

Mayville State University

Important Student Information

Effective Fall 2020

Academic Grievance/Concerns and Instructor English Proficiency

The State Board of Higher Education requires that all faculty members and teaching assistants in the NDUS have appropriate communication skills, including the ability to speak English clearly and with good pronunciation. Students who experience problems should follow the steps outlined here:

1. Discuss the situation with the instructor to see if resolution can be reached.
2. If the problem is still not resolved, contact the instructor's Division Chair for assistance.
3. Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs (VPAA).



Academic Division Chairs:

Business: [Rhonda Nelson, MBA](#)

Education: [Andrea Dulski-Bucholz, PhD](#)

Health, Physical Education and Recreation: [Jeremiah Moen, PhD](#)

Liberal Arts – English, Communications, Performing Arts: [Erin Lord Kunz, PhD](#)

Liberal Arts – Social and Behavioral Sciences: [Lon Jorgensen, PhD](#)

Nursing: [Collette Christoffers, MSN, RN, PHN, CNE](#)

Science and Mathematics: [Joseph Mehus, PhD](#)

Interim Vice President for Academic Affairs: [Tami Such, PhD, RNC-OB, PHN](#)

In the unlikely event that a situation has not been resolved through this procedure, students may contact the President of the University for final resolution.

Starfish – Student Success System

Starfish is Mayville State's Student Success & Early Alert System the faculty and staff use to report feedback on your academic performance, attendance, etc. If you receive a Starfish notification (will be sent to your @mayvillestate.edu email from Director of Student Success), please read it immediately – it will contain important information for you.

We Care About Your Success

This course is part of a student success project between our institution and Starfish Retention Solutions. Throughout the term, you may receive emails from Starfish® regarding your course grades or academic performance. Please pay attention to these emails and consider taking the recommended actions. They

are sent to help you be successful! You will also have the ability to reach out for help by “Raising your hand” in Starfish and choosing between the “I Have a Question” flag and the “I Need Help” flag. After the flag has been raised the appropriate faculty or staff will make contact to see how they can assist you. Once again, we are here to help you be successful!

In addition, your instructor may: (1) request that you schedule an appointment by going to Starfish, or (2) recommend that you contact a specific campus resource, such as tutoring or counseling. You may also be contacted directly by one of these services.

So be sure to log in to Starfish AND check your MSU email inbox on a regular basis. This is where you’ll be notified about your academic progress throughout the semester. If you have any questions, you can visit the Starfish webpage on MSU’s site found in the “Current Students” tab and under the “Academic Information” list.

You can also contact Katie Richards, by email: Katie.Richards.2@mayvillestate.edu, phone (701-788-4675), or stop by her office (Classroom Building 109) for help with Starfish.

Students with Documented Disabilities



You have the right to be accommodated if you are a student with a documented disability. Visit with Katie Richards, Student Success Center, to design a solution that will help you succeed.

As required by Section 504 of the Rehabilitation Act and the ADA, appropriate and reasonable accommodations will be made for all students with documented disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health-Related, & Other) who request those accommodations to ensure full access to the academic opportunities of Mayville State University. In order to receive services, students must disclose their disabilities, request accommodations and provide documentation showing necessary accommodations to the Director of Student Success and Disability Support Services, Katie Richards. Any information shared will remain confidential. You can contact Ms. Richards, by email: Katie.Richards.2@mayvillestate.edu, phone (701-788-4675) or stop by her office (Classroom Building 109).

Student Learning Outcomes (SLOs) & Essential Learning Outcomes (ELOs)

Institutional academic assessment at MSU guides improvement of student learning. This assessment process also ensures learning outcomes are consistent with the university's mission and goals and allows comparison of desired learning outcomes to actual learning. This information is the basis for programmatic changes and ultimately to improvements in teaching and learning.

The faculty has defined [Student Learning Outcomes \(SLOs\)](#) for each major. [Essential Learning Outcomes \(ELOs\)](#) apply to students in all courses offered for Essential Studies and are consistent with those identified through the American Association of Colleges and Universities (AAC&U) Liberal Education - America's Promise (LEAP) initiative.

Academic Integrity: Plagiarism and Cheating

Definitions

Academic dishonesty consists of cheating on tests, quizzes, oral presentations, general coursework, fabrication of data, and plagiarism. Academic dishonesty also includes allowing someone else to copy your work (including research data, or any other assignment) and submit it as his or her own.

According to the Council of Writing Program (CWP) Administrators, plagiarism is defined as the following: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.

Consequences

Breaches of academic integrity at Mayville State University are reported by faculty in the university's early alert system and reports are viewable by your instructors. Consequences for breaches are cumulative throughout a student's career and may result in administrative withdrawal from the university.

More information can be found in [MSU Policy 540.1 Academic Integrity: Plagiarism and Cheating](#)

Emergency Notification

The State Board of Higher Education requires all students, student employees, and NDUS employees to participate in the Emergency Notification System (ENS) pursuant to [SBHE Policy 1902 \(Policy M1902\)](#). Students will have the ability to update their information in the ConnectND portal with a cell phone number and an email address. Students are allowed to leave 'ENS' registered 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) 'ENS' registered personal cell phone that is turned on
- b) 'ENS' registered campus email when a computer or other electronic communication device is active

Continuity of Academic Instruction for a Pandemic or Emergency

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. The course instructor will notify you of such changes by email and/or by the campus learning management system (LMS), currently Blackboard Learn.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Mayville State University has information available regarding student and graduation records it maintains. This information is available in the [Mayville State University Academic Catalog](#).

Diversity Statement (Title IX)

MSU is committed to providing a safe learning environment, free of harassment and discrimination. All instructors are asked to practice principles of diversity and inclusion, and as such, will provide a respectful learning environment for all students, regardless of race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Students as well are expected to treat all members of their learning community with respect. Additionally, [University policies](#) require instructors to share information about incidents of gender-based discrimination and harassment with the [University Title IX Coordinator](#), regardless of whether students share such incidents with the instructors in person or as part of their coursework.