty, and visitors who are on the campus and attempts to ensure a safe and secure environment in which to live, work, and learn.

In accordance with the Campus Security Act of 1990, 1992 and 1998 and the Higher Education Opportunity Act of 2008, Mayville State University provides information relating to crime statistics and security measures to prospective students, active students, and all employees. Crime statistics for the most recent five year period are available through the Student Services Office.

Arson, manslaughter, and Hate/Bias crimes are first reported for the period of 10/1/98 to 12/31/98. All other crimes are reported for the full calendar year. Prior to 1998 only **arrests** for liquor law, drug abuse and weapons violations that occurred on campus were reported. Since 1/1/98 liquor law, drug abuse, and weapons violations include on campus arrests as well as referrals for campus disciplinary action. Since 1/1/98 all reports of crime incidents are identified as occurring in a campus residence, on/about campus property, on/about non-campus property used by the institution, or on/about public property adjacent to the institution. All violations cited above involved students residing in university operated residence halls or occurring on/about campus facilities or on property adjacent to the campus. Since 1/01/2009 reports of hate crimes include larceny-theft, simple assault, intimidation, and destruction or vandalism of property. The definition of Burglary has also been modified to include any forced and unlawful entry into a structure with the intent of committing a felony or theft.

For purposes of this report the following Crimes of Violence are included: Arson, Assault, Burglary, Robbery, Kidnapping/Abduction, Forcible and Nonforcible sex offenses, Criminal homicide (including murder and non negligent manslaughter and manslaughter by negligence), and destruction, damage and vandalism of property. Mayville State University does not employ any campus security personnel who have authority to investigate an incident involving criminal activity. Any suspected incident of a crime or criminal activity should be reported to an appropriate University official and/or to local police officials. The following individuals should be contacted if a suspected crime or criminal activity has occurred on campus, and they in turn will notify appropriate law enforcement personnel:

1. Richard Smith, Director of Student Life – Campus Center 103, 788-4697
2. Ray Gerszewski, Vice President for Student Affairs — Main 107, 788-4770
3. Bob Kozojed, Nightwatch Supervisor and Custodial Services Supervisor –
Campus Center Building, 788-4872.

In addition, students residing on campus should contact their appropriate hall director if a crime has occurred in a residence hall. Any MSU faculty or staff member who has knowledge of an alleged criminal incident must report that information to one of the above named officials as soon as possible. Staff members who are in a professional counseling relationship with a student who reports an alleged criminal incident are exempt from this reporting requirement. However, counselors are encouraged to inform the person making a confidential report of a crime of the appropriate procedures for voluntarily disclosing such information to an appropriate university or police official.

When a report of a suspected crime is received, an appropriate university official will conduct a preliminary investigation and will contact local law enforcement for assistance. Mayville State University has a formal Memorandum of Understanding with local law enforcement that provides for the following joint actions and responses to incidents of criminal behavior that occur on campus:

1. Mayville State University shall report to local law enforcement all serious crimes occurring on the Mayville State University campus of which University officials have received notice.
2. Local law enforcement shall promptly investigate all such reported actions, and Mayville State University shall cooperate fully in such investigation. Local law enforcement shall provide oral and written reports of any such investigations in a timely manner and as permitted by law.
3. Subject to state and federal laws, University officials shall also, upon request, cooperate fully and provide any relevant information in their possession regarding any other criminal investigation being conducted independently by local law enforcement.
4. Prior to coming on the Mayville State University campus to investigate or prevent any actual or possible criminal activity not reported by Student Services Office, local law enforcement shall first notify the University of its planned activity and shall comply with all reasonable measures requested by University officials to avoid student disruption.
5. Mayville State University shall provide limited access to local law enforcement to the campus security camera system.

Students or employees who have knowledge of criminal activity are encouraged to file a written report with university officials and local police, although verbal reports will also be investigated.

Based on a preliminary investigation, university officials will determine appropriate courses of action, including, but not limited to the following:

1. Await results of a formal investigation by police officials before proceeding with institutional actions;
2. Conduct a full and thorough investigation of the reported incident and proceed with appropriate disciplinary actions, if warranted;
3. Determine that there is not enough information to proceed with formal disciplinary action.

Once appropriate action has been determined, all parties involved in the alleged criminal incident will be notified of their rights and responsibilities according to the Student Code of Conduct. Any action taken by university officials will not preclude further legal and/or civil action by the university or any victim(s). If necessary to protect students and employees, a general announcement will be made in a timely matter to the university community about the alleged criminal incidents. In all cases, a report of an alleged crime as detailed above will be recorded and included in subsequent Campus Security Reports. The Student Services Office is responsible for preparing and distributing the annual Campus Security report and does so in coordination with local law enforcement personnel. Periodically, local law enforcement updates the Director of Student Life, the Vice President for Student Affairs and the Chief Security Officer of criminal activity that occurs both on and off campus by individual students and/or groups of students (including any officially recognized student organizations). At least once each year local law enforcement provides data to the institution of any crimes committed on campus, as well as in/on non-campus buildings owned by the institution. This data is included as part of the annual statistical report referenced above. In addition, local law enforcement maintains a list of registered sex offenders who reside in the Mayville and Portland communities. Interested individuals may contact the police at 701-636-4610 for more information. Should a registered sex offender enroll for classes at the university, the institution may decide to disclose the identity of that individual if it is deemed to be necessary to protect the safety and security of other enrolled students. Such disclosure is consistent with recently issued guidelines of the Family Educational Rights and Privacy Act (FERPA).

II. Security and Access to Campus Facilities

A. Campus Security

University Nightwatch staff conduct foot patrols in University buildings and grounds between the hours of 9:00 pm and 5:00 am, seven days a week. They document violations of university regulations and report violations of state and local laws. Two-way radio contact is maintained by nightwatch personnel with local police for incidents where police support is necessary. Mayville State University's Chief Security Officer coordinates the efforts of the University Nightwatch staff (NWP) and works closely with local law enforcement. Mayville State University does not employ law enforcement or security personnel, but relies on local law enforcement staff for professional support when incidents of criminal activity occur.

A building lock-up schedule is maintained by the University and campus nightwatch staff lock and checks each building on the schedule. Nightwatch staff, and university housing directors/managers, together with local law enforcement enforce laws regulating underage drinking, and the use of controlled substances, (Alcoholic beverages and illegal drugs are not permitted on campus) as outlined in policies implemented as part of the Drug Free Schools and Community Act. Information regarding policy provisions is available from the Student Services Office.

Firearms and dangerous weapons of any type are not allowed in residence halls. Possession or use of fire arms or fire works of any type is not permitted anywhere on campus without written permission of the Chief Security Officer. Suspicious activity of any kind can be reported directly by any student, faculty member, or employee to the Chief Security Officer, nightwatch staff, or university housing directors/managers.

Nightwatch staff maintains a schedule of daily patrols throughout campus and note any unusual activity and/or circumstances on written summary sheets. These summary sheets are reviewed by the Chief Security Officer and shared with the Director of Student Life and Vice President for Student Affairs when necessary. Residence hall staff also report regularly to the Director of Student Life about any unusual activities within the residence halls. Certain noted situations require an administrative response along with action by nightwatch staff, housing directors, or police officers. The Vice President for Student Affairs office works closely with the aforementioned entities to handle such incidents.

B. Security in University Housing

MSU has both residence halls and apartment housing units on campus. Each residence hall has their wing doors locked on a 24 hour basis. Student room locks are of quality construction and key security has been improved through the use of check out forms and billing for lost keys. Each residence hall student is issued an outside door key which opens only the outside door locks for their residence hall, and some halls issue wing keys as well. Phones are available in hall entryways or in each of the hall lounges for visitors to use to contact hall residents. All visitors must be escorted by a resident of the hall.

A special student worker is employed in the residence halls and conducts regular 'patrols' in the buildings and communicates regularly with resident assistants and the residence hall director when inappropriate or illegal activities are observed.

One professional is employed to direct/manage each hall. Resident assistants or student building managers are employed in each campus residence building. The ratio of residents to student assistants is approximately 25:1. Residence hall staff makes rounds through each building several times per evening. The residence hall staff are

an immediate link with local law enforcement should the need arise. Staff training includes information on safety and security. Awareness programs for residents are held yearly and information about such topics such as personal safety, acquaintance rape, and campus resources responsible for counseling and alcohol awareness are provided.

The current MSU Residence Hall Handbook, which is made available to every student residing in campus housing, outlines procedures and methods used to ensure the safety of students.

C. Student, Faculty, and Staff Responsibility

The cooperation and involvement of the campus community is absolutely necessary to maintain a secure environment. Students, faculty members, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lighted, any student—male or female—may feel more comfortable walking with someone they know (rather than alone) when returning to the residence halls late at night. Room doors should be locked at night and whenever the room is unoccupied. Serial numbers of valuable items such as stereos, cameras, and televisions should be recorded and those numbers should be kept in a safe place. Bicycles should be licensed and secured with a sturdy lock. Cars must be parked in the assigned areas and kept locked. Valuable items should be locked in the trunk. Any suspicious incidents or individuals should be reported to a Residence Hall Director, to a university official listed above or directly to law enforcement personnel listed below.

1. Traill County Sheriff 636-4510

Information sessions are held for students, and informational materials are distributed to students and faculty/staff each year to remind the campus community of security procedures and practices and to acquaint them with common crime prevention measures.

D. Alcohol and Drug Abuse Provisions

The abuse of alcohol and drugs represents a major health problem in the United States today and poses a serious threat to the health and welfare of the members of the Mayville State University community. For these reasons the following statement regarding drug and alcohol use by students and employees at Mayville State has been issued:

As a condition of their employment or enrollment at Mayville State University, a student or employee will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance nor engage in the unlawful possession, distribution, or use of alcohol on university property or as part of any university activity during the period of employment or enrollment. Furthermore, any employee or student at Mayville State University agrees to obey federal, state, and local laws relating to the unlawful possession or distribution of illicit drugs and alcohol, and to abide by sanctions which the institution may impose for violations of its standards of conduct, up to and including termination or suspension. If an employee or student is convicted of an alcohol or drug related offense occurring on-campus, he/she must notify the institution within five days of such a conviction. In addition, federal law mandates that Mayville State must communicate information regarding the conviction of a student or employee for a drug or alcohol related offense which occurs on- campus to the appropriate federal agency within ten days.

The University's response to alcohol and other substance abuse is detailed in its Drug Free Schools and Community Policy.

III. Reporting of Campus Security ACT Provisions

A. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Campus Security Act information is available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office. These crime statistics are also reported to the US Department of Education as part of the annual Campus Security Report.

B. Notification to campus community of immediate threats or situations

When necessary, reports of alleged crimes that pose a threat to students and employees will be reported to the entire campus community on a timely basis. Electronic notices via campus e-mail will be used as appropriate, along with phone voice mail, mail box notices and other traditional methods of crime prevention. **An immediate threat of violence, such as a report of someone on campus with a weapon, will be shared with the campus community via NOTIFIND, which is a multi notification system using phone, e-mail, and text messages.** All faculty, staff and student employees are required to provide notification information to a central data base maintained by the North Dakota University system. All other students are strongly encouraged to provide phone (including cell) numbers and off campus e-mail addresses to be used in the event of a situation requiring immediate and prompt notice. The university has developed a process and procedure as outlined in Policy M1902 – Emergency Notification System to assess any immediate threats of violence and has developed a protocol for initiating an emergency notification, using the NOTIFIND system. These procedures include:

Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:

1. registered personal cell phone that is turned on
2. registered campus email when a computer or other electronic communication device is active
3. campus classroom intercom or phone
4. nearby office personnel instructed to notify faculty.

The emergency notification system is only for emergencies as defined in SBHE Policy 1902. An “emergency” means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. Mayville State University’s Emergency Management Team (EMT) is responsible for defining emergencies that warrant system use. The EMT is made up of the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Public Relations Director, and the Webmaster. MSU will conduct ENS tests at least once each semester.

These emergency response, evacuation and notification procedures are publicized to the campus community on annual basis through e-mail distribution and are tested on an annual basis in a manner determined by the Emergency Management Team.

C. Notification to victims of campus crimes

The institution will, upon written request to the Vice President of Student Affairs, disclose to the alleged victim of any crime of violence, or a non forcible sex offense, the report of the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of the victim shall receive the disclosed information. This information shall be disclosed in written form within a reasonable time period after all appeals processes have been exhausted by the alleged perpetrator and after any appropriate criminal investigations have been completed.

IV. Fire Safety In Residence Halls

A. Mayville State University facilities house approximately 225-275 students annually

These residence halls include a newly renovated building – Agassiz Hall – that meets all current fire safety codes, including an integrated fire alarm and sprinkler system. Berg and Birkelo Halls are older facilities that do not have sprinkler systems, but that do have individual room smoke alarms and building fire alarm systems. Because the community of Mayville does not have a full time, professional fire department, any building alarms or other reported fire incidents are not automatically transmitted to local fire department or emergency services. Any fire incident occurring within a residence hall is generally reported to a student or professional staff member within the residence hall, who will in turn, notifies appropriate university and local fire officials. In the event of an emergency fire incident, students are told to immediately activate the pull station and call 911 to report the fire to local officials.

The current MSU Residence Hall Handbook provides detailed information about practices and measures that ensure the safety of students residing in campus housing.

Highlights include:

1. Each residence hall room is equipped with a smoke detector which is periodically checked by hall staff.
2. Each building has a fire alarm system which is activated by ‘pull alarms’ in the event of a fire incident. 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.
3. The State Board of Higher Education mandates that at least one fire drill be held in each residence hall per term. One “announced” fire drill is conducted each semester. The “announced” fire drill is designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill.
4. The use of toasters, microwaves, hotpots, or any other cooking appliances is prohibited in rooms. Cooking appliances can only be used in kitchenettes. 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.
5. There is a reward of \$500 for information leading to the conviction of any person charged with tampering with fire equipment or providing false reports to law or security officials requiring emergency response (North Dakota Century Code 12.2-1103, Subsection 2). Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment.
6. Educational programs that promote fire safety are held on a regular basis within the residence halls and include presentations by university staff, as well as local fire and police professionals.

B. Fire Safety in Family and Faculty/Staff Housing units

The university has an agreement with an external investment group for the use of a four unit apartment building by registered students with children and/or families. Two additional four bedroom buildings are utilized by faculty and staff employees of the university, an on occasion by registered students. These facilities are not owned by the university, but the university does assign students and faculty/staff to these units and supervises repairs and maintenance. The units are supplied with smoke alarms in each bed room, as well as fire extinguishers. There are no central fire alarms or sprinkler systems, but each resident is supplied with information regarding fire emergencies and contact information. The local fire department conducts an annual inspection of each unit and the university invites residents to fire prevention educational programs.

C. Fire safety statistics reporting

Incidents are reviewed and reported on an annual basis, beginning with the 2009 report, as part of the Campus Crime and Security Survey. This includes data on the numbers and causes of any reported fires within a student housing or related facility, the number of injuries related to any reported fire incident, the number of deaths related to a fire incident, and the value of property damage caused by any reported fires. Information for the annual fire safety report is compiled from 'Fire Logs' that are maintained within each residence hall. Each residence hall director is responsible for gathering data about any fire incident, documenting such incidents in their respective fire log and reporting each incident to the Director of Student Life. That information is forwarded to the Vice President for Student Affairs who prepares the annual report. These 'Fire Logs' include information about any fire incidents that are either unintentional, intentional or of undetermined nature and include fires caused by: Cooking, smoking materials, open flames, electrical causes, heating equipment, hazardous products, machinery or natural causes.

D. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Fire Safety procedures, statistics and documentation is available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office.

V. Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act of 2008, Mayville State has established the following processes and procedures to deal with students who reside in campus housing and who may be identified as missing.

A. Procedures

Students residing in campus owned or operated housing are 'checked in' at the beginning of each term or year when they enroll. Residence hall staff gather emergency contact information as part of this check in process and maintain that data for use in the event of an emergency involving the student. In addition, students are encouraged to enter family and emergency contact information into the university's Campus Connection data base. However, providing this emergency contact information is voluntary. Residence hall staff conducts

regular ‘room checks’ for health and welfare purposes and if a student is not present for such a room check, follow up is conducted with roommates or friends of the student. Should a student be reported as missing by another student, by family, by faculty/staff or by residence hall staff, the following procedures will be followed:

1. Residence hall staff, including student staff, who have reason to believe that a student residing in a campus owned facility, has been missing for more than 24 hours should contact either of the following individuals:
 - Richard Smith, Director of Student Life: Campus Center 103, 701-788-4697.
 - Ray Gerszewski, Vice President for Student Affairs: Main 107, 701-788-4770
 - Law enforcement personnel of the Traill County Sheriff’s Department may also be contacted directly at 701-636-4510 if a student is suspected to have gone missing.
2. Upon receiving a report that a student may be missing, either of the above named individuals will attempt to reach family or others who are listed as emergency contacts to determine if there has been any communication with the student. Documentation of last contacts by teachers, staff, and other students with the missing student will also be attempted. A formal missing report will be filed with local law enforcement once it is determined that the student has been missing for at least 24 hours.
3. The Vice President for Student Affairs is designated to be the official liaison between law enforcement, family and other individuals who have an interest in the missing student. Documentation of last class and campus work attendance will be gathered, as will information that might be gleaned from the university’s notebook computer that has been assigned to said student; i.e. e-mail and internet access. This information will be compiled and filed with local law enforcement.

B. Other Policy Provisions

1. Any student residing in campus housing has the option of registering a confidential contact person who is to be notified in the event that the student is reported missing. Only authorized campus officials (Vice President for Student Affairs and Director of Student Life) and law enforcement officers in furtherance of a missing person investigation may have access to that information. This confidential contact may/may not be the same emergency contact individual that the student has identified as part of the “Check In” or Campus Connection processes identified above. A request for this confidential contact should be submitted directly by the student to either the Vice President for Student Affairs or the Director of Student Life.
2. If a student is reported as missing, law enforcement will be notified even if a student has not registered a contact person.
3. Parents and legal guardians of any student younger than 18 who is reported as missing will be notified immediately.

C. Annual reporting to campus constituencies

Each year (prior to October 1) every enrolled student and employed faculty/staff member receives a written notice that the Missing Student Notification Policy and Procedures are available electronically at the MSU Website (<http://www.mayvillestate.edu/about-msu/Pages/ConsumerInformation.aspx>) or in printed format. Students or faculty/staff may request a printed version from the Student Services Office in Main 107. Likewise, printed copies of the policy are available, upon request, to any prospective student, parent or member of the general public from the Student Services Office.

Reviewed: Fall, 2011

Revised: September 26, 2011

Sponsor: Vice President for Student Affairs and Institutional Research

Tobacco Free Campus

Philosophy:

Mayville State University provides an atmosphere conducive to physical and mental well being. Based on a fact shared in 2006, the U.S. Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Inhaling secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions. To support this atmosphere, MSU is a Tobacco Free Campus. This policy applies to all employees, students, visitors and contractors. The policy also applies to external individuals or companies renting space with MSU and should be reflected in all agreements/contracts with such individuals or companies.

Policy:

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

Responsibility/Enforcement:

Employees: Supervisors are responsible for ensuring that employees, and where applicable, contractors, are made aware of this policy and that they comply with its requirements. Non-compliance by employees with this policy may result in disciplinary action being taken through normal disciplinary procedures as determined by the respective supervisor and may include verbal reprimands, written reprimands or other disciplinary action. The reporting of such violations should be made to the employee's immediate supervisor.

Students: Students who violate this policy are subject to formal disciplinary procedures through the Student Services Offices. Such actions may include verbal reprimands, written reprimands and official citations. Students who violate the university's Tobacco Free policy will be subject to the following processes and sanctions:

a. A university official, faculty member or student who observes a student who is in violation of the Tobacco Free policy (*seen smoking or chewing/disposing of tobacco on campus property*) should report that violation to the Vice President for Student Affairs. The following sequence of sanctions and actions will generally be taken as a result of such a report:

1) A first reported violation of the Tobacco Policy will result in an e-mail from the Vice President for Student Affairs, informing the student of the MSU Tobacco Policy.

2) If the same student is reported a second time, the VP of Student Affairs will request a personal consultation with the student and will also issue a formal, written reprimand should the information indicate a disregard for the Tobacco policy. The personal consultation will also include a referral to the Traill County Tobacco Prevention Specialist for possible tobacco cessation counseling and education.

3) A third report of violation of the MSU Tobacco Policy will result in a written reprimand and a fine, not to exceed \$75.

4) Any additional reported violations will result in a formal disciplinary process under the provisions of the MSU Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension

Adopted: January, 2009

Sponsors: President's Cabinet

(This policy replaces M917-Smoke-Free Facilities policy that was approved on July 19, 2004.)

Alcohol Policy

1. Definitions:
 - a. "Alcoholic beverages" means any liquid suitable for drinking by human beings, except prescription drugs or over-the-counter medications, which contains one-half of one percent or more of alcohol by volume.
 - b. "Controlled substance" means any drug, substance or immediate precursor listed in 21 U.S.C. Section 812.
2. Possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by Mayville State University is prohibited, except as provided by this subsection.
 - a. This policy does not apply to family housing, married student housing, faculty housing or off-campus guest housing.
 - b. Alcoholic beverages may be permitted, subject to applicable state and local laws and ordinances, at events in facilities or upon land owned by the institution pursuant to a permit signed by the President or his/her designee. Mayville State University does not allow alcohol to be served at events at which minors will be present. The permit must describe the nature of the event and the date(s), time(s) and place where consumption of alcoholic beverages is permitted. The permit may be for a single event or for events occurring periodically at the designated place during a period of not more than one year. Events where alcohol is served and approved by the President also require the following additional stipulations:
 - 1) Events sponsored by the university or the Mayville State University Foundation and which are intended to be fund raisers to directly benefit the institution will be permitted and alcohol may be served or sold as long as a third party with an appropriate liquor license is utilized.
 - 2) Any group that is **not** directly affiliated with the university who wishes to rent or utilize a campus facility must provide proof of liability insurance prior to final approval. **An event at which alcohol will be sold, requires that the renter arrange for a third party with an appropriate liquor license to actually sell the alcohol.** In these cases, the third party with the liquor license must also provide proof of liability insurance for the specific event prior to approval.
 - 3) Events hosted by a renter at which **alcohol will be sold, will also be required to hire adequate security officers to monitor access to alcohol.** These security officers must meet city ordinance and/or state law requirements.
 - 4) The university does not intend to compete with private businesses in the area. The rental of university facilities by an individual or group not affiliated with the institution, and at which alcohol will be served or sold will be approved only after the renter has satisfactorily verified that they have been unable to secure other, adequate facilities in the community.
 - 5) With events such as wedding receptions, dinners, or dances there is an expectation that food will be served and the renter will be required to utilize MSU Food Services for all food items.
3. Alcoholic beverages may not be purchased with public funds.
4. Employees of the institution shall not come to work or be at work, during normal work hours or other times when required to be at work, while under the influence of alcoholic beverages or as a result of the unlawful use of a controlled substance.
5. Any employee violating this policy is subject to discipline up to and including termination.

Reviewed: Fall, 2008

Sponsored by: President's Cabinet

Loitering and Trespassing Policy

NDCC sec. 12.1-22-03 (3) makes a person guilty of a Class B misdemeanor if:

“Knowing that he is not licensed or privileged to do so, he enters or remains in any place as to which notice against trespass is given by actual communication to the actor by the person in charge of the premises or other authorized personnel or by posting in a manner reasonably likely to come to the attention of intruder.”

Visitors to Mayville State University are expected to respect the need for Mayville State University staff members to conduct business in their respective offices in an orderly and timely manner. When individuals have no legitimate business or when they have been given adequate time to complete their business and subsequently proceed to interfere with University activities or operations, immediate compliance with the law may be enforced. Failure to comply with authorized personnel’s request to leave the premises may result in the arrest of an individual(s) for criminal trespass or other appropriate charge.

When a complaint is received that an individual has not indicated to building staff what business, if any, he/she intends to transact and the individual refuses to leave, the appropriate personnel in that building (two whenever possible) will:

1. Engage person trespassing or loitering in conversation.
2. Attempt to find out what business he/she may wish to transact and try to help get this done so the individual can go on his/her way.
3. If no reason is forthcoming, and the individual is causing a problem or concern to staff or student, explain that state property is accessible only to persons with official business, that he/she has been given every opportunity to transact theirs and they are now being asked to leave Mayville State University property.
4. If he/she refuses to leave the premises or campus, warn him/her again that if they do not leave immediately, you will have to call for assistance to have him/her removed and that they could be charged with criminal trespass, disorderly conduct, or other appropriate charge.
5. Contact the Department head in that area, Physical Plant office 34640 (Daytime), Power House 34789 (Evenings), or 911 for assistance.
6. Under normal circumstances when the individual leaves Mayville State University property as requested, they will be given one warning before being referred to the police department.
7. When the Trespassing Warning form is complete, send it as soon as possible to the Physical Plant office where all active files will be kept. This information is available to all staff members.
8. The Trespass Warning Form is available in the “Forms” folder on the MSU website or from the Physical Plant office. Written reports should be filed on each episode.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs and Physical Plant Director

Solicitation, Distribution and Posting

Mayville State University prohibits the solicitation, distribution and posting of materials on institutional property by any employee or non-employee, except as permitted by this policy. The exceptions to this policy are solicitations or distribution of materials that are related to charitable or community support activities supported by the university or by its administration.

Materials may be placed only on University bulletin boards where general information materials are normally posted. Courtesy should be observed in connection with the size of posters, the amount of space occupied, and the time that materials are left in place. Persons posting materials are responsible for their removal after they have served their purpose. The Office of the President reserves the right to remove any materials at any given time.

Non-employees may not solicit employees or distribute literature of any kind on the premises of Mayville State University without prior approval. Such approval should be made by the appropriate supervisor of the work area being solicited.

Employees of the university may not solicit other employees during regular work hours, except in connection with a university sponsored or approved event or activity. Employees may not distribute literature or materials during regular work hours except in connection with a university sponsored event or activity. Employees may not conduct for profit business operations on university property, utilizing university property, resources, or materials, unless such operations have been previously approved, or for which the university is being compensated.

Violations of this policy shall be reported to the supervisor of the employee who is in violation.

Adopted: March 8, 2004

Reviewed: Summer, 2012

Revised: June 18, 2012

Sponsor: President

Possession or Use of Weapons on Campus

1. Policy Provisions:

The possession or use of dangerous weapons on University owned or controlled property is prohibited. 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, axes, hatchets, incendiary devices, pellet guns, stun guns, paintball guns, and/or other potentially dangerous items.

Legal hunting weapons that are secured in personal vehicles are permitted. 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.

Individuals, other than students or employees, who violate this policy will be notified of the policy provisions and may be referred to appropriate law enforcement authorities for possible violations of city and/or state laws.

2. Sanctions:

A. Students: The Mayville State University Code of Student Conduct and Residence Hall Handbook identify sanctions of violations of this policy. Depending upon circumstances, these sanctions could include but are not limited to the following:

- \$100 fine,
- eviction from a university residence facility, and
- expulsion from the university.

Specific sanctions imposed as a result of a violation of this policy will be determined as a result of normal disciplinary procedures as outlined in the Code of Student Conduct.

B. Employees: Faculty or staff found to be in violation of this policy will be subject to sanctions as determined by their supervisors.

Adopted: August 9, 2010

Reviewed: Fall, 2011

Revised: October 31, 2011

**Sponsors: Vice President for Student Affairs
Vice President for Business Affairs**



MAYVILLE STATE UNIVERSITY

POLICY MANUAL

Subject: Miscellaneous
Section: 1900. Index

PAGE: (1 of 1)

Section 1901	Computing
1901.2	Computer Facilities
M 1901.2	Access to University Services
1901.3	Information Technology Project Management
M 1901.3	MSU E-mail System
M 1901.4	Electronic Mail Retention Policy
1901.5	Data Element Dictionary-Data Quality and Integrity
Section 1902	Emergency Notification Systems
M 1902	Emergency Notification Systems
Section 1910	Vehicles
1910.2	Use of State Vehicles
Section 1912	Public Records
M 1912.1	Access to and Duplicating of University Documents
M 1912.2	Customer Information Safeguarding Program (GLBA)
Section 1913	Tribal College Assistance Grants
Section 1914	Centers of Excellence Applications
Section 1990	Miscellaneous
M 1990	Unanticipated University Closings
M 1991	Continuity of Academic Instruction for a Pandemic or Emergency
M 1992	MSU Employee Athletic Pass Policy
M 1993	MSU Football Tailgating Policy

Access to University Services

This policy applies to resources and services such as fax machines, print shop, counseling, computers and other equipment, or instruction. It does not apply to the rental of physical facilities and the services associated with such rental.

University services and resources exist to meet the needs of university faculty, staff, and students. These individuals may have limited access to such services and resources for personal purposes at a reasonable cost to be determined by the business office. Abuses of this privilege should be reported to the supervisor or the business office.

Individuals who are not university faculty, staff, or students do not have access to university services or resources. This policy is intended both to ensure that public resources are dedicated to their intended uses and to comply with laws and policies that exist to guard against unfair competition with private-sector businesses. If a resource or service is available in the private sector, the university will not provide it to non-campus personnel. Special university-only resources may be made available to the public by permission of the President, Vice President for Academic Affairs, or Vice President for Business Affairs

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

MSU E-Mail System

Mayville State University's policy on the University's e-mail system.

1. Mayville State University considers the university's e-mail system, e.g. employee's or student's username@mayvillestate.edu (the MSU email naming convention) along with the United States Postal Service, an official means of communication.
2. The university will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by an college administrator, staff, or faculty delivered to an employee's or a student's university e-mail account. It is recommended that employees and students frequently access their university assigned e-mail account for official information.
3. 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.
4. The University is not responsible for delivery problems to non-official e-mail accounts.

Reviewed: Fall, 2008

**Sponsors: Vice President for Academic Affairs
Information Technology Committee**

Electronic Mail (E-mail) Retention Policy: Office of Record

Purpose

The purpose of this policy is to establish the procedures and best practices for keeping e-mail records in compliance with the Mayville State University's (MSU) Records Retention Schedule.

Background

E-mail messages are subject to the same records retention rules that apply to other, more traditional, paper documents and must be retained in accordance with applicable retention periods.

While not all e-mail communications are considered records, all e-mail communications are subject to the North Dakota Open Records Act (with certain limited exceptions) and are also subject to discovery requests in the event of litigation. In other words, if it's on your computer or in your e-mail account (including archives), it's subject to review and disclosure.

Distinguishing between a record and non-record¹

E-mail messages fall into two basic categories, record and non-record (transitory).

E-mail messages are considered records when they are created or received in the transaction of official business. They must be retained as evidence of official policies, actions, decisions, or transactions. An example of an e-mail message that is considered to be a record would be the agenda of a meeting sent to the attendees of that meeting. The individual sending that message is considered to be the Office of Record, and must keep that record in accordance with stated retention periods outlined in the Records Retention Schedule. The recipients' copies are not records, except where the sender is external to MSU (see **Retention** section below).

Non-record (or transitory) e-mail messages that have limited business value do not need to be retained and should be regularly deleted. An example of a non-record/transitory message is an e-mail that is received from an external listserv distribution list.

Retention

There is no single retention period for e-mail messages. The value of e-mail messages is based upon their informational content. E-mail messages that are deemed to be an official record need to be retained the same length of time that they would be retained if they were hard copy. Employees should familiarize themselves with the Records Retention Schedule in order to accurately classify their e-mail records and attach the correct retention period.

The responsibility for retaining, classifying, and disposing of an internally created e-mail that documents official business falls on the author of that message – not the recipient(s). Recipients may delete such received messages when their usefulness have been fulfilled.

However, in the case of an employee receiving an e-mail from outside MSU (an external entity) documenting official MSU business, that employee would then be responsible for proper classification, retention, and disposition of those messages.

E-mail that has been requested under an Open Records request, discovery request, or subpoena must be retained until the request or litigation has been resolved, even if the retention period has passed. Check

¹ Refer to Attachment 1: "When is E-mail a Record?" to help you determine which e-mails are considered a record and which are considered non-record.

with the Records Manager or General Counsel if you are unsure whether the information you possess is currently involved in a legal procedure before destroying.

Procedures for the Maintenance of Record Copy E-mail

It is recommended that after an e-mail message has been determined to be a record, the user should immediately (within a week) act on that message by removing it from their Inbox. This can be achieved by two methods:

- 1) Print the e-mail to hard copy (paper), and file that into the appropriate matching paper file. The e-mail may then be deleted.

-Or-

- 2) The user should create and maintain an electronic filing and classification scheme. This can be accomplished by moving the e-mail record from the "Inbox" to a user's disk space separate from the e-mail system.² Generally, the easiest manner to accomplish this is to parallel the structure and naming convention of the electronic system to the one used for the hard copy file system.

For those e-mail messages that have a permanent or long-term (over 10 years) retention, the recommended best practice would be for that record to be printed to paper and maintained with the hard copy file.

Also, at the end of the day, each user should delete all e-mails contained in their "Trash" or "Deleted Items" folder.³

These procedures will facilitate the efficient access, retention, and disposition of e-mail messages.

Backup Copy of E-mail

The various e-mail system administrators routinely create backup copies of e-mails, however those copies are not intended for retention purposes. The backup copies are intended for restoration purposes in the case of system failure, in the event of disaster. The backup copies are kept for only 15 days time.

² Contact your e-mail system administrator if you need instruction on how to move e-mail messages to a local storage device.

³ Some e-mail programs have the ability to automatically delete anything in the "Trash" or "Deleted Items" folder upon shutdown. Ask your e-mail administrator for assistance.

Emergency Notification System

Mayville State University has an emergency notification system (ENS). This system allows the campus to contact students, employees, and designated people rapidly during an emergency. The emergency notification system is populated with contact information from students, employees, and on-campus external entities. 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.

1. Mayville State University mandates all employees participate in the emergency notification system. Employees are required to review their emergency notification information annually. In addition, employees will receive reminders twice a year to update their records. Emergency notification contact information includes campus email, campus phone, home phone, personal cellular phone, and work cellular phone. The physical plant director will gather emergency information from non-campus personnel associated with Head Start, Traill County Technology Center, MSU campus/county nurse, ARCH personnel, Mayville Police Department, Mayville Fire Department, and other 911 groups deemed appropriate.
2. 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.
3. Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:
 - a. Registered personal cell phone that is turned on
 - b. Registered campus email when a computer or other electronic communication device is active
 - c. Campus classroom intercom or phone
 - d. Nearby office personnel instructed to notify faculty
4. The emergency notification system is only for emergencies as defined in SBHE Policy 1902. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. Mayville State University's Emergency Management Team (EMT) is responsible for defining emergencies that warrant system use. The EMT is made up of the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Public Relations Director, and the Webmaster. MSU will conduct ENS tests at least once each semester.
5. The ENS will be refreshed with information from Connect ND a minimum of once per semester. This removes data associated with former employees and students from the emergency notification system.
6. To eliminate misuse of the emergency notification system, access to deploy messages will be granted to the President, VP Academic Affairs, VP Business Affairs, VP Student Affairs, and the Physical Plant Director.
7. Students, employees, and visitors should report all emergency situations to the President, VP Academic Affairs, VP Student Affairs, VP Business Affairs, Athletic Director or the Physical Plant Office. One of those staff will contact the proper authorities.

8. During any emergency, MSU employees and students are asked to refer all media inquires to MSU's Public Relations Director or the President's Office.
9. Additional emergency notifications not outlined by EMT personnel, can be deployed if necessary by designated personnel. Campus emergency procedures are available online on the shared information drive. MSU will use campus email and website for detailed updates, in addition to redeploying of NotiFind.
10. Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in SBHE Policy 1912 and may be released only as provided in that policy. Student emergency notification information, such as phone numbers or email addresses submitted for purposes of participation in an ENS, shall be excluded from directory information and is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institutional records used for other purposes and the student has not exercised the student's right to refuse to permit disclosure of directory information, the information contained in the other institutional records is directory information and not confidential.

Established: January, 2009

Sponsor: Vice President for Business Affairs

Attachment 1

When is E-mail a Record?

You should determine that e-mail is a record if the e-mail was created in the course of conducting business and needs to be preserved as evidence documenting:

- Decisions
- Policies, guidance, or procedures
- Operations, organization
- Meetings or other activities
- Significant or historic information

To help determine if an e-mail meets the above criteria, ask yourself the following questions regarding the information contained in the message:

- Could this e-mail help make it clear how a business decision was made?
- Could this e-mail help me support or justify my actions?
- Could this e-mail form part of a financial, legal, or business audit trail, claim, or obligation?
- What has transpired or will transpire due to this message?
- Whose authority made a decision?
- What advice was given?
- What was involved?
- When did it happen?
- Is there a chronology of events?

When is an E-mail NOT a Record?

The following are some examples of e-mails that would **not be** classified as records (non-record or transitory messages) and can be immediately deleted:

- E-mails which are for transmittal purpose only and contain no significant information or have any value and do not require action
- E-mails of a personal nature and are not business-related
- E-mails received from an external listserv distribution list.
- Lunch dates
- E-mails announcing social activities
- Retirement parties
- E-mails announcing events
- E-mails that are the interim messages in a "string" of messages. Only the last message in the "string" of messages is necessary to be retained since all the information will be contained in the "final" message in the series.

Adopted: August 26, 2004

Reviewed: Fall, 2008

**Sponsored by: Vice President for Academic Affairs
Information Technology Committee**

Access to and Duplicating of University Documents

As a public institution, our university makes most of its documents available for public inspection in accordance with federal law, state law, State Board of Higher Education policy, and university guidelines. Office supervisors should ensure that they and their front-line staff are familiar with the laws and policies that pertain to information maintained in their offices.

Where the law permits, office personnel shall make information available for inspection by campus or non-campus personnel upon request, with reasonable provision for staff time to access the information requested. A log sheet shall be maintained to document any authorized inspection of any personnel file other than by those employed in the office maintaining the file.

When non-campus personnel request copies of university documents that are open to the public, the cost of these copies will be charged at the current rates. Copies will be made available with reasonable time allowed for assembly and duplication.

University personnel through the Service Department will do all copying and fee payment for the public.

Reviewed: Fall, 2008

Sponsor: Vice President for Business Affairs

Customer Information Safeguarding Program

Introduction

The Gramm-Leach-Bliley (GLB) Act of 2000 requires financial institutions to ensure the security and confidentiality of customer information. Universities and colleges are deemed to comply with the privacy provision of the Act if they are in compliance with Family Educational Rights and Privacy Act (FERPA) of 1974; however, universities and colleges are still subject to the requirements of administrative, technical and physical safeguarding of customer information. The written safeguarding program outlined below will address the administrative, technical and physical safeguarding of customer information. The objectives of the safeguards are as follows:

- Ensure the security and confidentiality of customer information,
- Protect against any anticipated threats or hazards to the security or integrity of such information, and
- Protect against unauthorized access to or use of customer information that could result in substantial harm or inconvenience to any customer.

Definitions

- "Customer information" means any record containing nonpublic personal information as defined in 16 CFR 313.3(n) (Federal Register, Vol. 65, No. 101, Wed., May 24, 2000) about a customer of MSU, whether in paper, electronic or other form (16 CFR 314.2(b)).
- "Nonpublic personal information" is personally identifiable financial information and lists derived there from.
- "Customer" is an individual who obtains or has obtained a financial product or service from MSU that is to be used primarily for personal, family, or household purposes (16 CFR 313.3(e), (h)).

Plan Responsibility, Review, Updates, and Approval

Responsibility for MSU's customer information security program is assigned to a customer information safeguarding team comprised of the following positions:

Area	Position
Business Affairs	Vice President (Chair)
Enrollment Management	Vice President
ITS	CIO

This security plan will be reviewed and updated regularly by this team and approved annually by the President of MSU.

These positions will work together and be responsible for coordinating MSU's information security program, including the following:

- Identification of reasonably foreseeable internal/external risks to the security that could result in unauthorized disclosure, misuse of information;
- Design and implementation of the safeguard program;
- Regularly monitor and test the sufficiency of any safeguards in place to control risks in the following areas:

- Employee Management & Training;
- Information Systems; and
- Managing System Failures.

Identification, Assessment, Management & Control of Risks

MSU recognizes that there are both internal and external risks at three different levels: 1) ND Higher Education Computer Network (HECN), 2) MSU Information Technology Services (ITS) department, 3) other MSU department systems.

1. North Dakota Higher Education Computer Network (HECN)
 - a. The HECN is a cooperative effort among the eleven campuses of the North Dakota University System for the provisioning of enterprise-wide IT services. HECN obligations are addressed in North Dakota University System Policy Section 1912: Public Records and NDUS Procedure Section 1912.1: Information Security Procedures.
 - b.
2. MSU Information Technology Services (ITS) department systems
 - a. MSU ITS is responsible for providing a secure computing environment for the Faculty, Staff and Students of MSU. This environment, for MSU, includes the campus infrastructure; the Local Area Network; file servers for research, academic and administrative functions; and the email system.

Potential risks associated with ITS systems include the following:

- unauthorized access and/or use of personal customer information by means of computer and electronic data by external parties,
- system failure.

Access to the networking equipment is controlled by passwords and access control lists. Access to the application & file servers is controlled by physical key, passwords and access control lists, with only those people needing to maintain the infrastructure itself having access. It should be noted that the responsibility for secure transmissions resides as much with the origin and destination of the transmission as it does with the medium facilitating that transmission.

Access to the administrative file servers is authorized by the individual departments and granted by the system administrator for the servers. The storage area on the servers consists of individual and shared directories. The individual storage is password protected for the specific individual account. Access to the shared area for the department is authorized by the department and implemented by the system administrator.

The email server is a Novell GroupWise system. Each individual account is protected by a login and password assigned to the individual. Login access to the email server is restricted to those system administrators that are responsible for maintaining the usability and integrity of the server. The server is located in a secure area where access is controlled by physical key and granted to only those system administrators responsible for maintaining the integrity of the server.

No passwords granting access to data are maintained in plain text. No passwords are altered for an individual or given to an individual until it has been determined that the individual is the person entitled to access the account.

All incoming email is filtered for Spam and scanned for Viruses. File servers are scanned for Viruses. Anti-Virus software and Spam filters are maintained at a current level. The HECN also makes Anti-Virus software and updates available to all its customers.

The email and files servers are backed up to tape on a regular basis. The tape library will be maintained in a secondary secured facility on campus (scheduled for July 2005).

3. Other MSU department systems

This level consists of MSU administrative departments and employees that have access to administrative information that could include private customer information. Information in this category is obtained by MSU employees from HECN systems, ITS systems, or information systems maintained within the MSU administrative or academic department itself.

Potential risks in this category include the following:

- unauthorized access and/or use of personal customer information by means of computer and electronic data, or paper documents and files,
- lack of employee knowledge about the privacy of customer information,
- system failure.

Management and control responsibilities for MSU departmental information systems and employees actions rest with the department heads and the administrative chain of command shown in the MSU organizational chart. Management and control responsibilities fall under three general categories: A) Employee Management and Training, B) Information Systems, and C) Managing System Failures.

A) Employee Management and Training

The success or failure of any security plan largely depends on its employees. Because certain customer information (such as: social security numbers) is available to a large number of MSU employees via the administrative systems (ConnectND), risk of failure is slightly higher in this area. As a result of this risk, the following steps will be taken:

1. All departments are encouraged to check references prior to hiring employees.
2. Every employee with administrative computer system access to name and address information will be annually notified and reminded of MSU policy 1912.1 and the need to keep customer information confidential and properly safeguarded.
3. HECN administrative computer systems require the use of a strong password (at least eight characters long) and frequent password changes.
4. Employees will be reminded annually to take steps to maintain security & confidentiality of customer information, such as:
 - locking rooms and filing cabinets where records are stored;
 - locking desk drawers;
 - recognizing any fraudulent attempt to obtain customer information;
 - limit access to data in software programs.
5. MSU will limit access to customer information to employees who have a business purpose for access which in part will be accomplished through the administrative system (ConnectND) security access authorization form process. Department heads must sign the form granting access prior to being granted to an

employee. MSU Financial Processing Guidelines require the deletion or change of administrative system access for terminating or transferring employees.

6. Impose disciplinary measures for any employee breaches.

B) Information Systems

Information systems include network and software, information processing, storage, transmission, retrieval and disposal. Department heads will be notified annually of the following standards for information system security:

1. Store records in a secure area with access limited to authorized employees.
 - a. Store paper records in a room or file cabinet that is locked when unattended.
 - b. Ensure that storage areas are protected against potential destruction (fire etc.).
 - c. Store electronic customer information on a secure server in which data is accessed with passwords and the server is in a secure area.
2. Provide secure data transmission.
 - a. Collect sensitive financial data - Use Secure Sockets Layer (SSL) or encryption.
 - b. If collecting information directly from the consumer. Caution the consumer about sending sensitive data via e-mail.
 - c. If transmitting sensitive data via e-mail, use encryption.
3. Dispose of customer information in secure manner.
 - a. Designate a record retention manager to dispose of nonpublic information.
 - b. Shred all outdated customer information.
 - c. When disposing of computers, erase all data on; diskettes, tapes, hard drives, etc.
4. Maintain an inventory of office computers.

C) Managing System Failures

Effective security management includes the prevention, detection and response to attacks, intrusions and system failures. Department heads will annually be notified of the following MSU standards for managing system failures:

1. Maintain up-to-date and appropriate programs.
 - a. Check with software vendors regularly to obtain patches that resolve vulnerabilities.
 - b. Use anti-virus software that updates automatically.
 - c. Maintain up-to-date firewalls particularly if using broadband Internet access, or if employees are allowed to connect from home or off-site.
 - d. Provide central management of security tools for employees and pass along updates about any security risks or breaches.
2. Takes steps to preserve security, confidentiality and integrity of customer information. Backup customer information data regularly.
3. Notify customer promptly if nonpublic information (NPI) is subject to loss, damage or unauthorized access.

4. Maintain systems and procedures to ensure that access is limited to authorized employees.

Oversight of Service Providers and Contracts

GLB requires the University to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. MSU's Business Office in cooperation with the NDUS Office of General Counsel will develop and send form letters to all covered contractors requesting assurances of GLB compliance. While contracts entered into prior to June 24, 2002 are grandfathered until May 2004, the MSU Business Office, in consultation with the NDUS Office of General Counsel will take steps to ensure that all relevant future contracts include a privacy clause and that all existing contracts are in compliance with GLB.

Approved: December 6, 2004

Reviewed: Fall, 2008

Sponsor: Vice President for Academic Affairs

Unanticipated University Closings

On occasion, the University closes due to weather-related conditions.

Closure due to winter weather: The most common reason for this is dangerous winter weather. Normally, the University is either open or closed. Only in some extraordinary circumstance might we “call off classes” and expect offices to be open. When the University is closed, so are related functions such as Head Start and Child Care. The President or a Vice President making the decision to close, notifies radio and television stations, sends an email notice to all students, staff, and faculty, and puts the campus announcement on the MSU Portal.

When the University closes, those whose duties must go on (such as food service when school is in session, or custodial and power plant functions) are encouraged to come in and work if it is reasonably safe for them to travel to the campus, whether they would normally be on duty at that time or not. If they are scheduled to be on duty but cannot travel safely, they should so notify their supervisor so that alternative arrangements may be made. Those who do work during a closure will be compensated accordingly, which may vary from one situation to another.

Those whose duties are not essential to campus life and safety or who cannot safely travel to campus will be paid as if it were a normal workday. They need not claim the day on their leave reports.

In the event of a power outage: The University participates in a cost-savings program with Xcel Power. In exchange for a lower rate, the University has agreed that the power company may shut off power to the University when the power is needed elsewhere. Most often, this happens on very hot summer days. Often, the University does not close on these occasions. If there is a closure announcement from the President or a Vice President, then the same guidelines regarding pay and leave apply as for a winter weather closing.

If the University does not close, those who are able to continue work without access to power are expected to continue working, perhaps shifting tasks for the time being to accommodate the loss of power. This might be a good time to offer to help someone else, too, if your own work cannot continue. If you cannot perform any useful service due to the power outage, your supervisor may excuse you under the same guidelines regarding pay and leave time as defined above for winter closures. If the situation is not clear-cut, one way or another; use your own judgment in consultation with your supervisor.

Reviewed: Fall, 2008

Sponsor: President’s Cabinet

Continuity of Academic Instruction for a Pandemic or Emergency

Should Mayville State University experience a pandemic or emergency situation that threatens to disrupt our instructional mission, we need to be prepared to respond. The MSU Cabinet would make the determination if a temporary suspension of classes or early ending of the semester is necessary and would notify the campus by the emergency notification system and conventional communication systems.

We can't predict every possible scenario but we can establish basic steps, use common sense and good judgment to deal with the unexpected. This should reduce uncertainty and anxiety among students and faculty.

We need to be prepared for higher than normal student absenteeism. Worst-case pandemic situations, which would be highly unlikely but need to be considered, to order a mid-semester temporary suspension of classes to mitigate the spread of (example) influenza, or an early ending to the semester if social distancing is mandated by the Center for Disease Control and Prevention (CDC) or state/local health authorities.

Absenteeism can be as high as 30-40% during the peak of a pandemic. A question might arise as to the legitimacy of notifications of illness, particularly when health care providers are unlikely to provide written excuses (because people with symptoms of flu-like illness are generally being advised to avoid seeking health-care unless there are complicating factors).

It is important for you to take some specific steps so that you consider what you and your students need to know and do if MSU should be faced with a pandemic or emergency that affects the campus. MSU will need everyone's support if we are to meet our goal of maintaining continuity and quality of academic instruction, as well as student progress towards degree completion during a campus emergency.

The information below provides several strategies that will help you get started on your individual Continuity of Instruction planning. Timely implementation is highly recommended.

- 1. Amend your syllabus and/or post in the learning management system (LMS) by adding a statement, that a university-wide emergency, such as a pandemic, may necessitate changes in the posted course structure. (MSU's LMS is Moodle)**

The addition to your syllabus alerts students to the possibility that their instructor may need to adjust course requirements or grading strategies in response to an emergency.

Statement: "In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. I will notify you of such changes by email and/or by the campus learning management system (LMS) currently Moodle."

Since MSU provides all faculty with Tablet PCs, faculty have the capability to access campus email, the LMS and NDUS Campus Connection while on-campus and off-campus. The official class roster is in Campus Connection and final grades are assigned using this application. MSU's official method of communication is by email. The protocol may need to be clarified with students that they have a responsibility to inform you, the instructor when they become sick. Faculty have access to training if you are not familiar with these applications. It is your obligation to understand and have basic knowledge of these applications and use them as an instructional tool. MSU students have an obligation to use email, the LMS and Campus Connection for correspondence, course participation and student access to their academic record.

2. All MSU courses have a LMS presence, which is ready for all faculty and students to use and may be essential to use during an emergency.

The LMS allows instructors to load materials (readings, lecture notes, slides, assignments, exams) in advance and hold their release until a specific date. Should classes be suspended, the LMS will help you communicate with your students until classes resume. There is an obligation for all MSU faculty to have a basic understanding and use of the LMS as an instructional tool. If you need additional training or just a refresher, MSU Instructional Technologists are available to assist you.

3. Examine your course attendance and “make-up” policies.

In the event of a health emergency, it is in everyone's best interest that sick students not attend class. In addition, if there were a severe pandemic outbreak in which serious illness and mortality rates were higher than normal, individual students may have significant family responsibilities. For these reasons, we advise that you review your attendance and "make-up" policies and consider possible alternatives. Having a backup plan for use in an emergency will increase your flexibility and your ability to help students complete the semester. The LMS will allow you to conduct classes to students who are capable of attending class while providing instruction and materials to sick students. If a campus closure is necessary due to a pandemic or emergency, the LMS and email will allow faculty to continue with instruction to allow a continuity of instruction.

4. Back up critical grading records.

The LMS grade book and Excel spreadsheets may become unavailable under some emergency suspension situations. For peace of mind, instructors may want to have grades backed up somewhere secure and off-line. Consider a flash drive or spreadsheet printout. Keep FERPA requirements in mind, being sure the backup is kept secure so student privacy rights are not violated.

5. Be prepared to work from home.

In some emergency situations, university operations could be disrupted to the point of closing down campus office buildings. In the event that Mayville State or the North Dakota University System responds to a pandemic or emergency with an emergency closure, or if you yourself become sick, you may find it necessary to do more work from home. Consider making preparations that would enable you to work from home through an internet connection. It is also a good practice to have instructional materials ready to take home on short notice. Since all faculty and students have Tablet PCs, these materials can be stored on the Tablet PC and/or a flash drive. The LMS allows you to store your course materials and release them when appropriate. Also, the user features within the LMS and email will facilitate the transfer of course materials and the continuance of instruction.

Adopted: Fall, 2009

Sponsor: President's Cabinet

MSU Employee Athletic Pass Policy

As an employee of Mayville State, your employee ID entitles you, your spouse, and dependent children entrance to regular season athletic events. Employees **MUST** show their ID and family members **MUST** accompany the employee at the time of entrance.

If the employee and spouse are unable to arrive at the same time, an additional pass can be obtained from the athletic office. Dependent children must be accompanied by a parent at all times. Anyone employed by Mayville State is eligible for free admission to regular season athletic events. The athletic office is located in the south hallway of the Lewy Lee Fieldhouse.

Adopted: Fall, 2006

Reviewed: Fall, 2010

Revised: November 15, 2010

Sponsor: President's Cabinet

MSU Football Tailgating Policy

The following standards have been developed so that Mayville State University students, faculty, staff, alumni and fans may enjoy their game day experience to the fullest. We anticipate your cooperation in observing each of these points which are provided in the best interest of health and safety. Thank you.

Tailgating Area

The tailgating area will be open 3 hours prior to kickoff. All spots will be marked for the benefits of patrons. All guests who occupy the tailgating area will have to provide proof of ticket purchase to get into the stadium. Security will be present at all times.

Tailgating Hours

- Lot is open 3 hours prior to kickoff.
- Tailgating is allowed up to game time and at half-time
- No tailgating is to take place during the game.
- Lot closes 1 hour after the game.

Rules & Regulations

1. The University reserves the right to restrict any vehicle or person for reasons of safety or legality.
2. All beverages must be consumed from plastic or paper cups only.
3. Under no circumstances shall persons under 21 years of age have possession or consume alcohol in the tailgating area. Persons under the age of 21 must be accompanied by a parent or guardian.
4. Beer kegs, party balls, open cans and glass bottle are prohibited in the tailgating area.
5. No open containers of alcoholic beverages will be permitted outside the tailgating area.
6. Individuals who interfere with the rights of other people by use of loud, abusive language and behavior that prevent others from enjoying tailgating and the game will be asked to cease the behavior or leave the event.
7. Tailgating participants are responsible for keeping the tailgating and stadium areas clean. Trash cans are located in the area. Trash bags are available. It is the responsibility of tailgating participants to keep their area picked up.
8. Driving under the influence is illegal in the state of North Dakota. State drinking and driving laws will be enforced in and around University property.
9. Open flame fires, including fire pits, are prohibited in the tailgating area. Propane and charcoal grills are permitted.
10. Stadium restroom is available outside the stadium. Please utilize this facility.
11. Drinking games (included but not limited to beer pong) and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
12. Please be aware that individuals who violate the above rules and regulations will be asked to leave the property and be subject to legal penalties.

Mayville State has graciously granted this tailgating policy to help fans enjoy the game day experience. All participants are asked to act responsibly and adhere to the policy. Thank you for your support!

Adopted: September 11, 2012

Sponsor: Athletic Director