academic information • academic and diversity resources • activities • administrative procedures •
admission • advising • box office • business services • campus religious center • career services • child care • clubs • code of conduct • commencement exercises • computer labs • counseling and testing •
course information • course load • dean’s list • degree check • fees • financial aid • final exam policy •
food service • general studies • grading • graduation requirements • honors program • housing • inter-ternships • library • academic policies • organizations • parking permits • personal safety and secu-rity • physical education facilities • post office • pol-icies and procedures • registration and records •
rights and responsibilities • scheduling • scholarships • services • student affairs • student association • student center • Student Handbook •
transcript • writing center • 2008-2009 •

• Southwest Minnesota State University •
• Marshall, Minnesota •

Updated August 19, 2008
Statement of Mission and Goals

Mission
The mission of Southwest Minnesota State University is to provide high quality liberal arts, professional, and technical programs at the undergraduate and graduate level. Southwest Minnesota State University is dedicated to excellence in teaching and to preparing students to be life-long learners in a changing global, social, and natural environment. The University has a special commitment to the educational needs of people in its service region. This commitment is reflected in the curricula, cultural enrichment programs, cooperative relationships with other regional institutions, and in service and research contributions to both the public and private sectors of the region.

Goals
In order to achieve this mission, Southwest Minnesota State University will:

1. Give priority to the highest quality undergraduate teaching and learning by:
   a) providing a core of liberal studies as a foundation for all undergraduate degrees.
   b) providing technical programs.
   c) providing liberal arts programs.
   d) providing professional and pre-professional programs.
2. Develop new and creative means to bring graduate-level instruction and programs to southwestern Minnesota in response to demonstrated regional needs.
3. Cooperate with other colleges and universities and with vocational-technical colleges and institutes to develop educational programs which will meet the educational needs of Minnesota and the region.
4. Provide for the continuing educational needs of the region through special courses, conferences, institutes, non-credit courses, workshops, and seminars, as well as provide special programs to serve early childhood, elementary, secondary, and special education.
5. Place particular emphasis on programs which enable persons with physical disabilities to achieve their educational goals.
6. Place particular emphasis on programs for the gifted and talented.
7. Place particular emphasis on coursework, service, and research in rural studies, rural education, and agri-business.
8. Seek to enhance the intellectual, social, and physical development of each of its students.
9. Assume a leadership role in the development of projects and initiatives which will assist in developing the economic base of southwestern Minnesota.

Approved: 11/30/93 by SUB
Updated with name change: 7/1/03

Introduction

The Southwest Minnesota State University Student Handbook is intended to provide you with information about services available at the University and University procedures. The University views itself as a community and expects that each community member will become familiar with the standards of the community and assume responsibility for making decisions governing his or her behavior with this community.

The information in this handbook is not intended to be exhaustive, but rather it should be used as a reference for basic University expectations. If you should have any questions about the information or be in need of additional resources to answer your questions, please contact the Office of the President, FH 209, phone 537-6272. Updates, as they occur during the year, will be made to the handbook on the SMSU website.

Southwest Minnesota State University is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, religion, color, veteran’s status, national origin, sex, sexual preference, age, marital status, physical and mental disability, status due to receipt of public assistance, or any other group or class against which discrimination is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws. Inquiries regarding compliance should be referred to the Affirmative Action Officer, BA 268, 537-6243.

The information in this handbook is for use as a tool and is subject to change at any time. Please check the online Student Handbook at:


for the most up-to-date information.

It is our intention to provide resources relevant to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, the University administration, the Minnesota State Colleges and Universities Board of Trustees, or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student and the University.

Updated August 19, 2008
# STUDENT HANDBOOK 2008-2009

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC INFORMATION</td>
<td>1</td>
</tr>
<tr>
<td>ABSENCES</td>
<td>1</td>
</tr>
<tr>
<td>ACADEMIC ADVISEMENT</td>
<td>1</td>
</tr>
<tr>
<td>CHANGE OF ADVISOR</td>
<td>1</td>
</tr>
<tr>
<td>ADVISEMENT DISCLAIMER</td>
<td>1</td>
</tr>
<tr>
<td>ACADEMIC ALTERNATIVES</td>
<td>1</td>
</tr>
<tr>
<td>ACADEMIC HONESTY</td>
<td>3</td>
</tr>
<tr>
<td>ACADEMIC PROGRAMS</td>
<td>4</td>
</tr>
<tr>
<td>ACADEMIC STANDING</td>
<td>4</td>
</tr>
<tr>
<td>AUDITING COURSES</td>
<td>5</td>
</tr>
<tr>
<td>CATALOG</td>
<td>5</td>
</tr>
<tr>
<td>COMMENCEMENT EXERCISE</td>
<td>5</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td>5</td>
</tr>
<tr>
<td>COURSE SYLLABUS</td>
<td>5</td>
</tr>
<tr>
<td>COURSE LOAD</td>
<td>5</td>
</tr>
<tr>
<td>COURSE REPEAT</td>
<td>5</td>
</tr>
<tr>
<td>DEAN’S LIST</td>
<td>5</td>
</tr>
<tr>
<td>DECLARING A MAJOR</td>
<td>5</td>
</tr>
<tr>
<td>DROP/ADD</td>
<td>5</td>
</tr>
<tr>
<td>FINAL EXAMS</td>
<td>6</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>6</td>
</tr>
<tr>
<td>GRADES</td>
<td>6</td>
</tr>
<tr>
<td>GRADE POINT AVERAGE (GPA)</td>
<td>6</td>
</tr>
<tr>
<td>GRADUATION REQUIREMENTS</td>
<td>6</td>
</tr>
<tr>
<td>GRADUATION WITH HONORS</td>
<td>8</td>
</tr>
<tr>
<td>INSTRUCTOR REPLACEMENT</td>
<td>8</td>
</tr>
<tr>
<td>LIBERAL ARTS CORE</td>
<td>8</td>
</tr>
<tr>
<td>PERMANENT RECORD CHANGE</td>
<td>9</td>
</tr>
<tr>
<td>READMISSION TO THE UNIVERSITY</td>
<td>9</td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>9</td>
</tr>
<tr>
<td>SCHOLARSHIPS</td>
<td>9</td>
</tr>
<tr>
<td>SUMMER SESSIONS</td>
<td>9</td>
</tr>
<tr>
<td>TRANSCRIPT</td>
<td>9</td>
</tr>
<tr>
<td>TRANSFER CREDIT</td>
<td>10</td>
</tr>
<tr>
<td>TUITION AND FEE PAYMENT</td>
<td>10</td>
</tr>
<tr>
<td>TUTORING</td>
<td>10</td>
</tr>
<tr>
<td>WITHDRAWAL</td>
<td>10</td>
</tr>
<tr>
<td>SERVICES FOR STUDENTS</td>
<td>11</td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICES</td>
<td>11</td>
</tr>
<tr>
<td>President’s Office</td>
<td>11</td>
</tr>
<tr>
<td>Provost/VP for Academic Affairs</td>
<td>11</td>
</tr>
<tr>
<td>Dean of the College of Arts, Letters and Sciences</td>
<td>11</td>
</tr>
<tr>
<td>Dean of the College of Business, Education, Graduate, and Professional Studies</td>
<td>11</td>
</tr>
<tr>
<td>Dean of Distance Learning</td>
<td>11</td>
</tr>
<tr>
<td>Vice President for Finance and Administration</td>
<td>11</td>
</tr>
<tr>
<td>Associate Vice President for Student Affairs and Dean of Students</td>
<td>11</td>
</tr>
<tr>
<td>Vice President for Advancement</td>
<td>11</td>
</tr>
<tr>
<td>ACADEMIC COMMONS</td>
<td>11</td>
</tr>
<tr>
<td>ACADEMIC AND DIVERSITY RESOURCES</td>
<td>11</td>
</tr>
<tr>
<td>ADVISING CENTER</td>
<td>12</td>
</tr>
<tr>
<td>AFFIRMATIVE ACTION OFFICER</td>
<td>12</td>
</tr>
</tbody>
</table>
# The Chancellor

SMSU’s Organizational Structure

President’s Governing Responsibilities

President’s Cabinet

Student Association Senate

University Committees

Meet and Confer

Meet and Discuss

## STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT INVOLVEMENT IN DECISION MAKING (MNSCU Policy 2.3)

STATEWIDE STUDENT ASSOCIATION (MNSCU Policy 3.7)

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

STUDENT APPEALS POLICY

ACADEMIC STANDING APPEALS COMMITTEE

STUDENT GRIEVANCE (MNSCU Policy 3.8)

## PERSONAL SAFETY AND SECURITY

SECURITY SERVICES

Escort Services

ZERO TOLERANCE OF WORKPLACE VIOLENCE POLICY

WEAPONS ON CAMPUS

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

## POLICIES AND PROCEDURES

AFFIRMATIVE ACTION IN EMPLOYMENT (MNSCU Policy 1B.2)

Nondiscrimination in Employment and Education Opportunity (MNSCU Policy 1B.1)

POLICY ON AIDS

ALCOHOL AND DRUG USE/ABUSE

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS

MINNESOTA COLLEGE IMMUNIZATION LAW

LIBRARY FINE POLICY AND PROCEDURES

POLICY ON CAMPUS USE OF IN-LINE SKATES, SKATEBOARDS, AND BICYCLES

POLITICAL EVENTS POLICY

POSTING GUIDELINES

SATISFACTORY ACADEMIC PROGRESS

SMOKING POLICY

FUNDRAISING AND SOLICITATION

STRIKE DISCLAIMER

## STUDENT RECORDS

STUDENT RECORDS (SMSU Policy G-009)

STUDENT RECORD PROCEDURES

I. TYPES OF STUDENT RECORDS

II. ESTABLISHMENT OF STUDENT RECORDS

III. DIRECTORY INFORMATION

IV. AUTHORIZED ACCESS TO STUDENT RECORDS

V. RELEASE OF INFORMATION IN STUDENT RECORDS

VI. REVIEW OF STUDENT RECORD

VII. PERSONNEL

VIII. STUDENT RECORDS MAINTAINED BY SOUTHWEST MINNESOTA STATE UNIVERSITY

STUDENT CONSUMER INFORMATION

INDEX
Academic Information

Academic information is available from many sources. Each course and each academic program (major, minor, concentration, etc.) that is sponsored by an academic department has a chairperson whose office is listed in a number of University publications. Questions concerning a course should be addressed to the instructor. Those questions concerning academic programs should be addressed to your academic advisor or the chairperson of the sponsoring department. Additional academic information may be sought from the Academic Deans’ Office, BA 269, or the Office of the Provost, FH 214.

You should review the University catalog by accessing it on the SMSU homepage. The academic programs, liberal arts core requirements, and general academic information regarding grading, academic standing, the honors program, etc., are found in the catalog. Selected regulations have been reprinted here for your convenience.

ABSENCES
You are expected to attend class regularly. University policy permits an instructor to establish an attendance policy for each class. Ordinarily, instructors distribute such information in printed form at the first class session of the semester. If you are unable to attend the first session, you should seek information concerning the policy on absences as soon as possible.

Excuse Due to Illness: Students are advised to report pertinent medical facts to the Health Center, 537-7202, so that instructors can be notified in cases of prolonged illness. We do not contact instructors for short-term illnesses; it is the responsibility of the student to contact the instructors for assignments. Should a student find it necessary to withdraw from classes for medical reasons and they are unable to withdraw in person, they should call the Health Center for further details and implementation of the withdrawal.

ACADEMIC ADVISEMENT (SMSU Policy A-024)
All matriculated students at Southwest Minnesota State University will be assigned an academic advisor from the faculty and will be presented with advisement opportunities on a semester basis. The advisor gives each advisee their registration access code prior to registration. A list of academic advisors and advisees is available at the Advising Center, BA 156. Or students can find their academic advisors online by viewing their class schedule.

The advisement program at Southwest Minnesota State University is predicated on the following basic assumptions:

1. Students have the right and responsibility to make decisions about their own academic careers.
2. Faculty are the best resources to assist students in developing their academic careers, and it is highly desirable to have students develop close working relationships with their academic advisors.
3. An academic advisement program is based upon an accurate information flow which is established through appropriate administrative policies.
4. The procedures are best implemented by the academic departments with the emphasis on each academic advisor maintaining ongoing personal contact with his/her advisees.

The above assumptions lead to the goal of advisement at Southwest Minnesota State University; that through the student advisement program, matriculated students should receive from a faculty advisor accurate academic information in a way which helps the student develop his/her academic program.

The following objectives, then, flow from this goal and relate to two categories of students.

A. New freshmen and transfer students:
1. Prior to the end of the academic year, should be assigned an academic advisor upon matriculation to Southwest Minnesota State University.
2. Should be contacted by their assigned academic advisor within six weeks from the date of notification of the student’s matriculation to Southwest Minnesota State University.
3. Should have a minimum of one advisement conference with an academic advisor prior to the beginning of the student’s first semester at Southwest Minnesota State University.

B. Matriculated returning students:
1. Should have a minimum of one advisement conference with their assigned academic advisor at least two weeks prior to the beginning of the semester of intended enrollment.
2. At least 32 semester hours prior to the completion of graduation and/or certification requirements, the matriculated returning student should have an advisement conference with their assigned academic advisor for purposes of receiving advisement about degree check and/or certification procedures.

The development of administrative procedures shall be the responsibility of the Office of Academic Affairs.

CHANGE OF ADVISOR
(See SMSU Policy A-024.4)
If you wish to change your advisor, ask at the Registration and Records Office for a “Change in Permanent Record” form. If additional assistance is needed, inquire in the Advising Center, BA 156.

ADVISEMENT DISCLAIMER
(SMSU Policy A-033)
Southwest Minnesota State University is a dynamic institution, and its academic requirements frequently change. It is the expectation of the University that the responsibility of the student is to keep informed of any changes in requirements which may affect his/her academic career. Resources that will help the student stay informed are: Student Handbook, Academic Catalog, Degree Audit Report (DARS), SMSU Website, and other informational publications.

ACADEMIC ALTERNATIVES
Southwest Minnesota State offers a variety of degree programs and a variety of approaches to attain those degrees. Listed below are some options for you.

A. Advanced Placement (AP)
(SMSU Policy A-040)
Southwest Minnesota State University participates in the Advanced Placement Program administered by the College Entrance Examination Board. Southwest Minnesota State University will award credit for the successful completion of an approved Advanced Placement Study Program. Such programs are available to students in participating high schools.

To receive Advanced Placement credit, you must:
1. Have the approval of the high school,
2. complete the test with a score of 3 or higher, and
3. enroll at Southwest Minnesota State University following high school graduation.

All records must be forwarded from the College Entrance Examination Board and the University reserves the right to evaluate such records and determine the credit to be assigned. However, 3 semester hours of credits will be awarded per examination on which you have a score of 3 or higher.

B. International Baccalaureate (IB)
To receive IB credit, you must:
1. Have the approval of the high school,
2. complete a higher exam with a score of 4 or higher, and
3. enroll at Southwest Minnesota State University following high school graduation.

All records must be forwarded from the International Baccalaureate Organization and the University reserves the right to evaluate such records and determine the credit to be assigned. However, 3 semester hours of credits will be awarded per higher examina-
tion on which you have a score of 4 or higher.

C. Common Market

The Common Market is a cooperative, statewide program allowing you to enroll at another Minnesota state university (within MnSCU) for one term, or three different Minnesota state universities (within MnSCU) for a total of three terms. The courses, grades, and credits are transferred as SMSU resident credits and are computed in the grade point average. However, you should be advised that in order to receive a degree from Southwest Minnesota State University, you must have completed the requirements for an approved major, 14 semester credit hours (SCH) of which must be taken at SMSU. (See also: Graduation Requirements on page 6.) The Registrar serves as the director of the Common Market program at SMSU.

D. Departmental Credit by Examination

(SMSU Policy A-036)

Departmental Credit by Examination Policy

Any undergraduate student, currently enrolled at SMSU, who has gained knowledge in certain fields through post high school training or experience and who believes he/she has sufficient knowledge (background information) normally gained through a regular course offered by SMSU, may apply to take a comprehensive examination for credit in that course.

1. SMSU Departments shall have the responsibility for the establishment of criteria to be used in the evaluation of the credit by examination. The departments have the right to accept or reject application for credit by examination. The student is expected to demonstrate a competence comparable to, but not necessarily identical with, that obtained by students receiving credit for the course in the usual manner.

2. Students must be enrolled at SMSU the semester during which the examination is administered and pay a non-refundable fee in advance. This fee is determined by the MnSCU Board of Trustees.

3. Credit by examination is not available to students under the following conditions:
   a. if they have been previously or are currently enrolled in the course;
   b. if they have previously taken the course for audit;
   c. if they have previously taken an examination for the same course.

4. Credit by examination will not be granted for internships, field experiences, independent study, seminar courses, or practice teaching.

5. Credits earned by examination must be awarded by the 40th instructional day of the semester. If not, they will be awarded the following semester.

6. The instructor must use the Credit/No Credit grading system in awarding a grade for credit by examination. There is a 20 credit limitation on the number of credits earned by examination outside the major which a student may apply towards graduation.

7. Credit by examination may not be used as a means to convert CEU’s (Continuing Education Units) to credit.

Departmental Credit by Examination Procedure

1. Students will contact the department Chairperson and the instructor in the program area where they wish to take the examination to determine if that particular course can be offered by examination.

2. Students will obtain the “Credit by Examination” form from the Registration and Records Office.

3. Students will complete the form as indicated and is responsible for obtaining the required signatures which include those of the instructor and of the Department Chairperson. The instructor will confirm the time and place of the examination.

4. The student will take the form to the Registrar so that eligibility may be determined in accordance with the criteria established under 3, 4, 5, 6, and 7 above.

5. Students will take the credit by examination form to Business Services to pay the appropriate, non-refundable examination fee. The number of credits will be the same as the number listed in the regular course schedule for that course. Students will not be allowed to take the examination until the form has been stamped “paid” by Business Services.

6. Students will take the form to the instructor giving the examination at the scheduled time. The instructor will keep the form and enter a Credit or No Credit grade after the examination has been graded. If the grade is No Credit, no entry will be made on the student’s transcript and the student may enroll in the course in order to receive college credit for it.

7. After awarding the CR/NC grade, the instructor will send the completed form to the Registration and Records Office for processing.

8. Under no circumstances will a student be allowed credit by examination if he/she is currently enrolled in that course and has gone on record as having paid tuition for the course. The examination must be completed before the student has enrolled in the course.

E. CLEP (College Level Examination Program) Credit by Examination

CLEP Credit by Examination Policy:

Southwest Minnesota State University will award credit for successful performance on specified tests in the College Level Examination Program (CLEP) tests. Courses and/or subjects for which CLEP General and Subject examinations are available, levels of acceptable performance, number of credits awarded and restrictions on use of those credits will be determined by the academic departments and the faculty.

CLEP examinations taken before a student matriculates at Southwest Minnesota State University

Score reports must be presented to the University for evaluation and acceptance at the time of admission. If credit for CLEP examinations appears on the transcript of a student transferring from an accredited post-secondary institution, the same criteria used in evaluating and accepting all other credits shall apply.

CLEP exams taken during your enrollment at Southwest Minnesota State University Evaluation Policy

1. The Office of Academic Affairs will provide the Admissions Office, the Registrar and the Counseling and Testing Services with a record of current courses for which CLEP examinations are acceptable, levels of acceptable performance, number of credits awarded and restrictions on the use of those credits. Academic Affairs will review and update this information periodically with the Academic Departments and the Faculty Association, and keep the Academic Departments informed of any changes in CLEP examinations or standards.

2. Counseling & Testing Services will provide information about the College Level Examination Program and administer the examinations to interested students.

3. The following regulatory provisions are in effect for CLEP examinations:
   a. CLEP examinations will be evaluated by the Transfer Specialist and the department concerned, and credit will be granted in terms of the curriculum of Southwest Minnesota State University.
   b. A student must receive a score in the 50th percentile to be granted credit, as determined by the appropriate department.
   c. No more than 20 credits of Credit/No Credit may be counted toward graduation in courses outside the major. This limitation includes Credit/No Credit, credit by examination, and CLEP. The student is advised to check his/her status regarding the number of Credit/No Credit units with the Registrar prior to taking CLEP examinations.
   d. CLEP examinations may be applied toward the fulfillment of major requirements as determined by the Department.
   e. Students may transfer CLEP credits from accredited institutions, but the credit will be evaluated at the time of admission in accordance with the admission policy of the University.
   f. Ordinarily, a student will not be granted credit for an examination if the content is more elementary than courses the student has taken. Exceptions may be made with the approval of the department in which the examination is given.

F. Distance Learning (Off-campus)

In order to accommodate students at distance, SMSU has created opportunities for off-campus delivery. Sites have been devel-
oped at Alexandria Technical College, Central Lakes College - Brainerd, Ridgewater College - Hutchinson/Willmar, and Riverland Community College - Austin and Owatonna. The degree delivery is offered via Interactive Television, on-site, and some on-line courses are being developed. Please contact the Office of Distance Learning (537-6251) for further information.

G. Honors Program
(SMSU Policy A-015)

This program is designed for outstanding, highly motivated students and should begin in the freshman year. Entering students are eligible if they have had a sound high school record, high ACT scores and can provide a recommendation from at least one high school teacher or counselor. In addition, students presently enrolled may apply for entrance to the program if they have not completed more than 20 hours of the standard Liberal Arts Core/Minnesota Transfer Curriculum requirements, have earned a 3.50 grade point average, and can provide recommendations from advisors.

The program is a substitute for the standard LAC/MTC program. It does not require any specific course work. The student, in consultation with his/her advisor and the Honors Review Board, designs his/her own program of LAC/MTC. In addition to the LAC/MTC substitute, the student may enroll in a 4-8 semester hour Honors project designed by the student and his/her major advisor and approved by the Honors Review Board. Each student will also successfully complete an Honors Senior Interdisciplinary Seminar as well as an Honors Senior Dialogue involving at least three faculty members from among non-major disciplines plus the Honors Director.

To continue in the program the student must maintain a 3.3 cumulative grade point average, overall. Students successfully completing the program will be graduated with special honors at the commencement exercise.

The Honors Review Board and the Honors Program Director will be composed of faculty members selected by the procedures approved by the faculty for committee selection.

Students who have been in the Honors Program and who complete an approved course of study as a substitute for LAC/MTC, but who fail to complete the other requirements including the cumulative 3.3 GPA requirement, will not be graduated with special honors, but will be graduated if all other requirements for graduation have been met.

Any student who meets the qualifications specified above and enjoys the challenge and excitement of helping to design his/her own course of Liberal Arts studies should request further information from: Director, Honors Program, Southwest Minnesota State University, BA 109, 537-7206.

H. Independent Study

If you wish to pursue a specific area of study or become involved in a research project that is not available through the traditional curriculum, it is possible to receive instruction and credit through independent study. Contact your advisor and the chair of the department involved.

1. Internships/Field Experience

An internship or another type of outside-the-classroom experience offers you the chance to add an experimental component to complement your traditional classroom work. Career Services, along with your academic department, can be a contact point for internship opportunities and questions. While the authority to direct the academic components of the internship rests with the academic departments, Career Services can assist you in identifying sources and securing an internship.

J. Student Teaching

You can be assigned to cooperating schools for pre-student teaching practicums and student teaching experiences as required by Minnesota Board of Teaching rules. The Director of Field Experiences makes placement. The University faculty in Professional Education, cooperating with public school classroom teachers, carries out supervision. Additional information about programs and requirements may be obtained in IL 229 or by calling the Director of Field Experiences at 537-7120. Policies and procedures for field experiences within the Education Department are found in the Field Experience Handbook.

ACADEMIC HONESTY
(SMSU Policy A-032)
(Working Draft-policy under review.)

I. Academic Honesty

A. The aim of the academic honesty policy is to maintain the academic integrity of Southwest Minnesota State University and promote an intellectual climate of honesty and integrity. To maintain an environment of academic integrity all students are required to accept personal responsibility for their work at Southwest Minnesota State University. Any offense against the academic honesty policy compromises the educational integrity of Southwest Minnesota State University and will be considered a grave offense.

B. Offenses against academic honesty are acts which unjustly advance one’s academic standing at Southwest Minnesota State University and include knowingly permitting or knowingly aiding a person in an offense against the academic policy.

II. Forms of Academic Dishonesty

In line with the National Association of Student Personnel Administrator (NASPA, Southwest Minnesota State University (SMSU) academic dishonesty will include the following forms:

A. Plagiarism: Intentionally presenting someone else's work or ideas as your own. Plagiarism will include, but not be limited to:
   1. Submitting someone else's work or ideas as your own, including but not limited to homework assignments, term papers, research reports, lab reports, group projects, artistic works, tests, or class presentations.
   2. Submitting someone else's electronic work as your own, including but not limited to video clips, audio clips, electronic files, electronic programs, and any other copied electronic page, document, article, review, etc.
   3. Submitting someone else's work as your own with minor alterations. Paraphrasing without proper citation is also plagiarism.
   4. Submitting someone else's work without appropriate use of quotations, paraphrases, footnotes, or references.

B. Cheating: Intentionally using or attempting to use unauthorized materials, information or study guide. Cheating will include, but not be limited to:
   1. Copying from someone else during any type of examination.
   2. Communicating answers to an exam with other students and this includes allowing someone else to copy your own exam during a test.
   3. Using any material not permitted by the instructor for an examination.
   4. Requesting, acquiring, possessing, or providing someone else with an examination or portion of an examination without consent of the instructor.

C. Fabrication: Intentionally falsifying any information. Fabrication will include, but not be limited to:
   1. Submitting or presenting falsified research.

D. Tampering: Intentional tampering with the instructor's evaluation tools and/or documents. Tampering will include, but not be limited to:
   1. Changing, attempting to change, or falsifying academic records, including attendance records or sign-in sheets.
   2. Tampering with an examination, homework assignment, or project after it has been corrected.

E. Assisting in Dishonesty: Intentionally aiding or attempting to aid someone else to commit an act of dishonesty. Assistance will include, but not be limited to:
   1. Any student who aids another student in the performance of the above acts or has clear knowledge of another student's misconduct concerning academic honesty and does not bring it to the attention of the proper authorities (instructor and/or department chair) will be held responsible for their non-action and subject to disciplinary measures for academic dishonesty.

F. Any other forms of academic dishonesty as outlined in the instructor's syllabus.
III. Procedures for Reporting Incidents of Academic Dishonesty

A. Procedures

1. The faculty member will meet with the student regarding the specific charge, consider the evidence, and hear the student’s explanation. If it is not possible to meet with the student, the faculty member may proceed to number 2 below.

2. If the faculty member determines that the student has violated the Academic Honesty Policy, the faculty member informs the student in person or via U.S. Mail of the consequences of the violation and the grade-related sanctions the faculty member will impose. Faculty members must recommend any additional sanctions, (such as suspension, expulsion, etc.) to the appropriate Dean for action.

3. The faculty member completes an “Academic Dishonesty Incident Report Form” and forwards the completed form to the appropriate Dean. The form is found on the SMSU website at the Academic Deans’ Office webpage.

4. The Dean informs the student in writing that (a) this form has been filed with the Dean’s office; (b) the Dean may impose sanctions in addition to those imposed by the faculty member in the event of subsequent, serious, or multiple violations; and (c) the student has a right to appeal the sanction(s) given by the faculty member as described below.

5. The Dean keeps the complaint form, any supporting documentation, and records of the adjudication on file.

B. Sanctions

1. An incident of academic dishonesty that is determined to be minor in nature may result in one or more of the following sanctions: a warning; a verbal or written reprimand; or a reassessment of a resubmitted assignment with an appropriate reduction in points.

2. An incident of academic dishonesty that is determined to be major in nature may result in one or more of the following penalties: a failing grade for the assignment or test; a failing grade for the class; suspension from Southwest Minnesota State University; expulsion from Southwest Minnesota State University; or the revocation of a degree.

3. The punitive options available are not limited to the sanctions specified in the previous sections.

IV. Appeals

If the student disagrees with either the determination of a violation of the policy or with the sanction, the student may appeal the instructor’s decision to the appropriate Dean. In handling the appeal, the Dean follows the Student Code of Conduct beginning with the Investigation and Informal Process.

ACADEMIC PROGRAMS

For a complete listing of academic programs and requirements, see the University Catalog on the SMSU website.

ACADEMIC STANDING

(SMSU Policy A-003)

1. Grade Recording

All courses attempted at Southwest Minnesota State University and their grades shall be recorded on the student’s official transcript. Transfer credits are recorded but are not used in calculating the cumulative grade point average.

2. Course Numbers and Classification

A. Developmental, Special and Service courses will carry course numbers 001-099. Developmental courses are designed to develop basic academic skills to the entry level expected for college performance. Special courses are courses that may not have been taken by a student at the high school level, but are necessary to complete a background for entering college level courses.

These courses will carry numbers 001-049 and may not be counted toward graduation requirements. 001-049 courses are not calculated as part of any GPA. Taking such courses may also affect financial aid. Please consult the Financial Aids Office for a determination.) Service courses are designed to provide offerings that do not meet traditional academic standards or are designed to meet the needs of a specific clientele and carry course numbers 050-099. No more than six semester credits of 050-099 level courses may be counted toward graduation requirements.

B. Lower division courses carry numbers 100-299. Such courses are open to freshmen and sophomores and are primarily designed to provide much of that breadth of understanding known as general education, as well as the foundations for the more specialized work of the upper-division courses. These courses are open to upper-division students, but not count as upper-division work in any curriculum.

C. Upper-division courses carry numbers 300-499. These courses are designed primarily for junior and senior level students.

D. Graduate level courses carry numbers 500-699. These courses are open to students who have completed baccalaureate degrees or have obtained permission to enroll through the Office of Academic Affairs.

3. Grade Point Average Calculation

A grade point average shall be calculated for all students and will be used to determine a student’s academic standing. Grades of “A”, “IP”, “AU”, and “W” are not assigned a point value. “IP’s”, “AU’s”, and “W’s” do not count in the total hours attempted, but “I’s do count in the total hours attempted. If “I”s and “IP”s are subsequently converted to letter grades on the A-F grading system, the credit hours are to be reflected in the total hour calculations. The cumulative grade point average is to be maintained only for credits graded A-F in courses numbered 050 and above.

4. Quantitative values for A-F grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Prior to Fall Grade</th>
<th>Quarter 1994</th>
<th>1994 to Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

5. No point scale is applicable for the credit/no credit grades. They are not to be included in computing the grade point average.

6. The minimum acceptable cumulative grade point average (GPA) is 2.00. Students who have a cumulative GPA that falls below 2.00 will be placed on Probation. If a student’s cumulative GPA reaches 2.00 at the end of the next semester, the student will be removed from Probation. If a student’s CUMULATIVE GPA does NOT reach 2.00 at the end of the next semester one of the following will occur:

   a) If the semester GPA was at or above 2.00, the student will remain on Probation.

   b) If the semester GPA was below 2.00 and the total credits attempted at SMSU plus the total credits accepted in transfer to SMSU are less than 30, the student will remain on Probation.

   c) If the semester GPA was below 2.00 and the total credits attempted at SMSU plus the total credits accepted in transfer to SMSU are 30 or more, the student will be Suspended.

Note: Once the CUMULATIVE GPA reaches a 2.00, the student’s Probation/Suspended standing will be removed.

7. Suspended Students

Students who are suspended are not eligible to re-enroll for courses for the equivalent of one academic year. Students may appeal their Suspended status to the Academic Standing Committee for reinstatement.

8. Suspended Students - Summer

Students who are Suspended may enroll in summer sessions. Grades earned in summer sessions will be used in calculating the cumulative GPA. If a student’s cumulative GPA reaches 2.00 by grades earned in summer sessions, the Suspended standing will be removed, and the student will be considered to be in good academic standing, and may register in classes for the following fall semester.

9. Students who remain out of school for the equivalent of one academic year and return on probationary status must earn a semester GPA of at least 2.00 in order to be eligible to
continue enrollment. (See also Satisfactory Academic Progress on page 45)

AUDITING COURSES
(SMSU Policy A-031)
1. A student who wishes to audit or attend a course without seeking credit must register for the course, and pay full tuition and fees. Senior Citizens, who have reached the age of 62 years, can audit courses at no charge, and have all fees, except personal property and service charges or the fees charged only to that course, waived.
2. A student may declare the intent to audit a course by submitting a Course Audit form signed by the instructor within the first ten class days of a semester or by notifying the instructor at the time of registration in an evening class, workshop, or off-campus course. The instructor has the right to approve or disapprove the request to audit.
3. To audit a course, the student shall attend class sessions. Other requirements are at the discretion of the instructor.
4. A student may not receive credit for auditing a course except by re-enrollment for credit and successful completion of the course in a subsequent semester. Audited courses cannot be counted toward graduation.
5. An entry of “AU” is made on the student permanent academic record when a course is audited.
6. Audited courses do not apply to course load requirements for those students receiving G.I. Bill or War Orphan benefits.

CATALOG
Southwest Minnesota State University’s Academic Catalog is an important resource for SMSU students. The catalog contains brief descriptions for all courses offered through the University, graduation requirements, Core Curriculum requirements, academic policies, procedures, rules and regulations. You may access the catalog on the SMSU website.

www.southwestern.edu/catalog

CLASSIFICATION
All students at Southwest Minnesota State University will be classified according to the number of credit hours that they have satisfactorily completed:
Semester hours Classification
0-29.................................Freshman
30-59.................................Sophomore
60-89.................................Junior
90-plus............................Senior

COMMENCEMENT EXERCISE
All students who have completed degree requirements verified by approved degree checks since the last commencement date may participate in the commencement exercises. Your participation shall be on a voluntary basis. Students who do participate shall wear appropriate attire as determined by the graduating class. Within this context, the term “appropriate” denotes uniformity of attire. Questions regarding commencement exercises should be directed to the Office of the Provost, 537-6246.

CONFIDENTIALITY
You are assured confidentiality of your academic records and personal data. (See also: Student Records on page 33)

COURSE SYLLABUS
(SMSU Policy A-030)
Instructors will provide and distribute course syllabi to students in writing within a maximum of one week from the first class meeting. This information should include the following:
1. course objectives,
2. requirements,
3. grading information, and
4. approximate dates, specific places, and format for tests and evaluation procedures.
Instructors may make changes in the course syllabi and will announce such changes to students. The instructor’s policy on syllabus changes will be included in the syllabus contents.

COURSE LOAD
The average course load during a regular academic term is 16-17 semester credit hours. During the summer session, the normal course load is 6 credit hours.
Course loads in excess of twenty (20) credit hours per regular semester or ten (10) credit hours during the summer session may be carried only with the approval of the student’s advisor and the appropriate Dean.
Course loads of twenty-one (21) semester credit hours per regular academic semester or eleven (11) semester credit hours during a summer session may be attempted only with the written approval of the appropriate academic Dean or the Provost. In no case may written approval be granted until the Provost or his/her designee has consulted with the assigned academic advisor.

COURSE NUMBERING
A. Developmental, Special, and Service courses will carry course numbers of 001-099.
Developmental courses are designed to develop basic academic skills to the entry level expected for college performance. Special courses are courses that may not have been taken by a student at the high school level, but are necessary to complete a background for entering college level courses. These courses will carry numbers 001-049 and may not be counted toward graduation requirements. (001-049 courses are not calculated as part of any GPA. Taking such courses may also affect financial aid. Please consult the Financial Aid Office for a determination) Service courses are designed to provide offerings that do not meet traditional academic standards or are designed to meet the needs of a specific clientele and carry course numbers 050-099. No more than six semester credits of 050-099 level courses may be counted toward graduation requirements.
B. Lower division courses carry numbers 100-299. Such courses are open to freshmen and sophomores and are primarily designed to provide much of that breadth of understanding known as general education, as well as the foundations for the more specialized work of the upper division courses. These courses are open to upper-division students, but do not count as upper-division work in any curriculum.
C. Upper-division courses carry numbers 300-499. These courses are designed primarily for junior and senior level students.
D. Graduate level courses carry numbers 500-699. These courses are open to students who have completed baccalaureate degrees or have obtained permission to enroll through the Office of Academic Affairs.

COURSE REPEAT
You may repeat a course at any time regardless of the grade previously obtained in that course. After repeating a course, both the old and the new grade will appear on your official transcript. However, only the last grade obtained will be used in determining academic standing. You must inform the Registration and Records Office when you are repeating a course.

DEAN’S LIST
A Dean’s List will be calculated following fall and spring semesters. Dean’s List eligibility will be based on grades submitted at the end of the semester.
The criteria for eligibility includes a semester GPA of 3.5 or above and a minimum total course load of 12 credits graded A-F and/or CR/NC of which at least 8 credits are graded A-F and of which no credits are graded NC.
The following will not be calculated in determining the GPA: I, X, AU, W, CR, and NC.
A letter from the Dean will notify all students whose GPA’s have earned them a place on the Dean’s List.

DECLARING A MAJOR
When you are ready to declare a major, you may wish to meet with your current academic advisor or inquire in the Advising Center, BA 156, for additional assistance.
In order to formally declare a major, you need to complete a “Change in Permanent Record” form found online at the Registration and Records Office webpage.

DROP/ADD
(SMSU Policy A-035)
If a student drops a course during the first five (5) instructional days of the fall or spring semesters, or the first two (2) instructional days of the summer session, an entry will not be placed on the Official Transcript. If a student
drops a course during the sixth (6) instructional day, through the fiftieth (50) instructional day of the fall or spring semester, or during the third (3) instructional day through the twelfth (12) instructional day of the summer session, an entry of W (Withdrawn) will be placed on the Official Transcript.

After the fiftieth (50) instructional day of the fall or spring semester or the twelfth (12) day of the summer session, a student cannot drop a course and receive a grade of W (Withdrawn).

This includes those students withdrawing from the University. Students who withdraw entirely from the University may receive exception to this policy with approval from the Provost.

A student may add new courses through the fifth (5) instructional day of the fall or spring semester, or through but not after the second (2) instructional day for the summer session without the instructor’s written approval. A student registering for an evening class must be registered by the second meeting of the class.

FAMILY EXAMS (SMSU Policy A-023)
1. A four-day examination period for all regular daytime classes will be scheduled for the ending of each academic semester. The final examination period is considered a part of the semester.
2. Final examinations scheduled during these four days will be administered by the assigned faculty member in accordance with the published time. No early final examinations may be given. Self-paced courses may be exempted with the approval of the Provost.
3. All scheduled on-campus classes will meet during the scheduled four-day final examination period.
4. Final examinations for off-campus courses, evening courses, and weekend courses will be held during the last class during the final exam period.
5. No university-sponsored extra-curricular activities (i.e. athletic events, concerts, field trips, forensics, etc.) will be scheduled during this four-day examination period.
6. Any exceptions to this policy must be authorized by the Provost.

FINANCIAL AID
To be eligible for Federal or State Financial Aid, you must maintain certain academic progress standards. For full details, refer to the Financial Aid Regulation, Satisfactory Academic Progress Policy Standards on page 51.

GRADES (SMSU Policy A-034)
A. All courses offered by Southwest Minnesota State University shall be graded on:
1. The A, B, C, D, F system
   A: Excellent
   B: Above Average
   C: Average
   D: Below Average
   F: Failure
   Plus (+) or minus (-) may be used with A, B, C, or D grades.
2. The Pass/No Credit System
   CR: Credit
   NC: No Credit
3. The Optional System
   You must inform the instructor during the first week of class whether you want to be graded on the A, B, C, D, F System, or the Pass/No Credit System.
   No more than 20 credits outside the major graded on the Pass/No Credit System shall be counted toward graduation.
   B. In addition, the following symbols may be used with all systems: AU, W, I, IP.
   AU: Audited
   W: Withdrawn
   I: Incomplete. You must complete the course before the end of the next semester in which you are enrolled. If the course is not completed by that time, then the “I” will be changed to an “F” if graded on the A, B, C, D, F System or to an “NC” if graded on the Pass/No Credit System. The instructor may renew the “I” for one additional semester.
   IP: In progress. This grade is for use in those courses where it is expected that you may not be able to complete the course in one semester.
   1. If you receive an “I” or an “IP” you have the responsibility to check with your instructor immediately to learn the requirements necessary to remove the “I” or “IP” grade.
   2. The instructor will file a change of grade form in the Registration and Records Office when you complete the course requirements.
   3. If the course is not completed within two years regardless of enrollment, then the “I” or “IP” grade will be changed to an “F” if graded on the A, B, C, D, F System or to an “NC” if graded on the Pass/No Credit System. Subsequently you must repeat the course to receive credit.

GRADE APPEALS
(Refer to Grade Appeal on page 34)

GRADE POINT AVERAGE (GPA)
Beginning Fall Semester 2003 there will be two grading systems used to determine GPA.

Grading System I (A-N) Students enrolled prior to Fall Quarter 1994:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Grading System II (A-F) Students enrolled beginning Fall Quarter 1994 and after:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

For each hour of “I” 0.00 points after the deadline for removal.

Grade point averages are to be calculated to the second decimal and are truncated not rounded. The following will not be calculated in determining the GPA: I, IP, AU, W, CR, and NC. (See also: Grades, Academic Standing on page 4 and Satisfactory Academic Progress on page 51)

GRADE REPORTS
Beginning Fall Semester 2002, individual grade reports are available online and will not be automatically mailed to students. A student may request a mailed report by contacting the Registration and Records Office, 537-6206.

Available online are a student’s classes taken, the number of credits, the final grade received, the grade point average for the semester, and the cumulative grade point average.

GRADUATION REQUIREMENTS
Graduation Requirements:
(SMSU Policy A-010)
The requirements for obtaining a degree from SMSU shall include the following:
A. For the Baccalaureate Degree Programs (BA, BS), the student must have successfully completed:
   1. A minimum of 128 semester credit hours (SCH).
   2. A minimum of 64 SCH at SMSU or other accredited, four-year institution.
   3. A minimum of 32 SCH at the junior or senior level. Such courses at SMSU are numbered in the 300 or 400 series.
   4. A minimum of 27 SCH at the junior or senior level. Such courses at SMSU are numbered in the 300 or 400 series.
   5. The requirements for an approved major, 14 SCH of which must be taken at SMSU.
   6. The Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies, and Associated Graduation Requirements.
   7. All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while in residence at SMSU.
The following limitations also apply:
8. No more than 6 SCH of courses numbered 050-099 and no SCH of courses numbered 001-049 shall be counted toward graduation.
9. No more than 20 SCH of credit/no credit courses outside the major shall be counted toward graduation.

B. For the Master Degree Programs (MS, MBA), the student must have successfully completed:
1. A minimum of 33-34 semester credit hours.
2. A minimum of 24 SCH must be taken while in residence* at SMSU. (A maximum of 9 SCH will be accepted in transfer to SMSU.)
3. A minimum grade point average (GPA) of 3.0 is required to graduate. “D” grades in graduate courses are not acceptable.
4. Students have 7 years from the date of their first course registration to complete all requirements for their Master’s Degree.

C. For the Associate Degree Programs (AS), the student must have successfully completed the following:
1. A minimum of 64 semester credit hours (SCH).
2. A minimum of 32 SCH while in residence* at SMSU.
3. The requirements for an approved Associate Degree program.
4. All coursework with a GPA of at least 2.00 for approved courses while in residence* at SMSU.
5. The Liberal Arts Curriculum requirements specified for the particular Associate Degree sought.

The following limitations also apply:
6. No more than 6 SCH of courses numbered 050-099 and no SCH of courses numbered 001-049 shall be counted toward graduation.
7. No more than 10 SCH of credit/no credit courses outside the major shall be counted toward graduation.

D. For the Bachelor of Applied Science (BAS) Degree program, the student must have successfully completed:
1. Associated Graduation Curriculum Requirements in current SMSU Academic Catalog.
2. A minimum of 42 SCH from SMSU or other accredited four-year institution.
3. A minimum of 21 SCH through SMSU.
4. A minimum of 27 SCH at the 300 or 400 level.
5. The requirements for an approved BAS major.
6. All coursework with a cumulative grade point average (GPA) of at least 2.00 for courses taken while enrolled at SMSU.

Further requirements under one of the following three categories which apply to academic credentials at the time of matriculation at SMSU:
1. • An AAS degree at an accredited community, technical college, or four-year college/university.
• An additional minimum of 64 SCH.
• The Minnesota General Education-Transfer Curriculum or a minimum of 21 SCH from SMSU’s Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies Curriculum officially approved by the student’s Degree Program Committee.

OR
2. • An AS degree at an accredited community, technical college, or four year college/university.
• An additional minimum of 64 SCH.
• The Minnesota General Education-Transfer Curriculum or a minimum of 12 SCH from SMSU’s Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies Curriculum officially approved by the student’s Degree Program Committee.

OR
3. • A MnSCU approved two-year technical diploma at an accredited community, technical college or four-year college/university.
• An additional minimum of 86 SCH.
• The Minnesota General Education Transfer Curriculum or a SMSU’s Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies Curriculum.

The following limitations also apply:
4. No more than 6 SCH of courses numbered 050-099 and no SCH of courses numbered 001-049 shall be counted toward graduation.
5. No more than 10 SCH of credit/no credit (CR/NC) courses outside the major shall be counted toward graduation.

E. For both the Bachelor’s Degree and the Associate’s Degree, the student must:
1. Be in residence* at SMSU during the semester in which degree requirements are completed. Under extenuating circumstances, the student, acting through his/her advisor, may petition his/her major department or program for a waiver of this requirement. If the petition is approved by the department or program, the department chairperson will sign and forward the petition to the appropriate Dean. Departmental approval means that a majority of all full-time faculty members in the department or program approve. If the petition is denied at the departmental or program level, the student may appeal by contacting the Provost. The Provost or his/her designee will transmit the appeal within three class days to the chairperson of the Academic Affairs Committee of the Faculty Association. The chairperson of the Academic Affairs Committee will notify the Provost and the Registration and Records Office of its action on the waiver appeal within ten class days of the Academic Affairs Committee Chairperson’s receipt of the appeal. The student will be notified of the status of the appeal by the Registration and Records Office. The Provost shall have the right to act on the appeal if the ten-day time limit for the appeal expires.
2. Comply with the following degree check procedure:
   a. Normally complete the degree check form before completing 96 SCH, but no later than the first day of the semester prior to graduation. Degree check forms must be signed by the student’s advisor and the appropriate department(s) and returned to the Registration and Records Office by the student.
3. 1) Completed degree checks must list all courses required for the student’s major/minor program. Up-to-date major/minor requirements shall be kept on file by the Registration and Records Office, which shall reconcile the degree check with the student’s transcript(s). When the degree requirements and the transcript do not reconcile, the student and the student’s advisor shall be so informed by the Registration and Records Office.
2) Substitutions for or waivers of major/minor requirements must be approved via the student petition form signed by the student’s advisor and the major/minor department chairperson(s). Departmental approval means that a majority of all full-time faculty members in the department approve. The Department Chairperson must secure such approval before signing the substitution or waiver petition. Signed and approved student petition forms shall be sent to the Academic Dean’s Office. Once signed, the petition will be sent to the Registration and Records Office and kept as part of the student’s records.
3) There shall be no substitution for, or waiver of, Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies and Associated Graduation Requirements except in the case of transfer credits. However, under extenuating circumstances, substitutions/waivers may be requested via the student petition form. For Liberal Arts Core/Minnesota Transfer Curriculum/Rural Studies and Associated Graduation, the form shall be signed by the student’s advisor and by the departments offering the courses substituted and the courses substituted for or the course(s) waived. Departmental approval means that a majority of all full-time faculty members in the department approve. For Rural Studies, the signature of the Rural Studies director shall also be required. For the Honors program, the signature of the director of the Honors Program shall also be required. If the petition is approved by the foregoing, the student should present the
petition to the Dean’s Office. The student will be notified of the status of the appeal by the Academic Dean’s Office.

4) The Registration and Records Office shall review all petition forms for appropriate completion and signatures. All appropriate signatures shall be required for completion of the form. Incomplete or inaccurate information or signatures shall render the petition invalid. The Registration and Records Office shall inform the student and the student’s advisor of the invalidation and shall not complete the graduation process under such circumstances. Copies of all approved petition forms shall be sent by the Registrar to the chair of the Academic Affairs Committee.

5) All petitions must be completely processed at least one semester before the date of expected graduation, except in cases when courses are canceled by the University.

6) All approved waivers and substitutions shall become part of the student’s permanent record in the Registration and Records Office.

b. The application for graduation must be completed and submitted with the degree check form. The Registration and Records Office shall be responsible for establishing that degree requirements have been completed.

c. Satisfy all financial and library obligations to the University before the end of the student’s final semester.

3. Elect the degree designation (BA, BS, BAT, AS) of his/her choice should the student have completed two or more majors under different degree designations.

4. Be approved by the Faculty Assembly for graduation with the degree sought.

F. For graduates (Bachelor’s degree) seeking a second, differing degree, the returning student must:

1. Have completed all the major and Liberal Arts Core/Minnesota Transfer Curriculum/ Rural Studies and Associated Graduation Requirements for the second, differing degree as described above.

2. Have completed an additional minimum of 32 semester credit hours while in residence* at SMSU.

G. A student may qualify for graduation under the general graduation requirements of any year in which he/she is a student of regular standing, providing that the catalog listing the requirements went into effect not more than seven years prior to the year of the student’s graduation (effective 6/1/81). Substitutions for departmental and/or program and/or institutional graduation requirements must be approved by the department(s) involved and/or by the Academic Affairs Committee of the Faculty Association, and/or by the Faculty Assembly using the process described for Liberal Arts Core/ Minnesota Transfer Curriculum/ Rural Studies and Associated Graduation petitions in C.2.a (3) above.

H. If all timelines for degree check, petition, and appeal processes have been met and if all petition and appeal processes have been certified by the Provost to have been exhausted, the student may make a final appeal for waiver of residence, major/minor, or Liberal Arts Core/ Minnesota Transfer Curriculum/ Rural Studies and Associated Graduation Requirements to the President of SMSU. If the President approves the appeal, copies of the appeal with an explanation for the approval shall be sent to the Faculty Association, the Academic Affairs Committee, the Provost, and the Registration and Records Office. The Registration and Records Office will record the approval as part of the student’s record.

I. Conferring of Degrees and Participation in Graduation.

1. Associate, baccalaureate, and graduate degrees shall be conferred by the University three times a year. The designated times shall be the end of the fall, spring, and summer semesters.

2. “Conferring of degrees” is an official act by the University signifying that the student has completed all requirements for graduation and has been recommended by the faculty for a degree according to major/minor curricula.

3. Completion of graduation requirements includes completion of an approved major, completion on the Liberal Arts Core/ Minnesota Transfer Curriculum/ Rural Studies, and Associated Graduation Requirements, completion of the degree check process, completion of the application for graduation process, and satisfaction of all financial obligations to Southwest Minnesota State University.

5. Commencement is a ceremony during which graduates and candidates for graduation are publicly recognized. Candidates for graduation are those who have completed graduation requirements as stated above except for the completion of 16 or fewer credits or the completion of student teaching or internship credits. Candidates for graduation qualifying with this exception may choose to participate in Commencement under this exception or the Commencement immediately following their graduation, but not more than once. The Commencement ceremony shall be held annually near or at the conclusion of the spring term.

*Residence at Southwest Minnesota State University is defined as enrollment in classes from Southwest Minnesota State University or from another state university campus under the Common Market Program.

GRADUATION WITH HONORS

(SMSU Policy A-014)

This policy is designed for students who have earned a majority of credits from Southwest Minnesota State University for their first bachelor’s degree. Anyone with a previously earned bachelor’s degree is ineligible for honors under this policy. Departments may award other honors to students who meet honors requirements established by those departments.

A student who has met requirements for a bachelor’s degree at Southwest Minnesota State University and has a grade point average between 3.30 and 3.49 is graduated Cum Laude; one with a grade point average between 3.50 and 3.79 is graduated Magna Cum Laude; and one with a grade point average between 3.80 and 4.0 is graduated Summa Cum Laude. Only coursework completed at Southwest Minnesota State University will be used to determine academic honors. To be eligible for graduation with honors, you must have completed at least 46 semester hours of credit at Southwest Minnesota State University, of at least 32 semester hours of credit must be in courses graded on the A-F system.

INSTRUCTOR REPLACEMENT

(SMSU Policy A-043)

If an instructor of a class is replaced after three weeks, each student enrolled in such a class will be given the option to switch to a CR/NC grading system if the class is not already graded on that basis or to drop the class with the tuition refunded for the class and the class removed from their transcript. The student will have five instructional days following formal announcement of the instructor replacement in order to make his/her choice of one of the two options. If the course is for a major where the CR/NC grading system is not permitted, then that requirement is waived for the class in which the CR/NC option is chosen because of an instructor replacement. Furthermore, the maximum number of hours permitted to be taken using the CR/NC grading system will be raised by the number of credit hours for which the student selects the CR/NC grading system due to the replacement of an instructor.

LIBERAL ARTS CORE/MINNESOTA TRANSFER CURRICULUM/RURAL STUDIES, AND ASSOCIATED GRADUATION CURRICULUM REQUIREMENTS DISTRIBUTION

(SMSU Policy A-021)

Policy

I. A minimum of 44 semester credit hours is required to fulfill the Liberal Arts Core/ Minnesota Transfer Curriculum / Rural Studies requirement for graduation.

The Liberal Arts core/Minnesota Transfer curriculum/Rural Studies requirements for entering students seeking a Bachelor of Arts or Bachelor of Science degree are as follows:

1. Liberal Arts Core Curriculum

   A. Communication Skills 9 credits
1. Communication Skills 9 credits
   a. English 6 credits
   b. Communication 3 credits
2. Mathematical/Logical Reasoning 3 credits
3. Social Sciences 12 credits
   a. History 3 credits
   b. Other Social Sciences 9 credits
4. Humanities and Fine Arts 12 credits
   a. Humanities, Literature, Philosophy 6 credits
   b. Foreign Language or Fine Arts 6 credits
5. Sciences 8 credits
   a. Biological 4 credits
   b. Physical 4 credits

**Minnesota Transfer Curriculum (MTC)**
6. Critical Thinking (T) 0 or 3 credits
7. Human Diversity (D) 0 or 3 credits
8. Global Perspective (G) 0 or 3 credits
9. Civic & Ethical Responsibility (C) 0 or 3 credits
10. People and the Environment (E) 0 or 3 credits

**Rural Studies Requirement**
11. Rural Studies (R) 0 or 3 credits

**Graduation Requirements**
12. Regional Studies (S) 0 or 3 credits
13. Health & Wellness Requirement 3 credits
14. Major Capstone Course Requirement (M) 0, or 1 to 3 credits

**Total Credits for LAC, MTC, R, S, W & M Requirements (with double counting) 47 credits**

**Double Counters:**
- Courses that complete 2 requirements by taking 1 course. 3 credit courses always only earn 3 credits but complete 2 requirements.
- Look for courses in 1-5 (LAC) that have T, D, G, C, E, R & S coded on them
- This will ensure that the course completes a requirement in 1-5 AND 6-12.
- Courses in 6-12 cannot double count Within 6-12.

Completion of the Liberal Arts requirements in 47 credits is possible but only with careful planning. See your academic advisor.

**PERMANENT RECORD CHANGE**
If you need to make a change in your permanent record (such as changing your major, declaring your major, change in advisor, etc.) you need to complete the “change in Permanent Record” form available at the Registration and Records Office. (See also: Student Records on page 55)

**READEMISSION TO THE UNIVERSITY**
Readmission to the University will be required of students as follows:*
1. Students who were previously enrolled at SMSU and whose attendance has been interrupted by one or more semesters (excluding summer sessions).
2. Students who have been suspended from the University are not eligible for readmission for the equivalent of one academic year, except that they may enroll in any summer session.

Students wishing to reenroll to the University should contact the Office of Admission for the appropriate application or go to [www.southwestmsu.edu/Admission/index.html](http://www.southwestmsu.edu/Admission/index.html).

Students who have been suspended from the University may appeal the decision by contacting the Academic Dean’s Office. Appeals will be reviewed by the SMSU Academic Standing Committee.

*This is an excerpt from the University Admission Policy. The entire policy is on file in the Office of Admission if you wish to review the same.*

**REGISTRATION**
How to register for classes:
A. By the ninth week of each semester, the Registrar will distribute to each academic department a supply of course schedules and registration permits. The Semester Registration Course Schedule contains specific procedures for registration, a list of advisors, procedures for drop and add, and withdrawing from a course as well as schedules of current fees.
B. The registration permits are completed by you and your academic advisor. You keep one copy as a permit to register and your advisor keeps one copy for filing in your advisement folder.
C. You must have an “advisor access code”, available from your academic advisor, in order to begin the Registration process.
D. If you do not have an advisor access code at the time of registration, you will be referred to your academic advisor to secure the advisor’s access code before being allowed to register.

**SCHOLARSHIPS**
Various scholarships are available for entering freshmen, transfer students, and continuing students. Information pertaining to scholarships is available from the Office of Student Financial Aid, IL 145.

**SUMMER SESSION**
Southwest Minnesota State University offers you the chance to study courses during the summer with multiple start dates. Questions regarding summer session registration should be directed to the Registration and Records Office.

**TRANSCRIPT**
The transcript is your official record of academic achievement at the University. It contains all your course work and all grades achieved. The transcript is kept in IL 148 and is under the direct supervision of the Registrar. Transcripts are available by request. (See also: Student Records on page 55 Transcripts and Degree Check on page 18)
TRANSFER CREDIT

Students must submit official transcripts from all post-secondary institutions in order to be awarded transfer credit. Transfer credit is evaluated by the Transfer Specialist in the Registration and Records Office/Office of Admission. Students will receive forms indicating the total number of transfer credits they will be transferring and how these credits will apply to the SMSU Liberal Arts Core/Minnesota Transfer Curriculum/Rural and Regional Studies/Graduation Requirements (LAC/MTC). Students must contact the department that offers the major they intend to pursue for evaluation of transfer credit to major requirements.

Students may appeal their transfer credit evaluations by first contacting the Transfer Specialist in the Registration and Records Office. If you need to further appeal your transfer credit evaluation refer to the Substitution/Withdrawals/Appals section in this handbook. (See also: Graduation Requirements on page 4 and MnSCU Policy 3.21.)

TUITION AND FEE PAYMENT

Billing statements are not mailed to students. Students must check their accounts online at [www.southwestmsu.edu/registration/online.cfm](http://www.southwestmsu.edu/registration/online.cfm)

Payment may be made between the date you pre-register for classes and no later than the fifth business day of the term. Payment for summer is due by the fifth business day of the term, no matter when the course begins. Late fees of up to $50 per semester may be charged on any late payments.

Payments can be made:
- in person at the Cashier's window, IL 132-133
- by mail to SMSU, Business Services, IL 139, 1501 State Street, Marshall, MN 56258
- by telephone using Visa or MasterCard by calling 507-537-7117
- online by credit card or e-check through student e-services at the web site listed above
- by signing up for a FACTS/Nelnet payment plan, information can be found at [www.southwestmsu.edu/administration/businessServices/ index.cfm?Id=3537](http://www.southwestmsu.edu/administration/businessServices/index.cfm?Id=3537)

Students who do not meet the minimum payment criteria as listed on our website at [www.southwestmsu.edu/paymentpolicy](http://www.southwestmsu.edu/paymentpolicy) will have their course registrations cancelled after the fifth class day of the term.

TUTORING

Individual assistance is available on a one-to-one or small group basis, either course related or for basic skills. Tutors are available through the Learning Resource Center, Writing Center, Math Lab, and some academic departments. Information on each semester’s available tutor programs is posted in IL 224. For more information, inquire at the Learning Resource Center, IL 224, and /or the Chairperson of the Department sponsoring the course for which assistance is needed.

WITHDRAWAL

(SMSU Policy A-035)

1. From the 5th-50th instructional day you can withdraw from a course and receive a W grade. After the fiftieth (50) instructional day of the fall or spring semester or the twelfth (12) day of the summer session, you cannot drop a course and receive a grade of W (Withdrawn).

   This includes those students withdrawing from the University. Students who withdraw entirely from the University may receive exception to this policy with approval from the Provost.

2. If you wish to withdraw entirely from the University during the academic semester, you must complete a University Withdrawal Form, which can be obtained at the Advising Center located in IL 148, phone 537-6245. Withdrawal students are encouraged to discuss their withdrawal plans with the Director of the Advising Center. (See also: SMSU Policy A-035 on the SMSU website.)

   The date of an official Withdrawal from the University is the earliest of dates the student began the school’s Withdrawal process or date the student otherwise provided official notice.

   If you withdraw entirely from the University, refunds of tuition and fees will be made according to the following schedule:

   a. Regular Academic Year On-Campus Courses

   Date of Withdrawal Refund Allowed
   1st thru 5th instructional day ........ 100%
   6th thru 10th instructional day .......... 75%
   11th thru 15th instructional day ....... 50%
   16th thru 20th instructional day ........ 25%
   after 20th instructional day .......... none

   b. Summer Session

   Date of Withdrawal Refund Allowed
   1st thru 5th instructional day ........ 100%
   6th thru 10th instructional day .......... 50%
   after 10th instructional day .......... none

The above refund schedule is set by the MnSCU Board and is subject to change.

Refunds of room and meals are pro-rated on the unused portion of the room and meals previously paid. Students withdrawing from the residence halls must withdraw at the appropriate Commons Building.

Students who are dismissed or expelled from the University due to conduct violations will be responsible for payment of all tuition, fees, and room and meals according to the withdrawal schedule.
Southwest Minnesota State University offers many services for you. A great majority of them are offered free of charge, while others may involve a slight fee.

The following list of offices contains a brief description of their services and/or responsibilities, their location and phone numbers. Most University offices are open from 8:00 a.m. to 4:30 p.m. Please feel free to call or stop by the office for additional information on their services.

**Administrative Offices**

**President's Office**

FH 209, 537-6272

The President's Office is the main administrative office on campus. If you have suggestions or concerns about the University you may wish to make an appointment to discuss them with the President.

**Provost**

FH 214, 537-6246

The Provost is responsible for educational leadership within the University and the overall administration of academic and student life. Included in these responsibilities are: program development; curricular planning; faculty and staff development and evaluation; system-wide planning and development; implementation of personnel policy; affirmative action and collective bargaining agreements; planning and monitoring the budget process for academic and student affairs programs; and system-wide planning and development. If you have suggestions or concerns about the academic programs of the University you may wish to make an appointment to discuss them with the Provost.

**Dean of the College of Arts, Letters, and Sciences**

BA 269, 537-6218

The Dean of the College of Arts, Letters and Sciences oversees the operation of the following academic programs: Agronomy, Anthropology, Art, Biology, Chemistry, English, Environmental Science, Foreign Language, Forensics, History, Humanities, Indigenous Nations and Dakota Studies, Justice Administration and Criminal Justice, Academic and Diversity Resources, Music, Philosophy, Physics, Planetarium, Psychology, Social Work, Sociology, Speech Communication, and Theatre. If you have questions, concerns, or suggestions about the academic programs in this College you may wish to make an appointment to discuss them with this Dean.

**Academic Commons**

IL 224, 537-6484

E-mail: academiccommons@swmsu.edu

The Academic Commons is an attractive and informal campus gathering spot where students read, study, work on assignments, use computers, work on group projects, relax, meet other students, participate in study tables, etc. Located in IL 224, the Commons houses the University Writing Center, the Math Lab, the Education Learning Center, and Academic and Diversity Resources services. Twenty computers, printers, and a copier are available for student use. The Commons is open to all students, regardless of major, for use of available services.

**Academic and Diversity Resources**

IL 224, 537-6169, voice or TDD

Academic and Diversity Resources is a comprehensive academic support center with resources to assist students in pursuing their academic goals. The services include:

- A Study Center in the Academic Commons with peer and professional tutors provides drop-in assistance, assigned tutor services, study groups, and Supplemental Instruction (SI) groups. Credit based training (see below) provides Student Tutors and SI Leaders with National Certification. The Commons has available computers, academic study software, and print and web-based resources for improving academic skills such as the computerized “Study Behavior Inventory” which pinpoints strengths and areas for improvement for university appropriate learning strategies. Students may also access computer test preparation programs such as those for the PPST, GRE, as well as for academic skills such as for mathematics review.

- The Academic Opportunity First Year Experience (FYE) provides entering students a transition program for meeting the expectations and opportunities of a successful university experience. Students may apply for admission to the University and its Academic Opportunity FYE program which includes first semester enrollment in the 2 credit IDST 110: The University Experience plus a one-credit IDST Academic Strategies course appropriate to the student’s freshman block registration. Students will have a First year Advisor/Success Coach who will work with the student to achieve his/her academic and personal goals. Additional supports for academic success include learning style assessment and development of portfolios for best strategies in meeting learning expectations, and in-depth experience in accessing and using the extensive resources of the SMSU Library and campus technology. Learning Communities for shared study, and opportunities to
explore the recreational, arts, and guest lecture activities engage students in being part of a university community.

TRIO Success, a federally funded program, provides supportive services to students who meet first generation, low income and/or disability criteria. Rural Educational Opportunity (REO), a MnSCU funded program provides a similar program to students who meet first generation, low income and/or students of color eligibility. The Freshman Year Program of instruction, Learning Communities, advising and advocacy are combined with activities for cultural and academic enrichment. The TRIO Center, with peer TRIO and REO Academic mentors, is available for peer tutoring, academic mentoring and cultural enrichment activities that enhance the student’s academic experience and retention to degree attainment. Summer “Jump Start” new student Bridge and summer “Boost Your GPA” programs for continuing students are also available for TRIO and REO students.

Academic Accommodations for Students with Disabilities provides reasonable and appropriate class-related accommodations as supported by documentation of disability. Services include needs assessment, advocacy, test accommodations, alternate media, note-taking assistance, lab scribes and amanuensis, and priority registration. Accessible computer, technology, and software with training for use are available in the Academic Accommodations Center. “Ben’s Place”, a reduced-distraction computer station is also available with the center.

Center for Athletic Academic Success provides services to assist student intercollegiate athletes in successful pursuit of a college degree while attempting to meet the demands of intercollegiate sports participation; services include assessment, monitoring of academic progress, study assistance and support, plus first sports semester enrollment in the IDST 110: The University Experience course.

Interdisciplinary Courses offered by Academic and Diversity Resources include: IDST 102, 103 and 104 applied Academic Strategies: Reading Across the Curriculum (102), Science Focus (103) and ESL Focus (104), IDST 109 Academic Reasoning Strategies, IDST 110 The University Experience, IDST 270 Tutor Training, and IDST 271 Supplemental Instruction Leader Training.

ADVISING CENTER
BA 156, 537-6245

The Advising Center at SMSU assists new students in their transition to the University, and provides advising and related services to all SMSU students. The Center is staffed with individuals who have a special concern for new and returning students. These individuals include the Director of the Advising Center, the Associate Director, and the Administrative Assistant who are responsible for the day-to-day operation of the Center, development of programs, the official office for a University Withdrawal, the Early Alert program, working with students who are on academic probation, and most importantly meeting with all students who have questions or concerns. The Advising Center staff also advises pre-business, undeclared, and post-secondary enrollment option students. In addition, the staff also participates in the Orientation/Registration programs for new students.

The goals for the Advising Center include:
1. Serving as an information center for all students with questions or concerns.
2. Provide developmental advising to the student.
3. Developing programs for new students that facilitate a successful transition to the University.
4. Coordinating the assignment of advisors to all students.
5. Working with students on academic probation.
6. Connecting students with their majors, or prospective major disciplines.

All students are invited to take advantage of the services in the Advising Center. For more information, contact the Advising Center.

AFFIRMATIVE ACTION OFFICER
BA 268, 537-6243

The Affirmative Action Officer develops, monitors, and implements the affirmative action/equal opportunity program of Southwest Minnesota State University. The Affirmative Action Officer serves as a resource, referral, and grievance person for campus employees and students, in any matter dealing with affirmative action, equal opportunity, Title IX, or sexual or racial discrimination/harassment. (See also: Policies and Procedures [on page 43])

AMERICANS WITH DISABILITIES ACT COORDINATOR AND SECTION 504 COMPLIANCE OFFICER
BA 156, 537-7150

The Americans with Disabilities Act Coordinator and Section 504 Compliance Officer is the person on campus who deals with issues and concerns of students or employees who think they have not been provided reasonable accommodations for disabilities or if there are structural accommodations that have not been made. This office coordinates with other offices throughout the University in an effort to meet these needs. For more information contact Americans with Disabilities Act Coordinator/Section 504 Compliance Officer, BA 156, 537-7150.

AMERICANS WITH DISABILITIES ACT – TITLE II

Title II of the Americans with Disabilities Act requires that programs, services, and activities of State and Local government be accessible to and usable by individuals with disabilities. It also requires public entities to take appropriate steps to ensure that communications with-applicants, participants, and members of the public are as effective as communications with others. To ensure that people with disabilities have an opportunity to request auxiliary aids and services to participate in agency’s programs, services, and activities, state agencies must adhere to the following policy.

Written Communications Policy

The following statement must be included on all new materials and must be added to all existing materials when they are reprinted. Preprinted materials in use prior to reprinting shall have a label that contains the following statement:

This document is available in alternative formats to individuals with disabilities by calling 1-507-537-6169 or through the Minnesota Relay Service at 1-800-627-3529.

Meeting/Program/Event Accessibility Policy

Potential participants must be informed on the availability of accommodation by including the following statement of bulletins, flyers, brochures, public service announcements, or any other materials used to inform participants of the event.

For meetings or events in which participants are not pre-registering, the following prepared statements must be used:

Individuals with a disability who need a reasonable accommodation to participate in this event please contact (name) at (phone number) or through the Minnesota Relay Service at 1-800-627-3529 by (date).

For meetings or events in which participants are pre-registering, the following prepared statements must be used:

Individuals with a disability who need a reasonable accommodation to participate in this event please indicate your request below. All requests must be submitted by (date). If you have any questions please contact (name) at (phone number) or through the Minnesota Relay Service at 1-800-627-3529.

Telecommunications Policy

For the TTY/TTD communications contact us through the Minnesota Relay Service at 1-800-627-3529.

If you have questions, please contact the state ADA/disability coordinator in the Department of Employ Relations at (651)297-8849 or (651)297-2003 TTY.

BARNES & NOBLE CAMPUS STORE
SC 101, 337-1450

Our Campus Store strives to meet the needs of all students at SMSU. Our friendly staff is always available to help students find what they need, especially their textbooks.

Required textbooks, along with recommended texts and materials, can be purchased at your Campus Store. Both used and new textbooks are available for most classes. It is important to shop early to get used books.

Books can also be purchased online at www.whywaforbooks.com.

Refunds for textbooks are given during
the first 5 days of classes. A receipt must be presented to receive any refund on textbooks. Refunds are also given to students who withdraw from courses for up to 30 days after classes begin. In this case, proof of withdrawal along with a receipt needs to be presented.

You can sell your textbooks back year round at your Campus Store. Buyback amounts are based on many components – feel free to stop in and ask a Campus Store employee for details.

In addition to your textbook needs, the Campus store carries a wide variety of other items. School and art supplies are available for your convenience, as well as dorm products and backpacks.

Both SMSU clothing and non-printed clothing, along with SMSU and non-printed gift items can be found in your Campus Store. We are also the place to buy magazines, fiction and non-fiction books, health and beauty care items, and greeting cards. Snacks and Coke products can also be picked up while shopping here.

Graduation regalia and announcements are supplied at your Campus Store; class rings and diploma frames are also available.

Campus Store hours during the school year are:
Monday through Friday 9:00 a.m. to 4:30 p.m.
Saturday 10:00 a.m. to 4:00 p.m.
Summer Hours are:
Monday through Friday 9:00 a.m. to 4:30 p.m.
We have extended hours during the first week of classes.

If you have any questions about your Campus Store, feel free to stop in anytime, or call them at 507-337-1450.

BOOKS
The Barnes & Noble Campus Store, located in the Student Center, receives all textbook orders directly from the professors, guaranteeing that the correct textbooks are on the shelves.

CASHIER’S WINDOW
Office of Business Services
IL 132-133, 537-7117
The Cashier’s Office regular hours are
9:00a.m. to 2:30p.m.
At the Cashier’s Office you can
• Pay your tuition, fees, room and meals
• Pick up student payroll checks
• Pick up financial aid overage checks
• Purchase replacement identification cards
• Make deposits to student activity accounts
• Purchase your parking permits
• Pay parking and library fines
• Purchase color laser printing cards
• Turn in direct department forms

CAMPUS RELIGIOUS CENTER
1418 State Street, 532-5731
The Religious Center provides a worship place for all Christian denominations, as well as Bible studies, counseling, social events, and service opportunities.

Worship service schedule:
Catholic Mass
6:30 p.m. Sunday
Lutheran Worship
8:30 p.m. Wednesday

CAREER SERVICES
BA 156, 537-6221
Fax: 537-7979
Career Services is here to assist you in reaching your career and educational goals. Whether it is getting that first job after graduation, finding an internship, deciding on a career, or continuing your educational pursuits, you will find professional career counselors ready to help you. Career Services works with current students, prospective students, and alumni.

Services available include:
• Individual career counseling and job search planning.
• Workshops, seminars, and events.
• Individual and group activities designed to introduce you to the process of choosing careers and assessment, gathering information, and identifying resources and decision making.
• Resume writing, interviewing help, online job search, and job search assistance
• On-campus Recruiting and Interviews
• Career and e-portfolios.
• MustangJobs.com, a web based recruiting system to connect students with employers.
• Assessment tools for choosing careers and making decisions.
• Education credential files.
• Graduate school assistance.
• Career Planning Course, (IDST105), one credit.
• On-line career information at: www.MustangJobs.com and the Career Services website (online in the Student Services section of the SMSU website).

With MustangJobs.com, you will be able to manage your student profile, upload resumes and cover letters, search and apply for jobs online, check the status of your applications, search for employers, sign up for interviews, and create and use search agents.

Fees: Most services are free to current students and to alumni for the first year after graduation. A small fee is charged for several of the assessment tools.

Stop in or call our office to set up and appointment to talk with a professional counselor. Walk-ins are welcome. Hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Appointments can be arranged at other hours upon request.

CHILD CARE CENTER
1502 Birch Street, 537-6014
Southwest Minnesota State University provides on-campus childcare service. The Child Care Center provides safe, caring, and quality developmental childcare for children between the ages of 6 weeks and 12 years (infants, toddlers, pre-school, and school age children). Since the Center’s creation was funded by the State in an attempt to provide child care services to SMSU’s students and campus community, requests for service are processed in a priority order of University students, University faculty and staff, and as space allows, the Marshall community.

The Center’s staff and program reflect its strong commitment to each child’s socio-emotional, physical, and intellectual development. Hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday, during the academic school year. Call for information on rates and application procedures.

CLUBS AND ORGANIZATIONS
SC 217, 537-7330
Information on University clubs and organizations, University student activities, and procedures for starting new organizations and organizing events is available at the Student Center in SC 217. All club and organization contracts are handled through the Assistant Director of Student Activities Office. (See also: Organizations and Activities on page 19)

COUNSELING AND TESTING SERVICES
BA 156, 537-7150
College is a time of change that can be difficult or stressful in addition to exciting. If you are experiencing stress, loneliness, or personal relationship issues you can make a confidential appointment to speak with a counselor. There is no charge to enrolled students.

CULTURAL DIVERSITY, OFFICE OF
SC 231, 537-6018
The Office of Cultural Diversity provides a variety of services to students of color in general and to the college as a whole. This office assists students of color in co-sponsoring cultural as well as educational programs, and provides individual attention to those students of color who may need assistance academically, financially, or personally. In addition, this office works to maintain close contact with the community to provide a support link for the students’ smooth transition to the Marshall area.

DISABLED STUDENT SERVICES-
ACADEMIC
IL 224, 537-6169, voice or TDD
Academic support services for students with disabilities are provided including accommodations for exams, taped textbooks, scribes, note-taking modifications, interpreter, amplification, and equipment (e.g., computer, magnification) access. For more information, contact Academic and Diversity Resources.
DISABLED STUDENT SERVICES-PHYSICAL
IL 218, 537-7672 or 537-7202
Physical therapy, adapted physical education, wheelchair, and adapted equipment prescriptions are provided for disabled students. Please stop in at IL 218 for additional information.

DISABLED STUDENT SERVICES-PSYCHOLOGICAL
BA 156, 537-7150
University Counseling Services offers personal counseling, a variety of personal growth workshops, support groups, and educational programs. Please stop in for additional information.

FINANCIAL AID, OFFICE OF STUDENT
IL 145, 537-6281
The office of Student Financial Aid coordinates all federal, state, and institutional forms of financial assistance. Various grants, scholarships, student employment, and student loans are available for eligible students. Appointments are accepted and walk-in students are always welcome. Please stop in or call the financial aid office with any questions.

GIS CENTER
SM 208, 537-6371
The Geographic Information Systems (GIS) Center was established in 1999, and houses a network of computers and related equipment to serve the growing number of GIS users, both public and private in Southwest Minnesota. The Center is available for use by students and faculty as part of regularly scheduled classes. Additionally, as a regional resource in Southwest Minnesota, the Center is available for area residents to house data of significance and to provide technical support through consultation, customized applications, and workshops.

HEALTH CENTER
BA 158, 537-7202
The Health Center provides registered students with medical evaluations, laboratory tests, and medications for minor illnesses and injuries. We assist students with off campus referrals as necessary. Medical Providers are on campus at specified hours that are posted at the Health Center. A nurse is available for consultation Monday-Friday from 9:00-3:30. All consultations are free and confidential.

Excuse Due to Illness: Students are advised to report pertinent medical facts to the Health Center so that instructors can be notified in cases of prolonged illness. We do not contact instructors for short-term illnesses; it is the responsibility of the student to contact the instructors for assignments. Should a student find it necessary to withdraw from classes for medical reasons and they are unable to withdraw in person, they should call the Advising Center (537-6245) for further details and implementations of the withdrawal.

After hour emergency contact:
Resident Assistant (on-campus student)
Ambulance, 9-911
Hospital, 9-532-9661
Emergency, 9-911

HEALTH INSURANCE
BA 158, 537-7202
Health insurance is available through Health Services for all students. The plan is mandatory for International students only; however, we encourage all students to be insured through a private plan or through the college plan. For specific information, contact the Health Services, BA 158.

HOUSING OFFICE
SC 225, 537-6136
The Housing Office has overall responsibility for housing contracts, room assignments and changes and implementation of the Dining Services vendor contract. Staff will answer any question regarding on-campus housing, including questions or concerns relating to residence hall room assignments, facilities, cable reception, or phone problems. This office also coordinates conference and overnight guest housing and services.

I.D. CARDS
Office of Business Services
IL 139, 537-6219
Picture identification cards are required of all students. To obtain an SMSU Id card you must show a legal form of picture identification such as a driver's license or a passport. If you did not receive one during registration, you may obtain one at the Office of Business Services. The card is required to check out materials from the Library, to cash checks on campus, to receive checks from the Cashier's, to receive student rates at campus events, and to gain admission to University facilities available for student use. Replacement cost, for all reasons, is $10.00. The Office of Business Services is open daily from 8:00 a.m. to 4:30 p.m.

INFORMATION/TECHNOLOGY RESOURCES
BA 161, 537-6111
The Information Technology Services (ITS) Help Desk is located in the Technology Resource Center located in BA 161. Help-desk support is available from 8:00 a.m.–5:00 p.m., Monday through Friday, during the academic year. Summer hours are 9:00 a.m.–4:00 p.m.

Information Technology Services provides a variety of services for students. These services include e-mail addresses, web mail, Internet services, wireless network services, and computer labs.

Computer labs include three types of systems–Sun Unix, PCs, and Macintosh computers. Sun Unix system's user terminals and printers are located in BA 164 and SM 230. The PCs are located in BA 229, BA 230, BA 314 (Library, BA 319 (Library) CH 126, CH 102, and CH 104. Mac computers are located in CH 104, and CH 128. CH 104 is considered an “Open Lab” as classes are never scheduled in that lab. A small training lab is located in the Technology Resource Center and is available on a scheduled basis. The PCs and Macintosh computers are equipped with Microsoft Office Professional. The open hours for the labs are Monday through Friday, 7:30 a.m.–11:00 p.m. On weekends the facilities are open on Saturday from 1:00 p.m.–6:00 p.m. and Sunday 1:00 p.m.–11:00 p.m. Adjusted hours are posted during the summer and holiday breaks. Laser printing is available in all labs and color printing is available for a small fee in CH 104.

INTERCOLLEGIATE ATHLETICS
FH 323, 537-7271
The Athletic Director administers men's, women's, co-educational athletics, and intramural programs at SMSU. Physical education facilities, such as the gymnasium, Recreation/ Athletic Facility, fitness room, swimming pool and racquetball courts are open for general student use at specified times.

INTERNATIONAL STUDENT SERVICES
SC 237, 537-6018 or 537-6216
The International Student Services Office provides support for our international students who represent more than 25 different countries from around the world. These students enhance our campus diversity and enrich the cultural programs throughout the region. The Friend to Friend program connects international students with local community members or families during their stay in the Marshall area. Community outreach to various clubs, organizations, and schools throughout the area bring other countries and their customs and traditions to southwestern Minnesota. The International Food Festival held each year in April features foods from around the world complete with a fashion show and performances from their countries. The office is comprised of an Assistant Director and a Program Coordinator who work together to provide a smooth transition for the students to the United States and the Marshall area. The office provides support services to all international students in a wide range of areas.

LIBRARY
BA 280-BA 541, 537-7278
askref@southwestmnsu.edu
www.southwestmnsu.edu/library

The SMSU Library is open eighty-five hours a week during the fall and spring semesters and with reduced hours during summer sessions and May interim. Library faculty, technicians, and student assistants are available to instruct and support student, faculty, and community research. The Library employs many student assistants; applications
are available at the Circulation Desk and online. For current Library hours call 537-7278 or visit the Library homepage at [www.southwestmsu.edu/library](http://www.southwestmsu.edu/library).

With the completion of a $9.2 million dollar renovation in the summer of 2005, the Library added small group study rooms, two classroom/computer labs, and wireless access. The William Whipple Art Gallery and the SMSU Striegel Archives were updated to better serve campus needs. Student technology fees are used to upgrade computer workstations and provide free printing.

The SMSU Library supports the University curriculum by teaching course integrated library instruction and by providing a learning environment to support research in various disciplines. Research needs and questions are individually addressed at the reference desk and by phone or e-mail [askref@southwestmsu.edu](mailto:askref@southwestmsu.edu). Library personnel work together to purchase, organize, and provide access to information in many formats. Since much library research occurs beyond the library walls various access services are available to serve SMSU patrons wherever they work and study.

The SMSU Library homepage - [www.southwestmsu.edu/library](http://www.southwestmsu.edu/library) - is often the starting point for identification of resources. In an electronic sense, the library never closes. Access off-campus is restricted to registered students, faculty and staff and requires only entering the User ID/barcode (14 digits on ID card) and password (last name).

A diverse blend of electronic resources, print, non-print, video, CD, DVD, microfilm/fiche, sound recordings, and archival materials are provided by the SMSU collections. Our federal selective depository status adds rich resources to meet the needs of SMSU students, the surrounding community, and the congressional district.

In addition to the SMSU collections, the library provides access to materials held in collections across the state, the nation, and the world. Interlibrary loan arrangements and services make these far-flung materials readily available to students and faculty. **Mission Statement:** To provide information services and resources to the Southwest Minnesota State University community and southwestern Minnesota through mediated access to all forms of knowledge. Adopted 1994.

**MATHEMATICS LAB**

Academic Commons, IL 224, 537-6484

The Math Lab, through the work of student and paraprofessional workers, assists you with selected pre-calculus mathematics courses and beginning computer science courses by correcting quizzes, informal tutoring, and answering questions on course material. The room is equipped with study booths and a library of mathematics and computer science books, including information on such topics as careers in mathematics and computer science, math anxiety, and women role models in mathematics.

**NON-TRADITIONAL STUDENT RESOURCE CENTER**

BA 125/126/127, 537-6834

The Non-Traditional Student Resource Center at Southwest Minnesota State University provides a place where students who have decided to make education an important part of their lives can meet and share problems and information. The Center is available to people who are looking for help in re-entering and establishing an educational program. Assistance is also available in areas other than the academic; including meeting needs for child care, childcare, housing and similar problems more characteristic of students who are a number of years beyond high school graduation.

**ORIENTATION**

Office of Admission

FH 108, 537-6266

SMSU’s programs of new student orientation are administered through the Advising Center and Office of Admission. The largest of these is a four day orientation to SMSU prior to the beginning of fall semester. However, new student orientation continues throughout your first year of college study and you are encouraged to seek assistance through the Advising Center or Admission Office if you have questions or concerns.

**POST OFFICE**

BA 174, 537-6347

Hours for customer service are 9:00a.m. – 3:30 p.m. Monday-Friday. Mail is received from downtown each day and sorted for residence halls students. Mail and packages are brought to the two Commons areas. It is sorted into House mail by Commons receptionists.

The Postal carrier will also bring to Commons any packages received by Duplicating Services which arrive other couriers like Next Day Air, UPS, and FedEx. Delivery of mail and packages to Commons will be between 11:00 a.m. and 11:45 a.m. Afternoon deliveries coming to campus will be received at Duplicating Services and Commons personnel will pick up around 2:00p.m. Be aware there are no Saturday or Sunday deliveries.

Mail leaves campus Monday thru Friday at 2:50 p.m.

When receiving a package too large for your mailbox, a blue mail slip is placed in your mailbox. The package is at Commons and can be picked up by bringing your SMSU ID with you to your respective Commons.

Postal Services are available for you to purchase stamps, mail packages in the United States or international. To mail a package, it needs to be completely enclosed and sealed so the contents will not escape before reaching its destination. You may insure, certify, or express a letter or package. Prices vary. Mailing of international packages will require a “custom slip” completed by you. If you are mailing a vulnerable item, consider one of the above services.

Your mailing address while you are living on campus at SMSU will be:

Complete-Full Name (mail will not be delivered to a nickname)

House and Room Number

Building Number and Street Name

Marshall, MN 56258

Go online to: [www.southwestmsu.edu/CampusLife/Housing](http://www.southwestmsu.edu/CampusLife/Housing) for more information on campus mailing addresses.

**REGISTRATION AND RECORDS OFFICE**

IL 148, 537-6206

Online registration and student data services are available at:

[www.southwestmsu.edu/CampusLife/Registrar](http://www.southwestmsu.edu/CampusLife/Registrar) on Records/index.cfm. Students must register, add, drop, withdraw from classes, process address changes, check grades, run degree audits, and request information via the web. The office also assists with certification of teachers, handles degree checks for undergraduate students, administers veteran’s benefits, and coordinates the registration process. Students with web process questions should contact our office for assistance.

**RESIDENTIAL LIFE**

Commons East, 537-7303
Commons West, 537-6550
Commons Central, 537-6036
Student Center 207, 537-6858

The Residential Life Department is composed of four professional staff members who work in coordination to provide a safe, enjoyable and learning based living environment for residents at Southwest Minnesota State University.

The Associate Director of Residential Life oversees the Residential Life program. The office of the Associate Director is located SC 227. Some of the direct duties of the Associate Director include supervising the professional staff, coordinating student staff selection and training, advising the Residence Hall Association (RHA), conducting judicial hearings, and assisting in delivery of services from the Housing Office.

The two Area Coordinator’s offices are located in Commons East and Commons West. Each Area Coordinator directly supervises a staff of Resident Assistants (RA’s) and a Commons Office Manager (COM). The Area Coordinators also supervise the functions of the Commons East and West area offices and provide supervision/assistance for the residents who live in their area.

The Programming Coordinator directly
supervises tow Student Programming Assistants (SPAs). The Programming Coordinator develops and implements campus wide programming for the residents, promotes leadership and involvement activities, and works to offer new initiatives for the residents. The Programming Coordinator’s office is located in Commons Central.

The Residential Life Department’s professional staff provides informal counseling as needed, campus on-call coverage, conflict resolution, group advisement, program facilitation, and emergency assistance.

The Residence Hall Guide to Community Living, which contains procedures, policies and information specific to the Residence Hall students, may be obtained in the Commons offices or the Housing Office and is provided to each residence hall student upon check-in.

CENTERS FOR RURAL AND REGIONAL STUDIES
ST 203, 537-7373

The Center for Rural and Regional Studies (CRRS) was established in the fall of 1999. The CRRS is a natural outgrowth of Southwest Minnesota State University’s founding mission to serve the region. The CRRS staff includes a well-published professor Emeritus, two Ph.D. research and teaching faculty with expertise in environmental history and geography, and affiliated faculty from a range of university disciplines. The Center also has a history center coordinator and a grant coordinator.

The Center maintains a direct affiliation with the Southwest Minnesota Regional Research Center (History Center) housed at the university, the newly established Geographic information Systems (GIS) Center, the independent non-profit Society for the Study of Local and Regional History, and Crossings Press. It also fosters relationships with a variety of disciplines throughout the university.

Advocating the importance of rural and regional knowledge, the Center focuses on applied research that crosses the fields ranging from environmental and ecological studies to demographic, social, and cultural studies. The CRRS distributes its research through the publication of books and essays and through organized conferences co-sponsored with other agencies and institutions.

Topics have included regional demography, ethnicity, floods, and alternative crops in southwestern Minnesota. The Center welcomes collaboration with scholars and institutions whose work will supply fundamental knowledge of, and unique insights into, southwestern Minnesota, the upper Midwest, and the northern prairie.

For more information, please see the Center’s website [www.southwestmsu/regional/] or contact Anthony Amato, Chairperson of the Department of Rural and Regional Studies, 537-6117.

SCHEDULING OFFICE
SC 231, 537-7110

The University Scheduling Office maintains the University Master Calendar and schedules all rooms and other facilities on campus for meetings, events, and conferences for the public and University community. The University Scheduling Office contacts and arranges for banquet and catering services with the Campus Dining Service. This office also arranges for various other services that may be needed to facilitate any program, event, or conference need.

MUSEUM OF NATURAL HISTORY, PLANETARIUM, GREENHOUSE, AND WILDLIFE AREA

These Natural Science Facilities support instruction in the Science areas. The Wildlife Area is a 27 acre site forming the northwest corner of the campus. It features a restored prairie, a coniferous and deciduous forest, and wetlands. A system of maintained trails makes it accessible for classroom purposes and personal enjoyment.

The Museum of Natural History features hands-on exhibits of Minnesota flora and fauna. It serves, along with the Planetarium, as a programming facility for K-12 students, teachers, and other groups.

The Greenhouse has an extensive collection of ornamental plants and features a tropical room and desert room.

The Planetarium supports instruction in the Physics area. The Planetarium is also used extensively by public schools in the region. Thousands of elementary and secondary students visit the Planetarium annually as part of their astronomy education. Special programs are produced for the general public dealing with a variety topics including planets, moons, stars, galaxies, constellations, and space exploration.

SOUTHWEST MINNESOTA REGIONAL RESEARCH CENTER (HISTORY CENTER)
SS 141, 537-7373

The Southwest Minnesota Regional Research Center is a repository of public documents and a historical research library. In collaboration with the Center for Rural and Regional Studies, the History Center promotes the study and preservation of the historical, cultural, ethnic, and religious heritage of southwestern Minnesota. Over the past 30 years, the Minnesota Historical Society has worked closely with the Center and often refers scholars and project ideas. Business, church, school, legislative, government, and immigration records are among the resources available to students, faculty, community members, and scholars interested in the history of southwestern Minnesota. The Center’s activities include collecting and preserving historical documents, recording oral histories, promoting and organizing conferences and lectures of regional interest, and disseminating information and knowledge. The research center also houses the Prairieland Genealogical Society.

SMSU DINING SERVICES
Campus Dining Manager, 532-2268, SC 143

SMSU Campus Dining provides a variety of meal plan options to meet the needs of both resident and non-resident students. The Residential Restaurant offers its guests an all-you-care-to-eat style of dining. The Food Court offers grill, deli, pizza, home style cooking and an exhibition stir fry station. Java City is a specialty coffee house offering delicious gourmet coffees, specialty drinks, and smoothies. C3 Express is located in the Well Lounge in lower BA. C3 Express provides convenience when you’re on the go, with a variety of snacks, sandwiches, salads, and beverages. The Residential Restaurant, Food Court, and Java City are all located on the first floor of the Student Center. Campus Dining is also responsible for all on-campus catering.

Residential Restaurant Hours:
Monday through Friday:
Breakfast: 7:15 am – 9:15 am
Continental Breakfast: 9:30 am-10:30 am
Lunch: 10:45 am – 1:15 pm
Late Lunch: 1:30 pm – 4:30 pm
Dinner: 4:45 pm – 7:00 pm
(6:30 pm on Friday)
Saturday and Sunday:
Brunch: 10:45 am – 1:15 pm

Food Court Hours:
Monday-Friday: 10:00 am-7:00 pm
Saturday and Sunday: 1:30 pm -7:00 pm

Java City Hours:
Monday-Friday: 7:15am-9:00pm
Saturday: 11:00am-7:00pm
Sunday: 11:00 am – 2:00 pm

C3 Express Hours:
Monday-Thursday: 8:00am-3:30pm and 5:30pm – 8:00pm
Friday: 8:00am – 3:30pm
Saturday and Sunday: Closed

SMSU FOUNDATION
FH 225, 537-6266

The Southwest Minnesota State University Foundation is a non-profit, self-supporting corporation established solely for the benefit of Southwest Minnesota State University and its students. The SMSU Foundation seeks to assist the University in achieving its mission of providing quality education programs and services. The Foundation’s primary purpose is to fund scholarships, projects, and activities through a comprehensive fund-raising program. The Foundation is governed by a Board of Directors consisting of alumni and friends of the university.

STUDENT ACTIVITIES
SC 217, 537-7330
The Assistant Director for Student Activities serves as staff advisor to SAC and its chair people; provides resource to the SAFAC Committee, Student Association and Clubs and Organization administration and program, facilitates programs of leadership development; and provides general direction to the co-curricular program. (See also: Organizations and Activities on page 19)

**STUDENT CENTER** 537-7330

Great food, games, comedians, concerts, club activities, movies, music, and more. There is always something happening at The Centers! Student Center services and facilities include:

**Administrative Offices**: Located on the second floor of the Student Center, these offices also include Center for Leadership and Student Involvement, Scheduling, Residential Life, and Judicial Affairs. Lost and Found, Locker Rentals, and Notary Services are available at the service window of the administrative offices.

**ATM**: Located near the front entrance, this bank machine is for cash withdrawals only.

**Barnes and Noble Campus Store**: Textbooks, trade books including discounted bestsellers, clothing, school and office supplies, gifts, candy, and soda are available to the campus and regional community.

**Check Cashing**: Students and staff members with valid picture ID may cash checks at the Student Center Information Desk. Checks returned for non-payment will be subject to a service charge of $20 in addition to the amount of the check, as allowed by Minnesota State Law.

**Hometown Newspapers**: A display rack of current newspapers from towns across the Midwest are available in the Coffee Shop Lounge on the Student Center's lower level for your reading enjoyment.

**Information Desk**: Located near the Student Center’s lower level main entrance, the Information Desk provides SMSU and Student Center information, copier and fax services, campus event ticket sales, Jefferson Line and Marshall Area Transit bus ticket sales.

**Lounge Spaces**: A variety of lounge settings of all sizes are available in the Student Center and Conference Center to meet your studying and socializing needs, including a Coffee Shop Lounge, a Fireplace Lounge, and a TV Lounge.

**Meeting Rooms**: Both buildings offer a variety of meeting rooms with sizes and configurations available to accommodate meetings and activities for just a few people to over 400 participants. A complete spectrum of audio-visual equipment is available for all types of presentations and events.

**Mustang Zone**: Located on the second floor of the Student Center, The Mustang Zone Game Room offers billiards, table tennis, foosball, cards, checkers, chess, cribbage, assorted table and board games, Playstation, Xbox, Wii video games, popcorn, and DVD movie rentals. Movie and equipment rentals require a current SMSU ID and are subject to late fees and charges for damage and/or replacement.

**SMSU Dining Services**: Java City Coffee Shop, Residential Restaurant, Food Court, and on-campus catering are available for the campus and regional communities to enjoy. Student Activities Committee/Student Association/Student Organization Offices: Located on the second floor of the Student Center, this space provides offices for student organizations, program resources, fund raising resources, club and organization information, student activities information, and student organization funding information.

**STUDENT DEVELOPMENT OFFICES**

BA 156

The area of student development includes the following: Counseling Services, Career Services, and Academic Advising. (Please see individual listings.)

**STUDENT LIFE AREA**

SC 217 and SC 225.

The Area of Student Life includes: the Housing Office; Residential Life Program; Health Services; Physical Medicine; Student Center programs, services and operations; Clubs and Organizations; the University’s Student Activities Program and Committee; Offices of the Student Association (SA); Judicial Affairs Program; and Student Leadership Development. It also provides University liaison with the Campus Dining Services vendor, SMSU/Child Care Center; and advisement of RHA, SA Judicial Council, various SA Officers, SAFAC, and SAC. (See any individual program listing.) If you have concerns with any of these matters, you may wish to contact the Associate VP for Student Affairs.

**TESTING SERVICES**

Counseling and Testing Services

BA 156, 537-7150

The Counseling and Testing Center is responsible for administering the following testing programs: Graduate Record Exam, Subject Tests; Miller Analog; Medical College Admission Test; ACT Residual; Pre-Professional Skills Test (PPST); praxis Tests and College Level Exam Program (CLEP). It also provides information on the following tests: Graduate Management Admission; Graduate Record Exam, General Test; Dental Admission; Veterinary Aptitude; Pharmacy College Admission, and Optometry College Admission. If you wish to have any of these tested administered to you, contact the office for testing dates. Study guides are also available.

**PARKING AND TRAFFIC**

SMSU Public Safety

Founders Hall Lower Level, 537-7252

**Parking Lots**:

Southwest Minnesota State University maintains nine paved and two gravel parking lots for students, staff, faculty, and visitors. Permits are required in these lots from 8:00a.m. to 4:30p.m. in all lots during the academic school year. Parking spaces designated “Specific Reserved”, “General Reserved”, “Visitor Parking” and “Handicap” require the appropriate parking permits 24-hours per day every day of the week.

Visitor passes can be obtained for visitors to campus at either the University Public Safety Office (FH Lower Level) or the Information Desk in the lobby of Founders Hall. Parking spaces are divided into three categories: regular, general reserved and specific reserved. General reserved are reserved spots by color for any places with that color. Specific reserved are reserved by color and number and are for that spot only.

Regular permits and general and specific reserved may park in any other unmarked spot. Handicap stalls are available in each lot also.

The RA Lot has both a paved and a gravel section. Both sections are continuous and therefore fall under the same parking enforcement regulations. There is no parking in either of the sections of the RA Lot between 1:00 a.m. and 6:00 a.m. seven days per week.

**Street Parking**:

Parking spaces are available on four of the six streets surrounding the school. All are permit parking only from 8:00a.m. to 4:30 p.m. with the exception of Birch Street which is two hour parking. Visitor permits are also valid for these spots.

Loop Street is 10 minute parking only, 24 hours a day.

McLaughlin Drive allows you to park without a permit except from 2:00 a.m. to 6:00 a.m. year around.

A snow emergency route is in effect for Birch Street and Mustang Trail from November 1st to April 1st. This means there is no parking on these streets from 1:00 a.m. to 7:00 a.m. on these days, and during a snow emergency (generally 3” or more) vehicles will be towed from Birch Street only.

Any questions or concerns regarding parking may be directed to the SMSU Public Safety Office at 537-7252 or stop in the lower level of Founders Hall.
TRANSCRIPTS AND DEGREE CHECKS
IL 140, 537-6207

The Registration and Records Office processes degree checks, makes certain that you are informed about graduation requirements, have completed those requirements before graduation, and receive your diploma. The office maintains accurate academic transcripts, updates transcript data, reproduces transcript copies, and sends copies in accordance with your requests. A fee of $5.00 is required for each official transcript copy.

UNIVERSITY RELATIONS
FH 124, 537-6255

University Relations is responsible for communications, public relations, promotion, and marketing of the University through the distribution of information. It also generates news releases, including those that notify your hometown media of your accomplishments (i.e. acceptance, scholarships, event participation, and graduation). In addition, University Relations publishes the Campus News on a weekly basis during the school year. This campus newsletter includes news regarding faculty, staff, and students, as well as information promoting upcoming University events to the campus community.

VETERANS RESOURCE CENTER
SS 218, 537-7213

The Veterans Resource Center Coordinator is here to serve the unique higher education needs of students who are Veterans, military members, or family members.

Services available include:

- "Veterans friendly" policies and procedures:
  - Payment extensions while awaiting properly applied for educational benefits.
  - Military transfer credit.
  - Veteran resident status.
  - Registration – priority, flexibility, and withdrawals due to deployments.

On-campus Veterans Resource Centers:

- Provide an environment where Veterans, military members and their families feel welcome.
- Provide information about services and resources, as well as referrals to the correct service providers.
- Provide a space to interact with other students who are Veterans and family members of veterans, gaining support and encouragement from students with similar backgrounds, experiences, and circumstances.
- Organize training on veterans issues, bring service providers on-site (family assistance workers, County Veterans Service Officers, DEED employment specialists, etc.) and the development of special events for Veterans and military families.

Coordinated services and information:

- Facilitate communication between departments and staff who regularly interact with veterans, and whose services Veterans depend upon (admissions, financial aid, counseling, disability services, career services, etc.).
- Develop and coordinate training opportunities for campus staff on Veterans issues.
- Solicit feedback from Veterans and attempt to remove unnecessary impediments to Veterans services.

WRITING CENTER, UNIVERSITY
Academic Commons IL 224, 537-7294

The University Writing Center provides an opportunity for students to improve their writing skills. The student writing consultants offer tutoring for students who wish to discuss the drafting, revising, or editing of their written work. The staff will also offer students access to resources on documentation, explanatory worksheets on grammar and usage, and writing handbooks. The Writing Center services are free of charge to all SMSU students; the consultants can help students with any writing throughout their careers at SMSU.

WRITING LAB
BA 229 & 230

A Writing Lab of 50 Dell computers is located in BA 229 and 230. The hours for this facility are 7:30 a.m.-11 p.m. Monday through Friday. On weekends the Lab is open Saturday 1 p.m.-6 p.m. and Sunday 1 p.m.-11 p.m. When not scheduled for class use, the Lab is open to walk-in SMSU students. Student lab assistants are available at all times to provide technical help; at scheduled times para-professionals are also available. Each computer has Internet access and is equipped with a variety of programs, including Microsoft Word, Excel, and PowerPoint. Students who wish to save their work should bring their own 3.5" diskettes or Flash drive.
Involvement in organizations and activities at SMSU is meant to be an educational and enjoyable experience for you. SMSU offers a variety of co-curricular activities ranging from athletics, to interest groups, to student government, to academic clubs. Most students find membership and/or participation in these activities a rewarding addition to their college years and it is the intention of the University to promote student organizations and activities as an integral part of a student’s education and development.

Questions regarding organizations and activities should be directed to the staff members within the Student Center Information Desk and Residential Life.

CAMPUS TRADITIONS
Southwest Minnesota State University’s school colors are gold and brown; the mascot is the “Mustang”. The athletic conference for both men’s and women’s athletics is the Northern Sun Intercollegiate Conference (NSIC), and for wheelchair athletics it is the Central Intercollegiate Conference (CIC). The University also has affiliation with NCAA Division II.

Southwest Minnesota State University
School Song:

Let’s go Southwest
Show them your best
Make our rivals see
We fight to win
So let’s begin
Our battle for victory
Let’s unite our spirit and might
And make a win our fate
Fight for the name and fight for the fame
For us at Southwest State
S-O-U-T-H-W-E-S-T Southwest S-T-A-T-E Southwest State Let’s go!!

Homecoming—a fall tradition at SMSU is Homecoming week. This week sparks enthusiasm for school spirit through various activities, including Candidates’ night, Coronation, the Homecoming parade and the football game. Homecoming weekend is a good time to have your family visit, as it is also a time when many SMSU alumni return to campus for special alumni events.

Family Day—During a home game, including a luncheon for students and their families that can be purchased, main stage theatre event, chemistry club magic show and many other events to choose from.

Pow Wow—Native American art, food and dance, in Spring Semester.

Festivals and Events—The Club and Organization Activities Fair, All University Holiday Festival, International Food Festival, Commencement Reception, Hawaiian Night, Winter Meltdown, Soul Food Festival, Relay For Life, Mustang Rodeo, 24 Hours Adrenaline (theatre), Fall Concert, Haunted HALLoween, Casino Night, and the Club and Organization Award Ceremony are campus traditions worth attending.

ALUMNI ASSOCIATION
FH 220, 537-6257
Alumni play an active role in the life of Southwest Minnesota State University. All graduates automatically become members upon graduation, and former students without degrees are welcome to join as well. The Alumni Association annually conducts its National Alumni Phonathon, raising dollars for scholarships, alumni events, and other projects on campus. Perhaps you as a student have received a Presidential Scholarship, one of many which are funded with dollars contributed by alumni.

The association also supports Homecoming activities, and provides a wide range of services and programs to alumni, including such things as an Alumni Directory, Alumni Locator Service, mixers, and social events, receptions for new graduates and alumni award programs.

Alumni assist the University in many ways—they serve as alumni board members, legislative volunteers, University recruiters, speak to classes on campus about career opportunities, and other subjects.

Stop by the Alumni Association office to get acquainted. The Alumni Affairs staff would like to meet you!

CLUBS AND ORGANIZATIONS
SC 217, 537-7330
University recognized clubs and organizations play a vital role in the co-curricular life of the SMSU Community. The office and staff of the Assistant Director of Student Activities serves as a resource to assist you as well as the recognized clubs and organizations with achieving your goals. The following is a roster of currently recognized clubs and organizations at SMSU. If you would like additional information on any of the clubs and organizations listed, please contact the Assistant Director of Student Activities.

Departmental Organizations:
Accounting Club
Agribusiness/Agronomy Club
Art Club of SMSU
Biology Club
Business Association of SMSU
Chemistry Club
Concert Choir
Criminal Justice Club
Drama Club
Education Minnesota Student Program

English Club
Environmental Awareness Club
Family and Child Educators
Forensics
History Club
Honors Club
Jazz and Brass Ensemble
Le Club Francais
Madrigal/All That Jazz
Marching Band
Math and Computer Science Club
Model United Nations Club
National Broadcast Society
Pi Gamma Mu
Political Science Association
Postsecondary Ag Students
Psi Chi
Psychology Club
Radio/TV Club
S.I.G.M.A.
Society of Human Resource Mgmt.
Sociology Club
Student Hospitality Organization (SHO)
Student Social Work Association
Symphonic Band
Track and Field Club
Vocal Ensemble (Glee Club)
Wellness & Human Performance Club

Publications:
The Spur (SMSU Newspaper)
Club Sports:
Billiards League
Bowling Club
Dance Team
ShowStoppers (HipHop/Step)
Tae Kwon Do
Track & Field
University Sportsmen’s Association
Religious Organizations:
Campus Crusade for Christ
CHANGE Collegiate Network
Prepare Ministries
Inter-Varsity Christian Fellowship
Lutheran Student Movement
Special Interest Organizations:
Access Club
Amnesty International
BACCHUS
Black Student Union
Campus Greens
Club Latino
College Democrats
College Republicans
DIMS (Dancing Is My Savior)
Colleges Against Cancer
Gay, Lesbian, Bi-Sexual, Transgender (GLBTA)
Habitat for Humanity
Hmong Student Organization
International Student Organization (ISO)
Just Swing
Lion’s Club
Mustang Game Club
Mustang Anime Otaku
National Society of Leadership and Success
Native American Club (O’yate)
Non-Traditional Student Organization (NTSO)
Pep Band
Spanish Club
Student Productions
Students Advocating Gender Equity
University Sportsman’s Association
Veteran’s Association
Student Governance:

Student Association
Student Association Senate
Student Activity Fee Allocation Committee (SAFAC)
Student Activities Committee (SAC)
Student Association Judicial Council
Student Association-Public Relations
Student Center Governing Board
Residence Hall Association (RHA)

STUDENT GOVERNMENT

Active student involvement in Student Governance is an integral part of the University’s governance. A well-defined constituency and clear authority for this constituency adds to the success and importance of representing student issues. (See also: University Governance on page 24)

A. STUDENT ASSOCIATION

SC 217, 537-6140

The Student Association is composed of every student enrolled for classes at Southwest Minnesota State University. Along with other collective bargaining groups, the Student Association strives to improve life for SMSU students. The Student Association has been recognized by the University and by the MnSCU Board as the primary student government group at Southwest Minnesota State University. Elected representatives of the student body serve as the members of the Student Senate and as officers for the Student Association. The Student Association is composed of 5 areas.

1. Student Association Senate

The Student Senate is responsible for student governance at SMSU and includes the following areas:

a. The Senate reviews the recommendations of the Student Activity Fee Allocation Committee (SAFAC) regarding student activity fee allocations. (See Student Activity Fee Allocation Committee).

b. Appoints students to University committees.

c. Provides input in curriculum matters (including general education requirements, academic calendar, academic grievance procedures, and the hiring of faculty and staff members).

d. Represents student views to the SMSU administration, MnSCU Board, and State Legislature.

e. Appoints a representative from SMSU to the Minnesota State University Student Association.

f. The Student Association Senate is also served by the Student Media Board and by SAFAC.

a) Student Media Board: The Student Media Board (S.M.B.) shall have the authority and responsibility for the development and implementation of policies and standards for the University approved student media clubs/oranizations. The S.M.B. shall develop and implement procedures for the selection and evaluation of student editors and managers as well as hear complaints and suggestions regarding campus student publications and media. The S.M.B. is composed of:

* Five student members selected by the Senate Communications Committee with the approval of the Senate.

* The editor(s) or manager(s) of each University approved student media club/organization shall serve as ex-officio, non-voting members.

* The President of the University shall appoint a staff person as a non-voting resource member.

b) Student Activity Fee Allocation Committee (SAFAC): SAFAC consists of two on-campus students, two off-campus students, one part-time or nontraditional student, and four students-at-large. SAFAC receives budget requests from SMSU recognized clubs and organizations and for projects/activities requiring spontaneous funding, and recommends to the President a percentage allocation of the total anticipated Student Activity Fee for those activities, and clubs or organizations. (See also: Student Fees, SAFAC on page 22)

2. Student Activities Committee (SAC)

SAC serves as the primary programming body for SMSU, planning, coordinating, and evaluating programs and events in the areas of Issues, Films and Videos, Contemporary Music, Club Entertainment, Special Events, Novelty/Variety, Lively Arts, Recreation and Travel, and Public Relations. SAC, in conjunction with the University recognized clubs and organizations, serves as the primary program group, and provides the focal core of a diverse university activities program.

3. Student Association Judicial Council

This Council exists as a part of the University Judicial Affairs Program and provides a peer review judiciary option. In accordance with university judicial procedures and defined rights of due process, this Council meets to hear judicial referrals which allege that a named SMSU student has violated or infringed upon the rights of another University Community member, has violated a University, state or federal regulation, or Code of Conduct.

This Council also oversees all Student Association elections and referendums, reviews actions of the SA Senate, and rules on the constitutionality of Senate business.

4. Student Association Public Relations

The Public Relations Committee serves as a liaison between the Student Association, the University, and the community, coordinating the SMSU Bloodmobile Drive, publishing an Events Calendar, working with the Who’s Who Among Students in American Universities and Colleges award selections, promoting special activities, events, elections, etc.

5. Student Association Treasurer

The Treasurer is appointed by the Student Association President and provides accounting and financial record services for the Student Association and its committees.

B. RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is the representative body of all students living in the Residence Halls. It provides a means and channel for its members to voice their needs and concerns regarding those issues affecting the quality of life for on-campus students. RHA consists of representatives from each house and an Executive Committee. The Executive Committee includes the President, Vice President, Secretary, and Treasurer. There are also four standing committee chairs: Publicity and Public Relations, Activities and Events, Damage Appeals and Campus Concerns, and Food Service. A major function of RHA is to act as a center of communications by coordinating activities and providing a communication line between individual houses and between those houses and Residential Life.

If you would like more information on becoming a member of RHA, please contact your Resident Assistant.

C. STUDENT CENTER GOVERNING BOARD

The Student Center Governing Board (SCGB) provides a communication channel between the Student Center and University and student concerns. It is composed of the SAC Coordinator and two appointees from SAC, the student body president, or their appointee and two appointees from the Student Association, one Student Center Manager, the University Scheduling Office, two staff from Residential Life; and the Asst. Director of Student Center Operations, Assistant Director of Student Development/Activities/Union, and Student Center Director.

ESTABLISHMENT OF UNIVERSITY RECOGNIZED STUDENT CLUB OR ORGANIZATION

(SMSU Policy G-002.3)

Step 1: Any group of students wishing to form a club/organization should contact Assistant Director of Student Activities. At this meeting they will receive a handout on “How to Become a Recognized Club/ Organization Registered at SMSU.”

Step 2: The Assistant Director of Student Activities will have the authority to grant temporary status to groups who are in the process of organizing. This will allow the group to schedule organizational meetings over a thirty-day period.

Step 3: When the club/organization completes the requirements (i.e. writing a constitu-
tion, selecting an advisor, applications for recognition, etc.) they will return all documents to the Assistant Director of Student Activities.

Step 4: The Assistant Director of Student Activities will take the application to the Student Activities Committee. The Student Activities Committee will consider this group’s constitution and vote to accept or reject recognition.

Step 5: If it passes in the Student Activities Committee, the proposed club/organization will be presented to the Student Senate. The Student Senate will then review the constitution and vote on whether or not to recognize the club/organization.

Step 6: If the proposed club/organization passes in the Senate, the application will go to the President of the institution. The President or his/her designee will then officially act on the club/organization’s proposed recognition and confirm it in writing to the club/organization president, advisor, the Assistant Director of Student Activities, University Scheduling Officer, Business Services, the Student Activities Committee Coordinator and the Vice President of the Student Association.

When a club/organization is recognized, the President or his/her designee will also initiate a letter to the advisor explaining the institution’s expectations of them and officially recognizing their involvement with the club/organizations.

Step 7: Once recognized or registered, the club/organization would have the following rights and responsibilities:
A. The use of University facilities and services for meetings and other activities by scheduling with the University Scheduling Office.
B. Permission by the University to conduct fund-raising projects on campus.
C. Opportunity to participate in all-university events.
D. Opportunity to request funds from the Student Activity Fee Allocation Committee.
E. Opportunity to request funds from the Student Activity Fee Allocation Committee for a particular program. (Recognized Clubs and Organizations only)
F. Use of a University mailing address and/or name.
G. Use of an activity account with the University Business Office.
H. When available, office space for the club/organization, lockers, mailboxes, and information center in Student Association office.
I. The right to establish club/organization dues.
J. The right to invite speakers to the campus.
K. Recognized student clubs/organizations are expected to comply with Minnesota State Colleges and Universities (MnSCU) System Policy governing Account Administration and will be given a copy of the system policy at the time of recognition.

Step 8: Official campus recognition is an organizational status and must be maintained.

Step 9: Registration – all Student clubs/organizations shall register with the Assistant Director of Student Activities during the first thirty (30) days of fall semester each academic year.

Step 10: Should any Student club/organization fail to register in the first thirty (30) day period, it will be placed on probation. Probationary status will be interpreted to mean that the club/organization has temporarily lost all privileges and reinstatement must come from the Assistant Director of Student Activities. If the registration process is completed in the fall semester, the privileges of recognition will be reinstated.

Step 11: Should any recognized club/organization fail to register within the fall semester of each academic year, it shall lose its recognition. To regain recognition all procedures for initial recognition must be completed. A public notice is to report that the club/organization is extinct will be posted in the student newspaper (SPUR) and Campus News.

Step 12: In the event that a club/organization remains defunct for a complete year, any funds they have in the University Activities Account will revert to SAFAC to be reallocated among student clubs/organizations.

Step 13: Ad hoc and standing committees – any group of students wishing to benefit from the advantages of a registration without the intent of becoming a permanent club/organization, the Assistant Director of Student Activities should schedule a meeting with the Assistant Director of Student Activities to discuss specific group objectives and proposed date of termination. The Assistant Director of Student Activities will have the authority to grant them temporary status for the duration of the group.

Rights and Responsibilities of University Recognized Clubs and Organizations

The following information includes common concerns confronted by University recognized clubs and organizations.

Copyrighted Videocassettes, DVD’s and Videodiscs

Any University recognized club or organization wishing to use a copyrighted videocassette or videodisc would contact the Assistant Director of Student Activities to review the Federal law pertaining to copyrighted usage.

Scheduling and Use of University Facilities and Equipment

Any University recognized club or organization wishing to schedule an event or use University facilities or equipment must first contact the University Scheduling Office to establish whether the University facilities or equipment are available before making any event commitments or before advertising the event. Due to limited University facilities and equipment, event requirements are not always available. To use University facilities or equipment the University recognized club or organization must be the primary sponsor, decision-maker, and participant in the event. If a University recognized club or organization is only providing a front for an outside group that is the primary sponsor, decision-maker, and participant of an event, a University facility and equipment rental charge will be required.

Sale of Tickets

1. Any University recognized club or organization wishing to sell tickets would contact the Assistant Director of Student Activities to review the nature of the ticket sales.

2. Each ticket must state the sponsor’s name, university name, time, date, place, title, price of the event, and be numbered. If no refunds are to be given this statement should appear on the ticket.

3. Once tickets are printed they must be audited at the Business Services Cashier’s Window before any tickets are sold or distributed.

4. If the club or organization wishes to sell the tickets at the Student Center they will again contact the Assistant Director of Student Activities to complete the necessary procedures for ticket sales in the Student Center.

Drawings

Any University recognized club or organization wishing to conduct a drawing would contact the Assistant Director of Student Development/Activities/Union to review the Minnesota state gambling laws and procedures before setting up the drawing.

Contracts

1. Any University recognized club or organization, before committing to any usage of goods or services to be utilized for any event, must consult with the Assistant Director of Student Activities to determine if a contract or letter of agreement is required.

2. Engagements of bands or performers must be discussed with the Assistant Director of Student Activities before making a commitment to the band or performer or having a contract sent to the University.

3. No contracts will be valid unless signed by the Assistant Director of Student Activities and other designated University parties.

4. Payment of contracts will require that a University check be issued. University procedures for payments will be followed. University recognized clubs and organizations will not enter into contracts unless sufficient financial funds are guaranteed to exist in the club or organization’s account to cover the cost of the contract and event expenses.

Release Forms

Any University recognized club or organization engaging in an off campus activity with the potential of personal liability or personal injury will contact the Assistant Director of Student Activities to review the nature of the activity. A release form requesting health insurance or other information, which also states the person’s intent to release the University from responsibility for any personal or
property damage, may need to be completed by participants for some activities.

Changing a Constitution

Any University recognized club or organization making changes or additions to their Constitution would contact the Assistant Director of Student Activities to review the nature of the changes or additions. If the changes or additions change the basic nature and philosophy of the club or organization the Constitution may need to be submitted through the University recognition process. With any change or addition to a club or organization constitution, a copy of the new constitution must be submitted to the Assistant Director of Student Development/Activities/Union.

ACCOUNT POLICIES FOR STUDENT ORGANIZATIONS

1. A student organization that receives allocations of student activity monies shall deposit and expend all allocations and other income through an account within the university activity fund (“3” ledger account).

2. Student groups recognized as official or organization through a university’s internal process shall deposit all funds in excess of $500.00 per year that are earned as a result of full or partial use of university facilities, equipment, material, and personnel in an agency account in the university activity fund.

3. Student organizations that do not receive student activity allocations and earn less than $500.00 per year as a result of full or partial use of University facilities, equipment, material, and personnel may elect to establish an agency account at the University’s discretion.

SPECIAL NEED REQUIREMENTS FOR PARTICIPATION IN UNIVERSITY ACTIVITIES

Any student who requires special assistance in order to participate in University activities should make these needs known to the Assistant Director of Student Activities in sufficient advance of the activity for which participation is desired so that special assistance may be addressed.

STUDENT FEES

Student fees are established under the provisions of MnSCU Policies 2.8 and 5.11. Specific procedures for student fees at Southwest Minnesota State University follow:

Student Fee Collection and Disbursement for Fiscal Year 2009

Beginning Fall Semester 2008, and extending through Summer Session 2009 the following method and level of fee assessment will be in effect:

I. Student Activity Fee: Students enrolled in credit courses offered by Southwest Minnesota State University on campus will be assessed the following Student Activity Fee:

   $7.10 per credit hour up to a max of $85.20

   A. 50% Refund: You are eligible to apply for a 50% refund of your student fees paid during the semester in which you meet the following qualifications:

      1. Student Teachers: All student teachers enrolled only for student teaching credit, who are doing their student teaching in locations 40 or more miles from your home campus are eligible for the 50% refund of fees.

      2. Interns: Students enrolled only for internship credit, when the internship is located 40 or more miles from your home campus, are eligible for the 50% refund of fees.

      3. Students Studying in Foreign Countries:

         a. Students enrolled full time and studying in a foreign country for credits at Southwest Minnesota State University are eligible for the 50% refund of fees.

            The refund form is also available online at http://southwestmsu.edu/Administration/BusinessServices/index.cfm?id=171

   If you are eligible for a refund of student fees under the provisions listed above, you may complete an application for refund in the Office of Business Services, phone 537-6219, by the 10th instructional day of the semester in which the refund is being requested.

   4. Student fees eligible for the 50% refund include the Student Activity Fee, Student Center Facility Fee, Technology Fee, Health Services Fee, Maintenance Fee, and Athletic Fee.

   B. Distribution: Monies from student fees will be distributed for the Fiscal Year 2009 as follows:

      Student Activity Fee Administrative Expense Fund 3.90%
      Student Activity Fee Fund 77.25%
      Student Activities Operating Fund 18.85% Reserve 0%
      Total 100%

   C. Budget Estimates: The budget estimates to be used in planning for the 2009 fiscal year are as follows:

      Student Activity Fee Administrative Expense Fund $15,500
      Student Activity Fee Fund 315,837
      Student Activity Operating Fund 75,000
      TOTAL $406,337

      The Student Activity Fee Allocation Committee will allocate a maximum of $406,337 to the Student Activity Fee Fund. If revenues fall below estimated amounts, distribution will be reduced based on percentages in section I.B. above.

   D. The Associate VP for Student Affairs shall be responsible for developing the procedures to be used to implement the above collection, refund, and disbursement procedures.

II. Student Center Facility Fee: Students enrolling in credit courses offered by Southwest Minnesota State University on campus will be assessed the following Student Center Facility Fee:

   $11.65 per credit hour up to a max of $139.80.

III. Student Health Services Fee: Students enrolling in credit courses offered by Southwest Minnesota State University on campus will be assessed the following Health Services Fee:

   Per Semester: $3.70 per credit hour up to a max of $44.40.

IV. MSUSA Dues: Students enrolling in credit courses offered by Southwest Minnesota State University on and off campus will be assessed the following fee for MSUSA (Minnesota State University Student Association) dues in accordance with MnSCU Policies:

   Per Semester: $4.3 per credit hour for 1-11 credits
   $6.45 for 12-18 credits
   $4.3 per credit for each additional credit

V. Technology Fee: Students enrolled in credit courses offered by Southwest Minnesota State University will be assessed the following Technology Fee in accordance with University policy. This fee provides for student support activities including but not limited to technology infrastructure, computer labs, wireless networks, ongoing technology support and software licensing.

   Per Semester: $8.00 per credit hour for 1-11 credits
   $124.00 for 12-18 credits
   $8.00 per credit for each additional credit

VI. Athletic Fee: Students enrolled in credit courses offered by Southwest Minnesota State University located on campus will be assessed the following Athletic Fee. For this fee students will receive free admission to all regular season athletic contests and use of the SMSU Fitness Center. The Athletic Fee is charged only during Fall and Spring Semesters.

   Per Semester: $4.00 per credit hour up to a max of $48.00

VII. Maintenance Fee: Students enrolled in credit courses offered by Southwest Minnesota State University will be assessed the following maintenance fee:

   Per Semester: $5.00 per semester credit hour 1-11 credits
   $7.75 for 12-18 credits
   $5.00 for each additional credit

VIII. Graduation Charge: Students enrolled in credit courses offered by Southwest Minnesota State University will be assessed the following graduation charge:

   Per semester: $18 per credit hour up to a max of $2.16

Athletics, FH 323, 537-7271

The athletic conference for both men’s and women’s athletics is the Northern Sun Inter-
collegiate Conference (NSIC), and for wheelchair athletics it is the Central Intercollegiate Conference (CIC). The University also has affiliation with NCAA-II.

**Men’s Intercollegiate Athletics:** The SMSU Men’s athletic program includes the following sports: football, basketball, wrestling, and baseball.

**Women’s Intercollegiate Athletics:** The SMSU women’s athletic program includes the following sports: volleyball, soccer, basketball, tennis, softball, and golf.

**Co-ed Intercollegiate Athletics:** The SMSU co-ed athletic program includes the following sports: wheelchair basketball.

Student Activity Fee Allocation Committee (SAFAC)

A. Members of the Student Activity Fee Allocation Committee (SAFAC) shall be appointed by the SMSU Student Association Senate using the following formula, provided that enough students from each of the following categories are eligible and willing to serve:

- **Two (2) on-campus students**
- **Two (2) off-campus students**
- **One (1) part-time or non-traditional student**

**Four (4) students at-large**

The voting chairperson appointed by the SAFAC Committee from within the Committee is to be the communication link with the Student Association.

Any four of the above must be two year members, and the following years four out of five appointments must serve as two-year members.

If any member resigns, the new member will be appointed by the Student Senate to fill the empty position.

The President of the University will assign, in consultation with the Student Activity Fee Allocation Committee, administrative staff as non-voting resource persons for the Committee.

B. The SAFAC will be charged with:

1. Reporting Student Activity Fee Allocations to the Student Senate annually and then submitting the recommendations of the SAFAC Committee and the Student Senate to the President.
2. Consultation with the Senate in reviewing the fee rate structure for the collection of student fees at SMSU.
3. The Committee shall have its allocation report to the Student Senate by May 1 of the fiscal year preceding the fiscal year for which the allocation is being made.

Student Activity Fee Allocation Committee (SAFAC) Budget Process - Annual

A. All recognized clubs and organizations or academic co-curricular activities may submit annual budget requests to the Student Activity Fee Allocation Committee, and the Student Activity Fee Allocation Committee will make annual percentage allocation recommendations to the President for such groups.

B. The following areas will be guaranteed student activity fee monies:

1. William Whipple Gallery (Art)
2. Intramurals
3. Music
4. The Spur
5. Speech Activities and Theatre
   - Forensics
   - Radio and TV
   - Theatre
6. Student Association
   - Student Association
   - Student Activities Committee

C. If the Student Activity Fee Allocation Committee determines any of these seven areas needs to receive more than a 5% budget reduction from the preceding fiscal year, it may recommend an allocation decrease to the President. No more than a 5% budget reduction may take place without prior approval from the President.

Student Activity Fee Funded Activities

Student fees provide for an essential dimension to the collegiate environment and experience. The fees are allocated for the Student Activity Fee Administrative Expense, Student Activity Fee Fund [from which the Student Activity Fee Allocation Committee (SAFAC) allocates to various campus organizations], Student Activity Operating Fund, *(See also: Student Activity Fee Allocation Committee (SAFAC) Budget Process - Annual on page 22)*

Art, Intramurals, Music, the Spur, Forensics, Radio and TV, Theatre, Student Association, and Student Activities Committee are guaranteed funding from the student activity fee. Organizations that register after the last class day of the Fall Semester will receive 50% approved funding. The SAFAC determines the allocation to these activities as well as all other recognized student clubs and organizations or academic co-curricular activities, based on budget requests and funds available for the academic year.

Organizations may not use student fee collected funds for individual person gain, or for activities of which the primary function is to provide specific gain for an individual, or a cause that is not in accordance with the recognized purpose statement as defined in the University approved club/organization’s constitution.

For your information, a brief description of these activities follows as well as a breakdown of the allocations for various campus organizations for the 2008-2009 fiscal year.

If you would like further information regarding these SAFAC allocations, contact the Assistant Director of Student Activities, at Student Center 219, 537-7330.

**Intramurals**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forensics</td>
<td>$4,317</td>
</tr>
<tr>
<td>Radio/TV</td>
<td>$4,143</td>
</tr>
<tr>
<td>Theatre</td>
<td>$5,137</td>
</tr>
<tr>
<td>Marching/Pep Band</td>
<td>$10,215</td>
</tr>
</tbody>
</table>

Student Activity fees fund five major music groups at SMSU that perform on and off-campus. Academic credit may be earned for participation in these activities. Also, members of these music groups can anticipate the spring concert tour, which may travel at home, or abroad.

**SPUR**

BA 122, 537-6228

**FY09 Allocation:** $200

The *Spur* is the Southwest Minnesota State University student newspaper. It is published on a regular basis during the school year and distributed free of charge. To make contact, leave a note on the bulletin board outside the office if no one is in.

**Speech Activities and Theatre**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forensics</td>
<td>$18,340</td>
</tr>
<tr>
<td>Radio/TV</td>
<td>$4,150</td>
</tr>
<tr>
<td>Theatre</td>
<td>$15,776</td>
</tr>
</tbody>
</table>

The Department of Speech Communication and Theatre offers three activities that are
funded from the student activity fee: Forensics, Radio and Television, and Theatre. These co-curricular activities are open to all students regardless of their major. You may receive academic credit for participation in these activities.

**Forensics:** You may participate in intramural and intercollegiate debate and individual speech events. SMSU students compete throughout the upper Midwest and the nation.

**Radio and Television:** You may participate in radio and television program production performance. Students operate the campus radio station, KSSU 96.1 FM and the campus television station, Channel 8.

**Theatre:** You may participate in acting, costuming, technical theatre, and public relations for the main stage production as well as numerous studio productions throughout the year.

**Student Association**
SC 217, 537-6140
FY09 Allocation:
- Student Association $35,322
- SAC $76,464

The Student Association and its many components, as well as the Student Activities Committee (SAC), are guaranteed funding from the Student Activity Fee. The Student Association is composed of every student enrolled for classes at Southwest Minnesota State University. Elected representatives of the student body serve as the members of the Student Senate and as officers for the Student association. *(See also: Student Government on page 20)*

Other clubs and organizations receiving allocations for FY09 are as follows:
- Ag-Business 2,367
- Amnesty International 759
- Art Club 0
- BACCHUS 1,384
- Biology Club 923
- Black Student Union 1,800
- Bowling Club 2,565
- Business Association 0
- Campus Crusade for Christ 3,900
- Campus Greens 0
- Chemistry Club 5,999
- Club Latino 668
- College Democrats 818
- Colleges Against Cancer 0
- Criminal Justice 0
- Dance Team 1,912
- Drama Club 5,525
- English Club 2,130
- Environmental Awareness Club 299
- FACE 2,500
- GLBTA 1,586
- Habitat for Humanity 1,175
- History Club 1,639
- Hmong Students 3,021
- Honors Club 2,850
- Intervarsity Christian Fellowship 0
- ISO 6,791
- Just Swing 659
- Le Club Francais 420
- Math/Computer Science Club 768
- Model UN Club 2,840
- Mustang Gamers 700
- Mustang Anime Otaku 1,040
- National Broadcast Society 3,334
- NTSO 2,000
- O’aye 735
- Philosophy Club 745
- Political Science Assoc. 0
- Post Secondary Ag. 2,444
- Prepare Ministries 1,095
- Psi-Chi 920
- SAGE 2,830
- ShowStoppers 2,217
- S.I.G.M.A. 250
- Spanish Club 274
- Sportsman’s Association 2,820
- Society of Human Resources 2,217
- Student Hosp. Org. 4,900
- Tae Kwon Do 2,193
- Veteran’s Association 1,600
- Wellness Human Performance 0
- SAFAC Admin 500
- SAFAC Contingency 10,000
- SAFAC Enhancement 15,000
- SAFAC Reserve 0
- SAFAC Spontaneous 5,200
- TOTAL $307,292

**UNIVERSITY GOVERNANCE**

**Opportunity for Involvement:** The voice of SMSU students is heard from the student association governing body on up to the MnSCU Board of Trustees. In fact, you are involved in the decision-making process on most issues including such matters as review of registration procedures, selection of administrative officers, space allocation, and university-wide planning. So that you may understand how SMSU is governed and how you may get involved, a description of governance groups follows:

**MnSCU Board of Trustees:** The board consists of 15 members appointed by the governor with the advice and consent of the senate. At least one member of the board must be a resident of each congressional district. Three members must be students who are enrolled at least half time in a degree, diploma, or certificate program or have graduated from an institution governed by the board within one year of the date of appointment. The student members shall include: one member from a community college, one member from a state university, and one member from a technical college. The remaining members must be appointed to represent the state at large.

The general authority of the board is defined in Minnesota Statute 136F.06, which states that, “The board shall possess all powers necessary to govern the state colleges and universities and all related property. Those powers shall include, but are not limited to, those enumerated in this section. The board shall prescribe conditions of admission, set tuition and fees, approve programs of study and requirements for completion of programs, approve the awarding of appropriate certificates, diplomas, and degrees, enter into contracts and other agreements, and adopt suitable policies for the institutions it governs. To the extent practicable in protecting statewide interests, the board shall provide autonomy to the campuses while holding them accountable for their decisions. Sections [14.01 to 14.47] do not apply to policies and procedures of the board. The board shall have the authority needed to operate and govern the state colleges and universities unless otherwise directed or prohibited by law. The board is responsible for its operations and necessary decisions unless these are specifically delegated by law to a state department or agency. Specific duties and responsibilities of the board are defined in MnSCU [Policy IA.3](www.mnscu.edu)
The Chancellor: The chief executive officer of Minnesota State Colleges and Universities (MnSCU) shall be the chancellor, who shall have full executive responsibility for higher education leadership and effective management and operation of Minnesota State Colleges and Universities, according to board policies and state and federal laws. All items to be brought for action to the board, except those initiating with the board itself, should come through, and be the recommendation of the chancellor, who shall make clear the nature of the proposal (i.e., new policy or program, rescission, amendment, etc.). Specific duties and responsibilities of the chancellor are defined in MnSCU [Policy IA.3](www.mnscu.edu)

**MnSCU’s Organizational Structure:** Any complex institution must have some form or structure that describes how it operates and how it is organized. An MnSCU organizational chart is available at [www.southwestmnusu.edu/Administration/Preside nce](www.southwestmnusu.edu/Administration/Preside nce) or through the President’s Office, upon request. The chart is especially helpful in identifying academic and administrative offices and their reporting lines to the vice presidents and president.

**President’s Governing Responsibilities:** The university president, who shall report to the chancellor, is the chief executive officer of the university. The president will be held accountable for leading the university faculty, staff, and students in developing the university mission, consistent with board mission and goals, and shall lead the university in accomplishing that mission. Because of the magnitude of on-going programs and daily operations, much responsibility for these matters is delegated to the university vice presidents and deans. Final authority and responsibility, however, rests with the president, the chancellor, and the MnSCU Board of Trustees. The president meets frequently with students, faculty, and staff regarding matters of concern to the university community. In addition to informal meetings, meet and confer sessions are held with bargaining unit committees to
discuss such topics as budget, planning, and other university issues.

**President's Cabinet:** The cabinet is the primary advisory group to the president. Membership includes the President; Provost; Deans, Vice President for Finance and Administration; Associate Vice President for Student Affairs/Dean of Students; Vice President for Advancement, Assistant Vice President for Advancement, Chief Information Officer, and Athletic Director. Weekly meetings of this group are designed to provide the communication necessary to administer the university community.

**Student Association Senate:** The duly elected Student Senate plays an important role in the governance of the university. Within parameters approved by the university, the Student Senate regulates its own affairs and provides significant leadership regarding the activities of other student organizations. One of the most influential aspects of Student Senate involvement is its authority to select students to represent the student body on the many university committees. (See also: Student Senate on page 20)

**University Committees:** The heart of the governance process is the system of committees that regularly provide input from all parts of the university community. You have the opportunity to serve as voting members on many of these committees through Student Senate nomination.

**Meet and Confer:** SMSU works with five employee bargaining units on its campus. Each of these bargaining units has opportunity to meet and confer with the university administration providing input and recommendations on a variety of issues of concern to the particular employee group. The bargaining units represented are: Inter-Faculty Organization (IFO), Minnesota State University Association of Administrative and Service Faculty (MSUAASF), Middle Management Association (MMA), Minnesota Association of Professional Employees (MAPE), and AFSCME Council 5. Meetings are scheduled within guidelines described in each of the union contracts.

**Meet and Discuss:** The SMSU Student Association meets and discusses university issues with the university administration on a regular schedule.
Student Rights and Responsibilities

Minnesota State Colleges and Universities (MnSCU) students (any individual enrolled in a course for credit or audit at a state college or university) have the same rights and responsibilities that other persons have as provided by the Constitution and laws of the State of Minnesota and the United States. MnSCU recognizes and respects those rights and responsibilities and nothing in the regulations shall be construed to preclude the rights of the individual to petition the MnSCU Board of Trustees for redress of grievance.

STUDENT RIGHTS AND RESPONSIBILITIES
(MnSCU Policy 3.1)

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4. Student-Sponsored Forums.
Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place, and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make his or her best effort to consult with the student association.

Part 5. Student Publications.
Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, system, or student body.

The policies of the college or university regarding student expectations, rights, and responsibilities shall be readily accessible to students.

Part 7. Catalog and Course Information.
To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8. Student Academic Standing Information.
Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Board Policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11. Student Review and Consultation.
Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

STUDENT INVOLVEMENT IN DECISION MAKING
(MnSCU Policy 2.3)

Part 1: General provision.
To promote appropriate levels of student involvement in system, college, and university decision-making and to assure that student perspectives are considered, students shall have the opportunity for representation on system, college, and university committees involving or affecting student interests and shall have the opportunity to review or be consulted on issues that have significant impact on students.

Part 2. Student involvement in system committees, conferences, and issue forums.
Subpart A. Students shall be given the opportunity for representation on system committees, conferences, and issue forums that are a part of the policy development and/or decision-making process.

Subpart B. Selection of student committee members or student representatives.
1. At the system level, the student members(s) shall be selected by the statewide student association(s).
2. At the state college or university level, student members shall be selected by the recognized campus student association(s).

Part 3. Exceptions. This policy shall not apply to the following:
1. Committees established for the evaluation of personnel.
2. Committees established under collective bargaining agreements.
3. Management teams, presidential cabinets, and committees of the Board of Trustees.

STATEWIDE STUDENT ASSOCIATIONS
(MnSCU Policy 3.7)

The Minnesota State University Student Association, for state university students, and the Minnesota State College Student Association, for state community and technical college students, are each recognized as the one statewide student association for their respective student associations and students.
Part 2. Campus Student Association Affiliation.

Each campus student association shall be affiliated with its statewide student association and all students enrolled in credit courses shall be members of their respective statewide association.

Part 3. Fees.

Each statewide student association shall set its fees and shall submit any changes in its fees to the board for review. The board may revise or reject the fee change during the two board meetings immediately following the fee change submission. Fees shall be collected for each enrolled credit by each college and university and shall be credited to each association's account to be spent as determined by that association. For purposes of this policy, enrolled credits include all credits in which a student has enrolled and not dropped before the institution's drop deadlines. Fees shall be forwarded by the institution to the statewide student association whether or not the institution has received payment for fees.


Subpart A. Statewide student association recognition.

Recognition of the associations listed in Part 1 shall continue until such recognition is repealed by the board and succeeded by an appropriately constituted association representing the same group of students.

Subpart B. Repeal of recognition.

1. Repeal of recognition by the board shall occur if the following actions occur:

- a. A two-thirds vote, by the existing statewide student association indicating no confidence, expressed by a petition to the board in accordance with the procedures set forth in the governing documents; and
- b. Two-thirds of existing campus student associations, in accordance with their governing rules, submit petitions indicating no confidence to the board.

2. Dissolution of a statewide student association shall be subject to each association's internal procedures as indicated in their respective governing documents. Recognition of a statewide student association is repealed automatically upon dissolution of the student association. A notice of intent to dissolve shall be sent to the board.

Subpart C. Recognition of new statewide student association.

Following repeal of recognition of a statewide student association, recognition of a new statewide student association shall be granted after the presentation of a petition to the board which expresses support of the new association and is approved by two-thirds of the campus student associations.

Part 5. Implementation.

The chancellor shall develop an agreement between Minnesota State Colleges and Universities and each statewide student association to implement this policy, including provisions addressing payment of fees collected.

**CAMPUS STUDENT ASSOCIATIONS** (MnSCU Policy 2.1)


Students at each institution shall have the right to establish a student government herein referred to as a campus student association. Students establishing a campus student association shall develop a constitution for the association. Only currently enrolled students shall be eligible to serve as student representatives or officers. The institution shall recognize the campus student association as the official representative of the students, upon receipt of evidence that the student body has approved the constitution. Multi-campus institutions shall develop policies and procedures to assure representation and participation in a campus student association by students at their constituent campuses.

Part 2. Duties.

In addition to the duties listed in institutional and board policies and in the campus student association constitution, the campus student association shall have the sole authority to recommend the chartering of student clubs and organizations for approval by the institution president.

Part 3. Appeal.

The appeal of decisions made by the campus student association relative to chartering, funding, or providing service to student organizations when such decisions may be in violation of law, policy, or procedure shall be conducted in accordance with the existing institutional grievance policy.

**STUDENT RESPONSIBILITIES**

These rules (referred to as the Code of Conduct) have been formulated to encourage responsible behavior, an environment conducive to learning and personal well-being. These rules and regulations, though not exhaustive, set forth standards of behavior, which protect your rights as well as outline your responsibilities to the University Community. By attending Southwest Minnesota State University, you automatically place yourself under the jurisdiction of the Code of Conduct. Therefore, it is important for you to become familiar with the rules and regulations affecting you.

If you violate this Code, general law, of university or system regulations, you shall, after due process, be subject to university sanctions, which may include probation, suspension, eviction, and expulsion. Violations of other than University regulations are also subject to sanctions external to the University. Notwithstanding any provision herein, the University may suspend, expel, or evict any student whose presence poses a threat to persons or property.

**Board Policy on Student Conduct**

The Chancellor shall establish procedures to implement this policy. The student conduct codes and procedures of colleges and universities shall comply with MnSCU Board Policies 3.6 and 3.6.1.

Definitions. For purposes of Policy 3.6 and Procedure 3.6.1 the following definitions apply:

*From MnSCU Board Policy 3.6:

Part 2. Off-campus Conduct. The Minnesota State Colleges and Universities may hold students accountable for a violation of the behavioral proscriptions contained in their Student Codes of Conduct committed off campus when:

- Hazing is involved; or
- The violation is committed while participating in a college or university sanctioned or sponsored activity; or
- The victim of the violation is a member of the college or university community; or
- The violation constitutes a felony under state or federal law; or
- The violation adversely affects the educational, research, or service functions of the college or university.

*From MnSCU Board Policy 3.6.1:

Subpart A. Expulsion. Permanent denial of the privilege of enrollment at that college or university.

Subpart B. Hazing. An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

Subpart C. Preponderance of evidence. A standard of responsibility that it is more likely than not that the code has been violated.

Subpart D. Student. The term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university.
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university.
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
5. Are living in a college or university residence hall although not enrolled in the institution.

Subpart E. Summary suspension. A suspension imposed without a formal hearing to ensure the safety and well-being of members of the college or university community.

Subpart F. Suspension: Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
SMSU CODE OF CONDUCT

Preamble
Southwest Minnesota State University is committed to an educational environment that is conducive to the intellectual, personal, social, and ethical development of its students. Respect for the rights of others and responsible behavior is essential to learning and civility within the campus community.

Interpretations of regulations
Student conduct regulations at Southwest Minnesota State University are set forth in writing as required by MnSCU Policy 3.6 to give students general notice of prohibited conduct.

These regulations, though not exhaustive, set forth standards of behavior, which protect your rights as well as outline your responsibilities to the University Community. By attending Southwest Minnesota State University, you automatically place yourself under the jurisdiction of the Code of Conduct. Therefore, it is important for you to become familiar with the rules and regulations affecting you.

If you violate this Code, general law, or university or system regulations, you shall, after due process, be subject to university sanctions, which may include probation, suspension, eviction, and expulsion. Violations of other than University regulations are also subject to sanctions external to the University.

Authority and Discipline Responsibility
Southwest Minnesota State University reserves the right to take necessary and appropriate action to intervene with student’s behavior, on or off campus, when the behavior poses a direct threat to the safety and well-being of those students or those around them. Responsibility for campus judicial matters is vested in the Provost who delegates to the Associate Vice President for Student Affairs the task of policy development and adjudication of student conduct issues. Students and staff are asked to assume positions of responsibility within the campus judicial system to utilize their skills and insights in the resolution of disciplinary referrals. Final authority in disciplinary procedure is vested in the university administration with reserved right to refer cases of criminal conduct or other behaviors as stipulated by State or Federal legislation to the Marshall Police.

Standards of Disciplinary Hearing Process
Allegations of violations of the code of conduct are heard by an administrative hearing officer, Student Association Judicial Council or an Administrative Hearing Committee. Cases of gross misconduct noted with an asterisk will be referred to the Administrative Hearing Committee unless the accused specifically requests and is granted an informal hearing with an Administrative Hearing Officer or when final examinations, breaks or other vacation periods would prevent a timely hearing by an Administrative Hearing Committee; or when, in the judgment of the Coordinator of Student Judicial Affairs, appearing before the Student Association Judicial Council poses a threat to the physical welfare of council members or witness(es); or when instances where professional guidance, counseling, confidentiality, and/or extreme sensitivity are deemed essential. Students who violate the terms of previously applied sanction(s) or failure to complete such sanctions imposed by an administrative hearing officer in an informal meeting will be heard by the Student Association Judicial Council. The committee having jurisdiction will hear a violation or failure to complete a sanction established by one of the hearing committees.

Students subject to less severe sanctions, up to including university probation, will be given the opportunity to resolve the violation at an informal meeting with an administrative hearing officer. If multiple offenses are pending, the determination of who adjudicates the case will be determined by the most serious offense pending. The focus of inquiry in disciplinary proceedings will be: whether it is more likely than not the accused violated the disciplinary regulations set forth in the University’s Student Code of Conduct. Formal rules of evidence will not be applicable, nor will deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to an accused student or the university exists.

PROHIBITED CODE OF CONDUCT
1. Federal, State, and Local Laws.
The University is not a sanctuary from the general law, and members of the University community are expected to abide by the laws of the Federal, State, and local governments as citizens.
2. Respect for Property.
You are expected to respect the property of others. Theft, damage, vandalism, or unauthorized use of University property or the property of a University community member is prohibited.
3. Written Policies and/or Regulations.
You are expected to abide by the written MnSCU Board and University policies and procedures contained in any official publication or administrative announcement of the MnSCU Board or Southwest Minnesota State University. This includes, but is not limited to, the Student Handbook, Residence Hall Handbook, Catalog, etc. Copies of these are available in the Library, the Office of the Vice President for Student Affairs, or the MnSCU or SMSU websites.
4. Academic Dishonesty.
(SMSU Policy A-032)
Any form of academic dishonesty, including, but not limited to, cheating, and plagiarism, is prohibited. (See the Policy and Procedure website at: www.southwestmsu.edu/nca/view.cfm)
5. Alcohol.
(Refer to SMSU Policy G-012 for Alcohol and Drug Use/Abuse Policy)
Southwest Minnesota State University recognizes that students are adults, ultimately responsible for their own conduct, and responsible for the consequences of their behavior as well. Students are expected to adhere to state and university regulations. Campus violators of the alcohol/drug policies are subject to disciplinary actions.

Alcohol on Campus
Possession, consumption, distribution, or knowingly being in the presence of alcohol on University property is prohibited.
Exception: The one-time (single event) use of alcohol or 3.2% malt liquor (beer) at Southwest Minnesota State University events shall be allowed under the following criteria:
1. The President of Southwest Minnesota State University has been delegated the authority to approve use of alcohol or 3.2% malt liquor (beer) at a specific campus event or at University sponsored events off-campus consistent with MnSCU Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus, and MnSCU Board Policy 5.18.1, Alcoholic Use and Controlled Substances on Campus.
2. The sponsor of the event must demonstrate compliance with local ordinances and state law with regard to licensing the event.
3. The sponsor of the event must demonstrate that adequate general liability and dram shop liquor liability insurance has been obtained for the event to be held.
4. The sponsor of the event must complete Southwest Minnesota State University’s Alcoholic Beverages or 3.2% Malt Liquor (Beer) One-Time Event Application Form at least four (4) weeks prior to an event involving service of alcoholic beverages or 3.2% malt liquor.
5. The sponsor of the event must make a deposit to cover the cost for facility rental, special facility setups, security staff, and other costs associated with holding the event not covered under the usual and customary rental fee for a Southwest Minnesota State University facility.
6. The sponsor of the event must take proper steps to ensure any person under the legal age as specified by Minnesota statutes is not served any alcoholic beverage or 3.2% malt liquor upon the premises or grounds of Southwest Minnesota State University or at any Southwest Minnesota State University sponsored off-campus events.
7. An event involving the serving of alcohol or 3.2% malt liquor will adhere to the following time guidelines:
   A. Open Bar – two (2) hour maximum
   B. Outdoor Events – Two (20 hour maximum)
   C. Events requiring the serving of alcohol or 3.2% malt liquor longer than two (2) hours must:
      1) Utilize a “ticket system” that attempts to limit the number of drinks an individual
may consume.

2) The sponsor of the event shall provide a variety of food/soft drinks and coffee to all participants throughout the duration of the event.

8. The use of alcohol or 3.2% malt liquor in an alcohol use awareness program/laboratory and/or classroom instruction must adhere to Southwest Minnesota State University’s alcohol use procedure.

9. No state funds may be used to purchase alcoholic or 3.2% malt liquor beverages, insurance, or be used in connection with the services of these beverages.

6. Computer Misuse

Computer misuse is interpreted by the Minnesota Computer Crime Act.

Misuses are:

a. Intentionally and without authorization damage or destroy any computer, computer system, computer network, computer software, or any other property.

b. Intentionally and without authorization, alter any software, or any other property. Unauthorized copying of legal software is illegal. Copyright law protects software authors and publishers.

7. Electronic E-mail Regulation

a. The electronic mailing privilege along with the access to Internet is provided to members of the University community to enhance their ability to quickly and conveniently send and receive written communication and documents for the purpose of conducting University business or academic assignments or research. Use of the privileges for personal gain and for non-University-related business is prohibited. It is not the intent of this regulation to interfere with private communication between individuals.

b. E-mail managers and network system administrators are expected to treat the contents of electronic files as private and confidential. Any inspection of electronic files, and any action based upon such inspection, shall be governed by applicable federal and state laws and by University policies.

c. Transmissions are prohibited which advocate the election of a particular candidate for public office at the federal, state, or local level.

8. General E-mail Standards and Guidelines

a. E-mail users are advised not to send chain letters, recipes, announce “garage sales,” or advertise events or items for sale or rent that result in personal gain or revenue.

b. E-mail users are asked to take care of directing their message to large audiences and to avoid sending repeats of the same messages as “reminders.”

c. Users should be cognizant that libel laws and harassment-related prohibitions cannot be circumvented by using e-mail.

d. A user’s password is the key to the e-mail network and as such users are advised that they are responsible for the security of their respective password.

9. Disruption of University Functions

You shall not intentionally disrupt University or University-sponsored activities. Disruption is any action that interferes with, obstructs, or prevents operation of the University or infringes upon the rights of others to participate in the activities.

10. Drugs

Possession, use, sale, or knowingly being in the presence of controlled substances or illegal drugs, including hallucinogenic, amphetamines, barbiturate, narcotics and marijuana, and/or drug paraphernalia, is not permitted on University property. Students violating this policy will be referred for disciplinary and/or criminal action.

11. Failure to Comply

You are expected to comply with the directions or present identification to, any University official acting in the performance of his/her duties. This includes compliance with the condition of sanctions resulting from University conduct action.

12. Falsification of Records/Forgerly

You shall not knowingly furnish false or misleading information to University or System officials. Nor shall you alter, destroy, or misuse any University documents, records, identification cards, or papers. Knowingly make false oral or written statements to any University Conduct Hearing Committee or student conduct hearing officer is prohibited.

13. Financial Responsibilities

You are expected to meet your financial obligations including, but not limited to, fees, tuition, housing accounts, library fines, rental loans, Student Center transactions, parking tickets and bookstore charges. Failure to settle these accounts could result in cancellation of class or other disciplinary actions.

14. Fire Alarms and Equipment

Tampering with or damaging fire alarms and fire equipment; intentionally or recklessly activating a false fire alarm; or initiating a false report, warning, or threat of fire, explosion or other emergency on University property is prohibited.

15. Firearms, Fireworks, and Weapons

For the safety of all members of the University community, the possession and/or use of firearms, fireworks, or their explosive materials of any device used as a weapon (e.g., knives, air pistols and brass knuckles) on campus is prohibited. (On-campus students should refer to the residence hall for additional information). (See the Web)

16. Gambling

Gambling for money or other things of value, except as permitted by law, is prohibited.

17. Mail Misuse

Use of either the United State Postal Service or campus mail for sending threatening, obscene, or harassing materials to Community members is prohibited.

18. Respect for Persons/Hazing

You are expected to respect the rights and privileges of other members of the University community. Violating this code of civility includes, but is not limited to, any verbal, physical, or psychological abuse of any person; engaging in brawling or fighting; engaging in boisterous or noisy conduct reasonably tending to arouse alarm, resentment or anger in others; verbal or physical conduct which attempts to demean or devalue a person’s inherent worth and human dignity; lewd or obscene behavior; hazing (See MnSCU Policy 3.6 definition); or any conduct which interferes with the rights of others. Conduct that threatens or endangers the health or safety of a person is prohibited.

19. Racial, Disability, or Cultural Intolerance/Harassment

(Refer to Policy 1.B.1, page 32)

Any verbal or physical contact directed at an individual or group such as racial slurs, jokes, or other behaviors that demean or belittle a person’s race, color, gender preference, national origin, culture, history, or disability, is prohibited.

20. Sexual Harassment

(Refer to Policy 1.B.1, page 43)

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

a. Submission to such conduct is made either explicitly or implicitly a term or condition of your academic performance or your participation in student activities sanctioned by the University.

b. Such conduct has the purpose of effecting, or interfering with your work or academic performance.

c. In situations where there is a superior/subordinate relationships between parties such as staff and student, faculty and student, or supervisor and staff.

21. Criminal Sexual Behavior

Acts of sexual violence, assault, or abuse are prohibited. These acts include, but are not limited to, the implied use or threatened use of force to engage in any sexual activity against a person’s will and/or engaging in such behavior with a person who is unconscious or substantially mentally impaired (this includes intoxication); intentionally touching another person’s genitals, buttocks or breasts without that person’s consent; indecent exposure; and voyeurism. This conduct is criminal behavior and will be reported to the appropriate law enforcement agencies as well as the University’s conduct program. (Refer to SMSU Sexual Violence Policy P-013 on page 38)

22. Telephone Misuse

Telephone misuse is defined as:

a. The use of University telephones for long-distance calls or any unauthorized calls.

b. Use of telephones for threatening, obscene, or harassing calls. (On-campus students experiencing calls of this nature should immediately contact the Housing...
Office for assistance.)

23. Unauthorized Use or Entry.

Entering or using University facilities without authorization is prohibited. This includes the invasion of privacy, forced entry, or entry without permission into students’ rooms.


Persons found accountable for attempts to commit acts in violation of this Code, or encouraging others to commit conduct violations, will be subject to the same sanctions as if they had committed the acts.

25. Misrepresentation.

Falsely claiming to represent the University or a recognized University student organization is prohibited.

26. Interference with Student Conduct Program Process.

This includes but is not limited to falsification, distortion, or ill-representation of information before a hearing officer, hearing committee of Judicial Council; knowingly filing a complaint without cause; intimidation and/or harassment of any member of the Judicial Council or University personnel before, during, or after a proceeding.

• Any conduct violation that is motivated by bias will result in stronger penalties. A violation motivated by bias is any violation wherein the accused intentionally selects the alleged victim because of the alleged victim’s race, creed, color, national origin, religion, disability, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group protected by state or federal law.

• Student violators will be held financially responsible for direct and/or indirect charges associated with Code of Conduct violations.

• Removal from a residence hall for disciplinary reasons may involve immediate relocation to another assigned space or the immediate loss of the privilege to live on campus.

Summary Suspensions Prior to Hearings:

In certain circumstances, the administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student’s presence on the University campus would constitute a threat to the safety and well-being of members of the campus community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the administrator.

Student Judicial Affairs

The purpose of the University Judicial Affairs Program is to provide a campus grievance mechanism for any person who believes that any Southwest Minnesota State student (whether living on or off campus) has violated his or her individual rights, community expectations of behavior or a campus code of conduct. It also provides the institution with a mechanism of dealing with students’ behavior, on or off campus, when that behavior poses a direct threat to the safety or well being of those students or those around them.

This program provides the University a means by which to define accountability for the student who fails to meet these expectations and/or fails in the demonstration of adult responsibility to self and others. The focus of the Program is to hold students accountable for their choices and behaviors by providing the opportunity for an educational experience within a discipline procedure based on due process. The following provides the sources of expectations for Southwest Minnesota State University students:

1. Campus Code of Conduct
2. Federal, State of Minnesota, and local ordinances, statues and law.
3. Southwest Minnesota State University (including areas and departments) and MnSCU Board regulations and policies.
4. Campus procedures established by the Student Association, RHA, and living unit communities.

The specific educational objectives of this Program are as follows:

1. To bring about a change in understanding and accepting the need for balance between personal and external control of behavior.
2. To develop some empathy for the needs and rights of others, and to enhance understanding of the concepts of self-autonomy.
3. To demonstrate and enhance recognition and acceptance of the principles of personal accountability.
4. To assist individuals to achieve their educational and personal potential and to allow community members to resolve differences and grievances to their mutual benefit.
5. To maintain effective community standards and to protect the rights of individuals.
6. In this same regard, the community has the right to protect itself against the individual whose behavior consistently or repeatedly demonstrates a disregard for the welfare of the individual(s) who comprise the larger community.

How to Access the Program:

Persons within the University community who believe that their rights have been infringed upon by any SMSU student's conduct may process a referral to the Coordinator of Student Judicial Affairs. Incident reports and Complaint Decision Forms may be obtained from either Commons Coordinator, any Resident Assistant, the Student Association Judicial Affairs Coordinator, Coordinator of Student Judicial Affairs or the Associate Vice President for Student Affairs office.

As the Complaint Decision Form indicates, a judicial hearing is only one of the options available as response to an incident of student misconduct. A referent may also elect:

a. To file a complaint with local police or County sheriff (in addition to pursuing a campus resolution);* b. to request that the incident be handled administratively by an appropriate staff member;

c. to request assistance in confronting the student personally;

d. or may request that no immediate action be taken after documenting the incident (although in some instances the University may be compelled to take action even without the complainant's cooperation);

e. to initiate an on-campus judicial hearing.*

*Both on and off campus processes may be pursued simultaneously. If applied, on-campus hearing sanctions pertain only to the referred student's relationship to SMSU and its community members.

An Overview of Due Process Rights:

The university will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred. The investigating officer may interview the complainant and/or other witness or request additional information from the complainant.

If the student(s) referred live in the residence halls, or the conduct violation occurs in the residence halls, the referral will be investigated by the Commons Coordinators, Associate Director of Residential Life, or the Director of University Public Safety. If the student(s) live off campus and the behavior occurs elsewhere than a residence hall, the investigation will be conducted by the Director of University Public Safety. If the accusations seem unwarranted, the investigating officer may discontinue the referral. A written response will document why the referral was not pursued.

Student Rights

1. If you are referred, you will receive a notification of referral letter which will review the nature of the allegations and conduct code violations, a copy of the incident report detailing the alleged misconduct, a copy of the Judicial Expectations Handbook, and a request
to meet with an Administrative Hearing Officer.
2. You will receive a timely hearing.
3. If you are referred, you are STRONGLY urged to attend the hearing. If you do not request a change of hearing time and elect not to attend, the hearing will still occur and sanctions will be applied as appropriate.
4. You are not required to admit accountability for any behavior during a hearing.
5. You may provide witnesses to testify on your behalf.
6. An Administrative Hearing Officer determines a referred student’s accountability in a hearing based on the preponderance of the information and evidence presented.
7. You may bring in a third party to act as an advisor if desired. Examples of such an advisor could include another student, a staff or faculty member, or attorney. This advisor is not an active participant in the hearing and may not engage in questioning or interrogation of other parties. The advisor’s function is one of support to you: the advisor may suggest areas of questioning for you to pursue, may seek clarification of particular questions so that you might most accurately respond, or may assist you in fully conveying your input to the Committee.
8. Reasonable sanctions and expectations will be established which will directly relate to the behaviors that caused the referral.
9. The Administrative Hearing Officer will act in good faith with you and strive to maintain confidentiality regarding judicial referrals and matters discussed within a hearing as permitted by law. You need to understand that you are encouraged to uphold this same standard of confidentiality.
10. You will be provided information on how to pursue the appropriate avenues of appeal.

The Rights of Victims:

It is important to note that both the student who is referred and the referring party have rights within this process. While the rights as printed here are specifically taken from the MnSCU Policy on Sexual Violence or Assault, these victims’ rights apply in other situations involving student misconduct. These rights include:
1. The right to file criminal charges with local law enforcement officials.
2. To have University authorities provide assistance as needed in reporting incidents to appropriate law enforcement agencies or disciplinary authorities.
3. At the direction of law enforcement authorities, the appropriate campus personnel will provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with an incident of (sexual assault) criminal misconduct.
4. University authorities will assist a complainant in preserving materials relevant to a campus disciplinary hearing.
5. Complaints will be investigated and resolved by the appropriate campus disciplinary authorities.
6. The victim may be accompanied by an advisor and may participate in any campus disciplinary proceeding concerning the complaint.
7. The victim will be informed of the outcome of any campus disciplinary proceeding concerning the complaint, consistent with laws relating to data privacy and practices.
8. At request of the victim/complainant, University authorities in cooperation with appropriate law enforcement authorities will provide assistance in shielding the victim from unwanted contact with the alleged assailant, including transferring the victim to alternative classes or alternative University-owned housing (if alternative classes or housing are available and feasible) and/or by prohibiting contact with and/or restricting the access to the victim by the assailant/referred party.
9. In instances of sexual assault, University authorities will inform victims of their rights to assistance from the office of the Crime Victim Ombudsman and the Crime Victims Reparations Board and will provide assistance in contacting these offices.

Procedures to Process and Implement a Judicial Referral:
Investigation and Informal Process
1. Any member of the University community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaint shall be informed of their rights under the Minnesota Statute 13.04, Subdivision 2. Following the filing of a complaint against a student or student organization, the administrator shall conduct an investigation of the allegations.
2. If the complaint seems unwarranted, the administrator may discontinue proceedings.
3. If there is sufficient evidence to support the complaint, the administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meeting the administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint including witnesses. Within a reasonable time period following the meeting, the administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.
4. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the institution’s appeal procedures.
5. If the accused student fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

Formal Hearing

Formal Hearings may be held as an avenue of appeal if a student disputes the decision and/or sanction of an Administrative Hearing Officer. Formal Hearings shall be routed as follows:
1. A student subject to expulsion or suspension for more than nine days will have their appeal routed to the Administrative Hearing Committee for disposition
2. A student subject to a lesser sanction than expulsion or suspension for more than nine days will have their appeal routed through the Student Association Judicial Board for disposition.

Formal Hearing

The appropriate hearing committee chairperson will notify both the complainant and referred student by letter of the date, time and location of the hearing. This notification shall occur at least 72 hours prior to the Committee’s meeting.

The accused will receive:
- A list of the names of the material witnesses who may be called to speak at the hearing on behalf of the university.
- Copies of all documents or written statements to be presented at the hearing.
- The name and title of the person who will present the evidence on behalf of the university.

Accused students will be afforded an opportunity to meet with the Coordinator of Student Judicial Affairs to discuss the Student Association Judicial Council hearing and/or an Administrative Committee hearing.

At least three (3) days prior to the hearing, the accused will provide the Hearing Committee’s Chairperson or the Coordinator of Student Judicial Affairs with any written documentation to be presented by the accused and the names of any material witnesses who will be called by the accused at the hearing. It is the responsibility of the accused to notify these
Witnesses of the time, date, and location of the hearing.

d. Each Hearing Committee will have a chairperson who will preside at the hearing and will rule upon procedural manners. Formal rules of evidence will not apply, although objections to introduction of specific statements or documents may be considered by the chair. Irrelevant, immaterial, or unduly repetitious information may be excluded by the chair. Evidence of prior misconduct by the accused will be admissible only after a finding that a Code of Conduct violation has been committed and may be used in the determination of recommended sanction(s).

e. A representative of the university will present the evidence, which supports the alleged charge(s) and will have the burden of showing that it is more likely than not that a violation of the Code of Conduct has occurred.

f. Material witnesses will be asked to leave the hearing following their testimony before the hearing committees. The complainant and accused may remain throughout the entire hearing.

g. The order of presentation at the hearing will be as follows:

1. The university representative will present an opening statement.
2. The accused may present an opening statement.
3. The chair will call witnesses for the university to provide statement.
4. The chair will then call witnesses for the accused to provide statement.
5. At the conclusion of each witness’ statement, he/she may be questioned by the accused, complainant, and/or university presenter and by members of the Student Association Judicial Council or the Administrative Hearing Committee. Any witness may be recalled.

6. Following the testimony of all witnesses, case summations may be presented by the representative of the university and then by the accused.

7. Only the members of the hearing committees may be present during deliberations. A simple majority of votes is necessary to make a recommendation that a Code of Conduct more likely than not occurred. A majority plus one (1) vote is necessary to recommend suspension or expulsion from the university.

h. The Hearing Committee’s Chairperson shall notify the student of the Committee’s findings and decision in writing within five (5) class days of the hearing. Notification will include information regarding the appeal procedure.

i. Copies of the decision letter will be sent to the Judicial Board Advisor (if applicable) and the Coordinator of Student Judicial Affairs. Any other persons receiving a copy of the decision letter will be indicated as copied. Written notice of the Committee’s decision and sanction will be provided to the person who filed the referral as consistent with the law.

j. The Committee Chairperson will make an appointment with the student at the end of the hearing to meet and discuss the Committee’s findings and decision. The appointment shall occur as soon after the hearing as possible.

Formal Hearing Rights

1. You may, when recognized by the Committee Chair, ask questions of the referring parties or witnesses in your own behalf. Questioning will be conducted in a civil manner as defined by the Committee Chair who will also determine the relevance of questions posed by all parties.
2. Each hearing will be digitally recorded and the recording will be maintained in accordance with the time allocated for potential appeal. In the event of the imposition of suspension or removal from the University or eviction from the residence halls for 10 days or more, or expulsion or dismissal from the institution as sanctions**, this recording will be transcribed. The Coordinator of Student Judicial Affairs will maintain both the original recording and hard copy transcription for the current academic year. All recordings remain the property of Southwest Minnesota State University and appropriate access to these materials is pursued through the Associate Vice President for Student Affairs.

*When a referral is also subject to a court proceeding, or when the behavior is such that suspension of more than ten days or dismissal from the University may result as a sanction, the referred student is encouraged to consider having an attorney present.

3. You may bring in a third party to act as an advisor if desired.*** Examples of such an advisor could include another student, a staff or faculty member, or attorney.*** This advisor is not an active participant in the hearing and may not engage in questioning or interrogation of other parties. The advisor’s function is one of support to you: the advisor may suggest areas of questioning for you to pursue, may seek clarification of particular questions so that you might most accurately respond, or may assist you in fully conveying your input to the Committee.

***If a third party advisor is to be an attorney, the student must so inform the Coordinator of Student Judicial Affairs.

4. Reasonable sanctions and expectations will be established which will directly relate to the behaviors that caused the referral.
5. The hearing committee will act in good faith with you and strive to maintain confidentiality regarding judicial referrals and matters discussed within a hearing as permitted by law. You need to understand that you are encouraged to uphold this same standard of confidentiality.
6. You will be provided information on how to pursue the appropriate avenues of appeal.

Range of Possible Sanctions:
The Administrative Hearing Officer and/or hearing committees have the prerogative to require that students perform specific activities as a learning experience, as well as the authority to impose restrictions, expectations of, or required changes in behavior as sanctions and expectations. The following are examples of the more frequently applied sanctions. This list is not exhaustive and examples are not listed in any rank order. The Administrative Hearing Officer and/or hearing committees may create other sanctions to better respond to particular referrals.

1. A written warning or reprimand.
2. Written letters or verbal apologies presented to individual(s) and/or groups inconvenienced by the misconduct.
3. Required counseling.
4. Required interventions, evaluations, or assessments (e.g. referral to a treatment center or administration of an alcohol assessment).
5. Judicial Probation:

a. General Judicial Probation: This is the basic form of probation and can be applied for a minimum of one month to a maximum period equal to the student’s academic career. Students placed on judicial probation who are again referred and found accountable for other conduct violations during their probation will minimally receive an extended or more restrictive probation and more severe sanctions than in their first hearings.

b. Residential Probation: This is a probation which can be applied only to students living in the residence halls for a period of one month up to the student's academic career (while still living on campus). Students placed on residential probation who are again referred and found accountable for other conduct violations during their probation will minimally receive as a sanction the immediate relocation to another assigned space or the immediate loss of the privilege to live on campus. In cases of removal, the residence hall contract terms will remain in effect while the student will be required to immediately vacate the premises; they will still pay the termination fee and the full 30 days room and board costs from either date of sanction or appeal decision.
6. Community service (e.g. 50 hours assigned to grounds crew for littering or to the Library for resale of stolen books, etc.).
7. Observing court proceedings pertinent to misconduct.
8. Research papers of specified length and quality and/or verbal presentations to the hearing committee.
9. Restriction from all residential areas.
10. Eviction from residence halls.
11. Financial restitution and/or administrative fees (e.g. replacement/repair costs and charges for work and time spent by University personnel resulting from a referral; fees associated with attending a stipulated workshop, course or activity, etc.).
12. Required attendance at specified
activities, events, programs, and written/oral summaries given to Committee chair.
13. Required relocation of on-campus residence.
14. Suspension (separation from the institution for a specified period of time).
15. Dismissal/expulsion from the institution or MnSCU System. In the event that a sanction of suspension or removal from the University or eviction from the residence halls for a period of 10 days or more, or dismissal from the institution is imposed, the student has the right to further appeal beyond the campus level per the conditions set forth in Minnesota State Statute Chapter 14, a copy of which is available in the offices of the Coordinator of Student Judicial Affairs, or the Associate Vice President for Student Affairs for review.

Factors Affecting Sanctions:
1. A student’s prior conduct or discipline history can have an influence on the sanctions or expectations imposed by a hearing committee. Once a committee has determined a student’s accountability in a hearing, the committee can review and consider written documents of past history to assist in determining the most appropriate sanctions. Such history can include being on a continued sanction of judicial probation, prior incident reports that resulted in documented administrative meetings or warnings or confrontations by RA’s, other staff or students.
2. If such documentation exists it may be submitted to the Coordinator of Student Judicial Affairs who will inform the student of its receipt and will review it with the student upon his or her request prior to the hearing. The information will then be given to the Committee Chairperson who will share it with the Committee only if and when the student is found accountable in the hearing.

Judicial Records:
1. Records of judicial actions are confidential and the SMSU Policy on Release of Student Records as well as State and Federal law governs any release of these records.
   a. Student judicial records are maintained by the Associate Vice President for Student Affairs in the Student Confidential Record for a minimum of seven years and disposed of in accordance with the University’s Destruction of Documents procedure and schedule.
   b. Copies of judicial records and correspondence received by judicial committee secretaries, chairpersons, and advisors will be purged at the end of each academic year unless a sanction continues in effect (see #2 below).
2. The student Coordinator of Judicial Affairs and the Coordinator of Student Judicial Affairs maintain active judicial files on students who remain under continuing behavioral sanctions until all such sanctions, including periods of probation, have been completed.
3. The student Coordinator of Judicial Affairs maintains a precedent file for reference. It consists of copies of decision notification letters from which have been deleted student names and addresses and is protected by the same rule of confidentiality, as are other active judicial records.

Judicial Hearing Recording Procedure:
1. Conduct hearings by the Student Association Judicial Council and Administrative Hearing Committee will be digitally recorded. Recording content is limited to include the presentation of facts and evidence. (Judicial Appeal Committee hearings are recorded only if the sanctions include expulsion or suspension from the University for a period of 10 days or more or dismissal from the institution.)
2. The recordings are, and remain, the property of Southwest Minnesota State University. The Associate Vice President for Student Affairs provides access to them for use in appeal or court proceedings.
3. These recordings are maintained for a period of seven years, at which time they will be destroyed.
4. These recordings may be released by the Associate Vice President for use in civil or criminal proceedings upon presentation of the appropriate court order or subpoena. A Judicial Appeal Committee may review the recording of a hearing. No other release of these tapes is permitted except as required by law.

Judicial Appeals
Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
   a. To determine whether the Informal or Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time

of the original Informal or Formal Hearing.

Formal Hearings will be held as the first avenue of appeal if a student disputes the decision and/or sanction of an Administrative Hearing Officer. Formal Hearings shall be routed as follows:
1. A student subject to expulsion or suspension for more than nine days will have their appeal routed to the Administrative Hearing committee for disposition. Such appeals shall be in writing and delivered to the Coordinator of Student Judicial Affairs within five (5) class days of the decision. The Coordinator will then schedule the Formal Hearing in front of the Administrative Hearing committee.
2. A student subject to a lesser sanction than expulsion or suspension for more than nine days will have their appeal routed through the Student Association Judicial Board for disposition. Such appeals shall be in writing and delivered to the Coordinator of Student Judicial Affairs within five (5) class days of the decision. The Coordinator will then schedule the Formal Hearing in front of the Student Association Judicial Board.

Note: Any sanctions are still in effect during any appeal.

A decision reached by the Administrative Hearing Committee or the Student Association Judicial Board may be appealed by the accused student(s) or complainant(s) to the Associate Vice-President for Student Affairs within five (5) school days of the decision. The appeal is initiated by going to the Associate Vice-President of Student Affairs office, submitting a Request to Appeal form and scheduling an appointment. During this appointment, the Associate Vice-President will review the students Judicial Appeal form, the grounds claimed, the student’s rights within the process and the appeal process itself.

If an appeal is upheld by Associate Vice-President for Student Affairs, the Associate Vice-President for Student Affairs may take any appropriate action. If an appeal is not upheld, the matter shall be considered final and binding upon all involved except that in cases involving sanctions of expulsion or suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14, Administrative Hearing Procedures.

STUDENT APPEALS POLICY
(SMSU Policy G-005)

In accordance with MnSCU Board Policies, an Academic Standing Appeals Committee, Student Grade Appeals Committee, and Judicial Appeals Committee shall be established to guarantee students the right to appeal academic and disciplinary decisions. The Academic Standing Appeals Committee shall hear appeals from students who are suspended from the University for academic reasons and wish to be reinstated,
and shall rule on all appeals involving admission and re-admission to the University, as well as those dealing with academic dishonesty.

The Student Grade Appeal Committee shall hear requests from students who wish to appeal a grade received in a course.

All administrative procedures established to implement the above appeal agencies will adhere to the standards specified in MnSCU Board Policies and shall specifically include the following:
1. Students shall receive written notification of arrangements for appeal hearings and written notification of dispositions, with reasons, which result from an appeal hearing.
2. Students shall be advised of their following rights:
   a. Students have the right to an advisor or counsel in preparing for hearings and/or to be present at appeal hearings.
   b. Students have the right to appear at appeal hearings and present evidence or witnesses.
   c. Students have the right to decline to be present at appeal hearings and may present evidence in writing. The University shall respect the right of an individual to refuse to testify against himself/herself.
   d. The appeals agency shall not consider statements against the individual unless she/he is present when they are made or she/he is advised in writing of their content and the names of those who made them and unless she/he is given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

The Office of the Provost shall be responsible for establishing administrative procedures to implement this regulation as it applies to the Academic Standing Appeal Committee and the Student Grade Appeal Committee; the office of the Vice President for Student Affairs has responsibility as it applies to the Judicial Appeal Committee. See also MnSCU Policies: G-005.1 Academic Standing Appeals Committee G-005.2 Student Grade Appeal Committee G-005.3 Judicial Appeal Procedure and Committee

ACADEMIC STANDING APPEALS COMMITTEE (MnSCU Policy G-005.1)
A. The Academic Standing Committee shall consist of the following members:
   1. Five (5) faculty members selected by the Faculty Association
   2. Two (2) students appointed by the Student Association.
   3. Two (2) ex-officio non-voting members appointed by the Provost.

B. A designee of the Provost shall serve as Secretary of the Committee and shall be responsible for the following tasks:
   1. Notification of students who are suspended and advising these students of their right to appeal for reinstatement to the Academic Standing Committee. Notification of those students who are to appear in alleged cases of academic dishonesty. The students shall also be advised of their rights as specified in the Southwest Minnesota State University Student Appeals Regulation.
   2. Development of Appeal and Committee Decision forms in consultation with the Committee.
   3. Provision of student transcripts to be used in the Committee hearings.
   4. Notification of appealing students in writing of the Committee’s decision. If a student has been denied reinstatement, she/he should also be informed of his/her right to appeal to the Provost.
   5. Implementation of the Committee’s decision.

C. Decisions of the Academic Standing Committee may be appealed to the Provost in writing no later than the end of the semester following the one in which the decision was rendered. Decisions rendered in the spring semester must be appealed no later than the end of the fall semester of the following academic year.

The Provost’s decision either upholding or rejecting the decision of the Academic Standing Committee shall be communicated in writing with reasons to the student and the committee members within five (5) instructional days after the appeal to the Provost. A copy of this communication shall be maintained in the student’s confidential file (with the Provost).

D. All evidence presented in the course of an appeal shall be held in the strictest confidence. No portion of the proceedings shall appear in any permanent records kept on the student or faculty members involved in the appeal.

GRADE APPEALS
(MNSU Policy G-005.2)
Southwest Minnesota State University, like most higher education institutions, believes that student evaluation in courses is the right and responsibility of the instructor. The Student Grade Appeal process is advisory only. It may include a mandatory reevaluation of the student’s course work in accordance with the procedures outlined below.

A. A Student Grade Appeal Committee shall consist of the following members:
   1. The appropriate academic dean, or his/her designee, shall serve as a non-voting chairperson of the Committee. The chairperson shall vote in case of a tie.
   2. Four (4) faculty members selected by the Faculty Association with at least one of the faculty members from the department from which the grade is being appealed. If a department representative cannot serve on the Committee, a faculty member from a closely related academic discipline may be selected.
   3. Three (3) students appointed by the Student Association.

B. Criteria for Grade Appeals
Students have the right to know the objectives of a course in which they are enrolled and the criteria that will be used in evaluating performance in a course. A student may initiate a grade appeal if he/she has grounds to believe that:
   1. The course objectives were significantly changed in a manner so as to create unfair treatment;
   2. The criteria for evaluations were significantly changed in a manner so as to create unfair treatment;
   3. Evaluation was arbitrary or capricious.

C. Grade Appeal Process
1. If a student has grounds to appeal a grade, she/he should present his/her case to the faculty member who awarded the grade. If the meeting of the faculty member and student fails to resolve the student’s complaint, she/he may appeal to a Student Grade Appeal Committee.
2. Students wishing to appeal a grade to the Student Grade Appeals Committee may do so by contacting the appropriate Dean and completing a Student Grade Appeal Form. The Student Grade Appeal Form shall include information supplied by the student that includes where and when the meeting indicated in C #1 occurred (date, time, place). The Student Grade Appeal Form shall also outline the student’s case for the appeal. The Dean will forward a copy of the Student Grade Appeal Form to the faculty member. (An appeal is initiated with the filing of the Student Grade Appeal Form with the Dean.) The Dean will advise the student of his/her rights as specified in the Southwest Minnesota State University Student Appeal Regulation. Appeals must be initiated within thirty (30) days of the date on which the student received her/his grade. In the event that the grade(s) being appealed was (were) received at the end of spring semester, the student must initiate an appeal by the end of the thirtieth (30th) calendar day from the beginning of the subsequent fall semester.

The appropriate Dean, or his/her designee, shall contact the President of the Faculty Association and the President of the Student Association to obtain a committee.

3. Decisions of a Student Grade Appeal Committee will not include making a specific grade change, but may include a mandatory re-evaluation of the student, by the faculty member or a consultant in the same discipline.

If a consultant is to be used, the Student Grade Appeal Committee will select the consultant. Such re-evaluation and its results shall be submitted to the Committee before the case is consummated. Decisions of a Student Grade Appeal Committee are final and mandatory for both student and faculty. The Dean has the responsibility to insure that arbitrary or punitive decisions shall not extend into the re-evaluation process. It is to the benefit of the person making the appeal to be present at the hearing.

4. The Dean shall communicate the decision
of the Committee in writing with reasons to the student and the faculty member within five (5) instructional days after receiving the Committee’s decision. Tape or stenography records of all appeals shall be made and kept by the Academic Dean’s Office. The records will be destroyed one (1) academic semester after the appeal is completed. All evidence presented in the course of an appeal shall be held in the strictest confidence. No portion of the proceedings of the Committee shall appear in any permanent records kept on the student or the faculty member.

JUDICIAL APPEAL PROCEDURE AND COMMITTEE
(SMSU Policy G-005.3)

The Judicial Appeals Committee shall hear student appeals which result from original hearings from either the Student Association Judicial Council or the Administrative Hearing Committee. This Committee shall also rule on all appeals involving student records. All administrative procedures established to implement this Committee will adhere to the standards specified in MnSCU Board Governing Rules and shall specifically include the following:

1. Students shall receive written notification of arrangements for appeal hearings and written notification of dispositions, with reasons, which result from an appeal hearing.

2. Students shall be advised of their following rights:
   a. Students have the right to an advisor or counsel in preparing for hearings and/or to be present at appeal hearings.
   b. Students have the right to appear at appeal hearings and present evidence or witnesses.
   c. Students have the right to decline to be present at appeal hearings and may present evidence in writing. The University shall respect the right of an individual to refuse to testify against himself/herself.
   d. The appeals agency shall not consider statements against the individual unless she/he is present when they are made or she/he is advised in writing of their content and the names of those who made them and unless she/he is given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

A. Composition of Judicial Appeal Committee:

1. Eighteen persons will be identified by their respective bargaining groups to serve as the pool for a Judicial Appeal Committee. Six (6) persons shall be faculty members selected by faculty association; six (6) persons shall be Administrative and Service faculty selected by MSUAAASF; and six (6) students selected by the Student Association. These persons, once appointed, shall serve two year terms, with no more than one-third of the number turning over in any one year. The names of this group’s members will be maintained in three respective pools, from which two names per group will be pulled for each appeal hearing held.

B. Training for Judicial Appeal Committee Members:

1. Upon appointment of the three pool groups, all potential Appeal Committee members will meet for the first time in a session chaired by the Vice President for Student Affairs. This session will provide an orientation to the University Community Expectations Program (UCEP) and training. The UCEP Coordinator and lower board chair people and advisors will assist in the training process as appropriate. Training will include the following areas:
   a. Developing an understanding of the UCEP.
   b. Developing an understanding of the philosophic basis for the UCEP and an appreciation for it as an educational rather than punitive process.
   c. Developing an understanding of when referrals are submitted and how they are processed.
   d. Learning and gaining appreciation for the training and experience of lower judicial boards.
   e. Participating in a discussion of how decisions are made regarding sanctions and expectations imposed in individual referrals.
   f. Developing an understanding of the criteria questions used in deciding the merits of an appeal’s being accepted.
   g. Learning the role and responsibilities of the Appeal Committee Chairperson.
   h. Learning the procedures for conducting a hearing and its correspondence requirements.

C. Committee Composition for an Individual Appeal:

1. Each appeal committee shall be composed of two (2) faculty members, two (2) students, and two (2) administrative/service faculty members. A hearing committee will be created each time an appeal is filed and will terminate at the end of each specific appeal case.

2. The student(s) making an appeal will select six (6) members of that appeal committee by drawing the above names from the judicial appeal pool in the presence of and as provided by the Vice President of Student Affairs. The student may challenge without cause a name drawn from any pool and cause another name to be drawn. A student may have a maximum of three challenges, although additional challenges may be permitted for cause. The student will also pull a third name from each of the pool’s three groups to serve as alternatives to facilitate the scheduling of a specific appeal hearing.

3. Each appeal board shall elect its own chairperson, who will conduct each hearing and be responsible for accomplishing all appeal committee correspondence.

D. Procedure for Hearing an Appeal:

1. A student must initiate an appeal hearing within five (5) instructional days of receiving a sanction letter from a lower hearing committee. The appeal is initiated by going to the Vice President of Student Affair’s office, submitting a Request to Appeal and scheduling an appointment to meet the Vice President as quickly as his/her calendar allows.

   a. During this appointment, the Vice President will review the student’s Judicial Appeal Form, the grounds claimed, the student’s rights within the process and the appeal process itself.

   b. The appealing student(s) will select the names of the specific appeal committee’s membership at this time.

2. Once selected the Appeal Committee will meet to conduct its hearing.

   a. First the Committee will review and discuss the validity and merits of the student’s appeal as submitted in writing. The decision to grant or deny an appeal will be made only upon consideration of the three criteria questions regarding the student’s right to due process under which a student may appeal. They are:

      1) Did the judicial hearing body act in good faith by considering the necessary, relevant information, and was the student afforded the due process required by the Community Expectations Program?

      2) Were the expectations and sanctions established by the Committee within the context and purpose set forth by the Community Expectations Program; were they a reasonable response to the behaviors referred?

      3) Is there substantial new information which was not made known to the original hearing board? Why was it not provided to it?

   b. After considering the written appeal the Committee will meet with both the student filing the appeal (and advisor when appropriate) and representatives of the lower hearing board. Both parties will be present during the meeting to hear the statements and arguments presented to the Committee by the other, as well as the questions posed to each party by the Committee members. The Appeal Committee may review the evidence presented to the original hearing committee by listening to the tape of that hearing. Upon developing a sufficient understanding of the case, the Committee will meet privately to arrive at its findings and decision. The Committee may either deny or grant the appeal.

   1) If the Committee finds that the appeal has no basis, it shall be denied and the decision of the lower board will be upheld. The scheduling of an appeal may require the Appeal Committee to extend sanction deadlines established by the original committee.

   2) If the Committee grants the Appeal, dependent upon the criteria used and the Committee’s findings, it may decide to dismiss a referral, or return the case to the original board for a new hearing. In rare cases, the Appeal Committee may impose sanctions more severe than those of the original hearing committee.

      a) If a sanction is one of suspension or removal from the University, the student has the right of final appeal to the
These procedures shall not substitute for handling complaints and grievances in consultation with student representatives and the Vice President of Student Affairs, or the Provost.

3) Whatever the Committee’s decision, its findings and sanctions (if any) will be sent in written form to the student who filed the appeal within five (5) instructional days from the hearing. Copies of this notification letter will be sent to the original hearing board’s chairperson and advisor (when applicable), the Vice President for Student Affairs (whose copy will be kept in the student’s confidential file), and the UCEP Coordinator.

E. Hearing Proceedings within the Appeal Process:

1. Appeal hearings will be recorded either by tape or stenographer whenever they involve sanctions of suspension or removal from the University or eviction from the residence halls for a period of 10 days or more, or dismissal from the institution. The tape recordings or stenographic records of appeal hearings shall be the property of SMSU and will be maintained by the Vice President of Student Affairs for a minimum of seven years.

2. The evidence presented in the hearing shall be held in the strictest confidence by members of the Appeal Committee. No portion of the proceedings of the Committee shall appear in any permanent records kept on either the student appealing or of any faculty members involved in the appeal hearing.

STUDENT GRIEVANCE
(MNSCU Policy 3.8)

Part 1. Definitions

Appeal: A request for reconsideration of a grievance application of a policy or procedure.

Complaint: An oral claim by a student alleging improper, unfair, arbitrary, or discriminatory treatment.

Grievance: A written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college or university rule/regulation or a board policy or procedure.

Retaliation: Retrribution of any kind taken against a student for participating in a complaint or grievance.

Student: An individual student, a group of students, or the student government.

Part 2. General State of Policy

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Each college or university shall establish procedures, in consultation with student representatives and others, for handling complaints and grievances. These procedures shall not substitute for other grievance procedures specific in board, college, or university regulations or negotiated agreements. Students should use available informal means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. These procedures shall also protect data privacy rights.

Part 3. Notification and Publication

Each college and university shall inform students of the established complaints and grievances procedures. These procedures should be publicized to students at least annually and include information for students about how and where to obtain grievance forms.

Part 4. Complaints

A student may complain concerning any college or university issue, and discuss it with the appropriate employee(s), and/or administrator(s) as established by college or university procedure. A complaint may constitute a grievance, if not resolved, and if the complaint falls within the definition of a grievance.

Part 5. Grievances

Subpart A. Timeframe. The college or university shall develop and publish a timeframe that establishes reasonable time requirements for each step of the process.

Subpart B. Submit grievances in writing. All grievances must be submitted in writing. The college or university shall develop a grievance form, which will provide an explanation of the grievance step procedures and timelines.

Subpart C. Appeals.

1. The grievance procedure shall include an opportunity to appeal a grievance decision. The individual to whom an appeal is directed should be identified by the college or university for the issue(s) in question.

2. If the grievance involves a college or university rule or regulation, a student may appeal an official grievance through procedural steps up to the president or designee. The decision of the president or designee is final and binding.

3. If the grievance involves a board policy or the actions of a college or university president, a student may further appeal the college or university decision through the chancellor to the board. The decision of the board is final and binding.

COMPLAINTS
(SMSU Policy G-011)

Policy: To comply with federal regulations and the Higher Learning Commission (HLC) of the North Central Colleges and Schools, Southwest Minnesota State University will maintain a record of formal written and signed student complaints. The complaints and resolutions are those filed with a University Officer with the responsibility to handle the complaint. The records provided to the federal government and the HLC include summary information that is in compliance with the Data Practices Act and FERPA.

Procedure:

1. Students with complaints about any aspect of academic and non-academic programs may take those complaints to the Academic Dean’s Office, BA 269.

2. University employees that receive a signed, written student complaint regarding any aspect of academic and/or non-academic programs will send a record of the complaint along with the resolution to the Academic Deans Office, BA 269. Actual complaint and supporting documents will remain in the affected office.

3. The Academic Dean’s Office will establish a method of logging formal signed, written student complaints and resolutions that have been filed with a University Officer.

4. The log will include:

   • The date the complaint was first formally submitted to the appropriate officer.
   • Nature of the complaint (e.g. grade dispute, allegation of sexual harassment, etc.).
   • The steps taken by the institution to resolve the complaint.
   • The institution’s final decision regarding the complaint, including referral to outside agencies.
   • Any other external actions initiated by the student to resolve the complaint, if known to the institution (e.g. lawsuit, EEOC investigation, etc.).

5. The log will only be used to track current and recent student complaints, not parents, employees, etc., even if the complaint relates to a student.

6. Individual students’ identities and names will not be included on the log and will not be shared with the visiting HLC team.

7. A formal written and signed student complaint includes complaints received by email or fax as long as the address and/or phone number and the name of the complainant are included.
SMSU’s campus is a relatively safe and secure environment, as is the city of Marshall itself. However, no community is perfectly safe, harm free, or crime-free. A campus community serves a wide and varied public, and attracts outsiders. For your present security here and future safety, there are habits you should begin developing.

These include:
1. Always be aware of your surroundings. Use common sense and trust your instinct in situations. Report all crime immediately.
2. Lock your room or apartment whenever you leave. An unlocked door is an open invitation to theft, vandalism, or uninvited intruders.
3. Never prop open an exterior door to a residence hall, apartment complex, or other living unit; it endangers the safety of all complex residents and their property.
4. If off campus, a person’s first actions should be to have apartment or house locks changed.
5. Recognize that the people you live with are your best security. Become familiar with the people who live in your residence hall, apartment complex, and/or neighborhood so you in turn are aware if there is a stranger or outsider present who may not belong. Let roommates, RA’s or other friends know where you are going and how long you will be gone.
6. If you have a car here, even if you don’t drive it every day, remember to check it regularly. LOCK YOUR CAR! Check the back seat and its floor area before you get into your car at night.
7. Become familiar with various campus policies (e.g. how to lodge a sexual harassment/sexual assault complaint) and the resources available to you (residence hall staff, Counseling Services, Health Center, Sexual Assault Program) so you know what kind of support and assistance is available. Take advantage of various groups, workshops, and educational programs that can facilitate your growth and enhancement of life skills.
8. Report any crank or threatening phone calls or other similar communications immediately to the Housing Office (if you live on campus), the University Public Safety Office, or the Marshall Police Department. Maintain a written log of these calls or communications to assist authorities if you decide to pursue a complaint.

SECURITY SERVICES
University Public Safety
Founders Hall Lower Level 537-7252
Emergency: dial 9-911
Escort Service: 537-7252

The University has a proprietary security program that has a director to manage the University security and safety programs. University Public Safety will work in concert with the Marshall Police Department regarding criminal violations.

Functions of the SMSU Public Safety staff include, but are not limited to: providing help in the areas of personal safety, individual rights, room security, vehicle security, DWI laws, federal, state and local laws; crime prevention; emergency first aid; building security and security functions arising under the policies of the University; security assistance on behalf of the University; parking and traffic control; investigations; and the furnishing of general information to guests and visitors at the university.

The University’s Public Safety program also employs student security officers. Working under the direction and supervision of the Director of University Public Safety, the student security officers are scheduled so as to provide security coverage on weeknights and weekends throughout the calendar year. This coverage includes the routine patrolling of campus buildings, grounds, parking areas, and streets. University Public Safety will respond to calls from student security on matters concerning life safety, criminal activity, and campus disturbance within five (5) minutes of being contacted by the student security officer. In addition to the student security coverage on weeknights and weekends, the Marshall Police Department routinely patrols the campus perimeter and residential areas nightly and will always respond to requests for assistance, or to any observed criminal activity.

Additional security is provided by University Public Safety and operates several evenings each week providing extra security to residential areas of campus by patrolling parking lot perimeters, residence hall grounds, house lounges and entries. The staff is available to assist students and can be reached through University Public Safety at 537-7252, on the evenings of operation.

Student security officers are trained to respond to all emergency situations and will immediately call for professional assistance in cases of sexual assault and/or other situations as deemed necessary. All officers with University Public Safety have had training to be able to appropriately respond to cases of sexual assault and will handle such cases with concern and prompt attention.

You can be assured that all security requests and needs will be taken seriously and will be handled professionally by all security personnel. Please feel free to contact University Public Safety when they can be of service to you.

Escort Services
Founders Hall Lower Level, 537-7252

For your safety and security, SMSU also has available, to members of the entire campus community, a 24-hour escort service. By calling 537-7252, you can request an escort to any destination on campus.

Security Issues:
This information is offered as part of Southwest Minnesota State University’s continued commitment to provide a safe living and learning environment and to comply with the 1990 Student Right-To-Know and Campus Security Act. All criminal behavior should be reported to the Marshall Police Department and violations of the University Code of Conduct should be reported to the Director of University Public Safety (537-7252) or the Associate Vice President for Student Affairs (537-6136). Students or staff who have a concern regarding violations of law or the Code of Conduct on campus may also contact any University administrator (to include the Provost, Associate VP for Student Affairs, VP for Finance and Administration, or an Academic Dean). Telephone numbers may be found in the campus directory.

Sexual Assault:
1. Rape—sexual assault—is an act motivated out of power, anger, and control. It is not an act of sex, but uses sex to achieve control over another.
2. Sexual assault is any unwanted, coerced, manipulated, or forced sexual contact or intercourse.
3. 85-95 percent of sexual assaults are committed by someone you know.
4. One out of three women and one out of ten men will be sexually assaulted in their lifetimes.

Some Signals to Beware of in Dating Partners:
1. Partners who become hostile or angry when you say “No.”
2. Partners who ignore your wishes.
3. Partners who attempt to make you feel guilty or accuse you of being uppity or a tease.
4. Partners who act excessively jealous or possessive.
5. Partners who ignore your personal space boundaries.
6. Partners who are quick to show anger or aggression.

Tips and Precautions in Dating Relationships:
1. The majority of rapes that occur are termed “acquaintance rapes” - the rapist and victim know one another. Trust your feelings; don’t worry about “hurt” feelings.
2. If confronted with a situation that feels
uncomfortable or threatening, act assertively to get out of the situation immediately - even if you feel foolish or embarrassed in doing so.  
3. Decide it is okay to set limits in dating situations without feeling paranoid or rude.  
4. Alcohol can dull your perceptions and reactions. Do no allow peer pressure to influence the amount of alcohol you consume.  
5. If possible, let a friend or roommate know whom you are with and where you will be. Leave an address and phone number when possible.

Reporting Incidents of Sexual Violence (SMSU Policy P-013)  
1. Definitions  
The definitions in MnSCU Board Policy 1B.3 and procedure 1B.3.1 also apply to this policy and procedure.  
2. Reporting incidents of sexual violence  
A. Prompt reporting. The University urges victims of sexual violence to report incidents as soon as possible so that authorities can take whatever action is necessary to preserve evidence, pursue the assailant, or take other appropriate action. A medical examination within 72 hours is critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. However, a incident of sexual violence can be reported at any time.  
B. Complainants are strongly encouraged to report incidents of sexual violence to local law enforcement officials and to the University Public Safety Office. Complainants are also encouraged to contact the local victim/survivor services office and counseling and health care providers.

Emergency: 911  
Marshall Police: 537-7000  
University Public Safety: 537-7252  
Weiner Memorial Medical Center: 532-9661  
SMSU Health Center: 537-7202  
SMSU Counseling: 537-7150  
New Horizons Crisis Center: 532-5764  
SMSU Affirmative Action Officer: 537-6243

Incidents of sexual violence can also be reported to a University Official who has significant responsibility for housing and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings, and athletic coaches.  
C. Support Resources. There are a number of resources available on the University campus or in the local area to assist a victim in recovering from and dealing with an incident of sexual violence.  
New Horizons Crisis Center: 532-5764  
SMSU Counseling: 537-7150  
Western Human Development: 532-3236

3. Notice of Complainant Rights: Complainants shall be notified of the following:  
A. The right to file criminal charges with local law enforcement officials.  
B. Victims of sexual violence have rights under the “Campus Sexual Assault Victims’ Bill of Rights” part of the Higher Education Amendments of 1992 (Public law: 102-325, section 486© and the Crime Victims Bill of Rights (Minnesota Statute 611A.01-06), including the right to assistance from the Crime Victims Reparation Board (651) 282-6256 or 800-247-0390, and the Minnesota Office of Crime Victims Ombudsman at 800-247-0390.  
C. The University Public Safety staff, when informed of an alleged incident of violence, will promptly assist the complainant, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Coordinator of Student Judicial Affairs and the Affirmative Action Officer.  
D. The university Public Safety personnel will assist in preserving materials related to a campus disciplinary proceeding.  
E. Complaints of incidents of sexual violence made to the University Public Safety Office will be promptly and appropriately investigated and resolved.  
F. At the complainant’s request, the University will take action to prevent unwanted contact with the alleged assailant, including but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available or feasible.  
4. Complaint Procedure  
A. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in MnSCU Board Procedure 1B.1.1, except for the use of optional “Personal Resolution” described in part 3. The designated officer conducting the investigation will be the Director of University Public Safety, 537-7858.  
B. If the respondent is a student, the investigation and disciplinary action shall be conducted pursuant to MnSCU Board Policy 3.6 Student Conduct and SMSU Student Code of Conduct. The conduct panel will make written findings and recommendations, including proposed sanctions, if any, which will be submitted to a decision maker designated by the President. If the decision maker issues an adverse decision against the student, the student may appeal to the President of designee.  
C. If the respondent is both an employee and a student, the investigation shall be conducted pursuant to MnSCU Board Procedure 1B.1.1. The designated officer conducting the investigation will be the Director of University Public Safety, 537-7858. The results of the investigation will be submitted for review to both the decision maker appointed under procedure 1B.1.1, Part 2, Subpart B, concerning personnel action, and to the President or designee concerning the student action.  
D. If a complainant does not desire to pursue a complaint through the University’s proceeding, SMSU reserves the right to investigate and resolve the complaint as it deems appropriate.  
E. SMSU reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the University.  
F. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of student, or termination from employment. The appropriate sanction will be determined on a case by case basis taking into account the severity of the conduct, the student’s or employee’s previous disciplinary history, and other factors as appropriate.  
5. Confidentiality of Reporting: Absolute confidentiality of reports cannot be promised. However, personally identifiable information about a complainant of sexual violence without the complainant’s consent will not be disclosed except as may be required or permitted by law. There may be instances in which SMSU determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, SMSU will investigate and take appropriate action, taking care to protect the identity of the complainant and any other report in accordance with this procedure.  
6. Required reporting: Any SMSU employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow University procedures for making a report for the annual crime statistics report. In addition, University Public Safety shall report to other University officials, as appropriate, such as the Affirmative Action Office, the Coordinator of Student Judicial Affairs and/or the Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.  
7. Retaliation prohibited: Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.  
8. Sexual Violence Prevention and Education: SMSU conducts a number of programs aimed at preventing sexual violence and making the SMSU community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas, and implementing programs to inspect campus lighting and shrubbery. In
addition, Residence hall staff, University Public Safety, Health Center, and Counseling offices provide educational programs concerning sexual assault awareness.

**ZERO TOLERANCE OF WORKPLACE VIOLENCE POLICY**

(SMSU Policy P-005)

In accordance Minnesota State law (Minnesota Statue 1.5):

- Freedom from Violence

  The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

  In furtherance of this policy, Minnesota Statute 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in, and around, the workplace.

  Each agency is required to develop a plan that describes how the agency will 1) seek to eliminate any potential for violence in and around the agency workplace; and 2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people the agency serves or employs.

  **Definition**

  In 1994, the Minnesota Violence Prevention Advisory Task Force established by the Legislature endorsed the following definition of violence as a reference for those working on violence prevention issues:

  “Violence is the abusive or unjust exercise of power, intimidation, harassment and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, injury, suffering or death.”

**Southwest Minnesota State University Policy**

Southwest Minnesota State University will work to provide a safe workplace for employees, students and visitors to the University. The University will not tolerate workplace or campus violence. This includes threatening or violent actions by employees directed against other employees, students, or visitors, and by students directed against other students, employees, or visitors or by campus visitors directed against students, employees or other visitors.

The University through its policy and plan is committed to the following:

- The University will actively work to prevent and eliminate acts of work or campus violence. It is the responsibility of its managers, supervisors and all of its employees to achieve a workplace free from threats and acts of violence. The University will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- The University hereby adopts, and will work to enforce, a policy prohibiting possession of firearms and other dangerous weapons in the workplace or on campus. Exceptions will be authorized by the Director of University Public Safety.
- Incidents of work-related or campus threats or acts of violence will be treated seriously by the University. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.
- The University will develop a reporting and response process to be implemented and training to insure that all employees know how to use the reporting process.
- The University will take strong disciplinary action, up to and including discharge from State employment, against employees of the University who are involved in the commission of work-related threats or acts of violence. Students engaging in such behavior will be dealt with in accordance with the student code of conduct and the University Community Expectations Program.
- The University will report to the local authorities any incident involving those who threaten or commit work-related violence against its employees, students and visitors to the campus environment and will cooperate with authorities in investigation of those incidents.
- Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.

**Southwest Minnesota State University Implementation Plan**

1. The University will provide a safe workplace and campus. The University is committed to ensuring that the workplace and campus provide for the safety of employees, students and visitors for reasonable protection from workplace violence.

2. The University will attempt to reduce the potential for internal workplace violence by positively affecting the attitudes and behavior of its employees and students by:

   - Creating a low-risk work/campus environment. University personnel are expected to treat employees and students with respect and dignity. Emphasis will be placed on creating a workplace/campus where standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
   - To assist in reducing the potential for internal workplace violence, Southwest Minnesota State University has instituted the following programs:
     - Escort services
     - Residence Hall Night Watch Program
     - Lighting surveys
     - Security training programs for student support operations
     - Access control to facilities
     - Security patrol
   - Providing supervisory training. Managers and supervisors will be trained to deal with workplace-related threats and acts of violence. This training will focus on prevention, recognition, and de-escalation of violence, conflict management, suggestions for appropriate responses to threats and acts of violence, and will identify those resources, which are available for use once a potential problem has been identified, or an incident has occurred. Coordinated by Human Resources, the Director of University Safety will provide initial in depth training of supervisors and managers by spring of 1998 and annual refresher training thereafter.
   - Providing employee and student training. Employees and students will be given the opportunity to receive training in threat awareness, and appropriate responses to aggressive, threatening, and violent behaviors. Assessment of additional training needs for employees will be made upon request of the unit supervisor or student group to be coordinated by Human Resources and provided by University Public Safety.
   - Encouraging employee/student counseling and assistance. The University will encourage use of the Employee Assistance Program (EAP). The EAP is primarily an assessment, short-term counseling, and referral agency. While supervisors, union representatives, or family members may encourage employees to seek help from EAP, the decision to use the services is a voluntary one. Students are encouraged to seek the services of the personal Development Center (PDC). Employees or students may also choose to seek assistance from private health services to deal with pressures, stress, emotional problems, or other personal issues which could, if ignored, lead to threats or acts of violence.
   - Periodic assessment of campus climate. To prevent workplace violence, it is important to recognize the need to assess the complete workplace climate and environment. Through use of student and employee surveys, as well as other means, indications of campus climate should be reviewed once each year. This will be coordinated with others by the Director of University Public Safety.
   - Providing information. Safety and security information is published annually in the SMSU Student Handbook and the SMSU Residence Hall Handbook and includes safety and protection guidelines for students. The SMSU Handbook is also distributed to employees each year. Under the Student Right to Know and Campus Security Act, an annual report of campus crime statistics and related incidents of violence is published in the SMSU Student Handbook and in a brochure format which is made available to all students, faculty and staff as well as prospective students and parents upon their request. Informational brochures and other media will be used to make all employees and students familiar with the services offered by the EAP and PDC, respectively. The University will provide information on how to take advantage of those services as well as other options for resolution of personal and work-related
problems, which may have a potential for escalating to a violent incident.

- Auxiliary Policy/Procedure Development. The University will continue to develop and update policies and procedures, which relate to issues of violence, for example: alcohol/drug use policies for employees and students, background check procedures, and bomb threat procedure.
- SMSU Violence Task Force. The task force, which includes faculty, staff, administrators, and students, meets monthly. This task force works to educate students about a variety of issues related to the prevention of sexual assaults, domestic violence, and general crime.
- New Horizons Crisis Center. The University has developed a positive working relationship with the Center. NHCC is a non-profit, community agency that provides education, advocacy, and assistance for survivors of sexual assault and for victims of general crime.

3. The University will effectively deal with threats of violence, and with actual incidents of violence. Managers and supervisors have a duty to ensure a safe work environment exists by:
- Developing sanctions and/or restrictions that will send a strong message that an office will not tolerate violence or threats of violence.
- Contacting the Director of University Public Safety or the Marshall Police when a potentially unsafe or dangerous situation turns into an emergency that demands an immediate response.
- Responding promptly to any employee’s expression of concern for their on-the-job security.
- Discussing options, which will provide support, including referrals to Employee Assistance Program.
- Reporting all incidents of violence to Human Resources/University Public Safety.

4. The University will work to eliminate dangerous weapons from the workplace. Dangerous Weapon Prohibition: Effective immediately, the possession of any dangerous weapon, to include any firearm, in any university workplace or campus by any persons other than a law enforcement officer in the course of duty, is strictly prohibited. University personnel are prohibited from possessing any dangerous weapon, to include any firearm, in any university workplace or campus by any persons other than a law enforcement officer in the course of duty, is strictly prohibited. University personnel are prohibited from possessing any dangerous weapon, to include any firearm, while on official duty. See Appendix C for a list of dangerous weapons included in this prohibition. Procedure and process for storage of weapons on campus will be the responsibility of the Director of University Public Safety.

5. Plan Distribution and Responsibility
Copies of this policy and plan will be distributed to all current and new employees and will be posted on employee bulletin boards. Managers and supervisors will be responsible for informing employees of this policy and plan, and for enforcing compliance with it. A copy will also be available in the University library. This plan will also be included in the Student Handbook.

Copies of this plan will also be distributed to other agencies or organizations who lease SMSU facilities, who rent or use facilities for events and those who through contracts with the University are performing work on the SMSU campus. While these groups may be considered the public and not a regular part of the university community, they are typically on the campus for an extended period of time and will be expected, as appropriate, to adhere to this policy and plan.

The Director of University Public Safety will assume responsibility for coordinating the University response to workplace and campus-related threats and acts of violence. Managers and supervisors will continue to have primary responsibility for ensuring a safe workplace and campus, for monitoring and resolution of employee conflicts or disputes, for taking appropriate corrective action when potentially violent situations develop, and for working with the Director of University Public Safety when threats or acts of violence occur.

Reporting and Response to Incidents of Violence
1. Any incident of violence experienced by an employee should be reported directly by the employee to their supervisor. Incidents initiated by a student for which the employee is victim, should be reported to the Assistant Vice President for Student Affairs, the University Judicial Officer or the employee’s supervisor. Incidents initiated by an employee, for which the student is a victim should be reported by the student to the Assistant Vice President for Student Affairs, the employee’s supervisor, or the Director of University Public Safety. All employees, including faculty, should be knowledgeable of this reporting process and ensure that victims of violence are referred to the appropriate university officials when such incidents occur.

2. This reporting will require written documentation in the form of an incident report. The information provided will include the date, time, and conditions of the incident as well as a record of other witnesses.

3. The supervisor will review the incident report, obtain any necessary follow up information, and determine appropriate action to be taken. If the offending employee is outside the supervisory reporting relationship, the supervisor will refer the matter to Human Resources who will coordinate communica-

tion and appropriate action with the offending employee’s supervisor.

4. The supervisor of Human Resources could call on the Director of University Public Safety for investigative support. The Director would conduct appropriate investigation of the incident and report back to the supervisor.

5. Based on the severity of the situation, the Director of University Public Safety will review protection and safety precautions with the victim.

6. As appropriate, the supervisor, Human Resources and University Public Safety will review all information and determine the course of action for the university. Disciplinary action will be processed and taken in accord with appropriate bargaining units agreements.

WEAPONS ON CAMPUS
(SMSU Policy G-008)

Minnesota State Law (Minnesota Statute 624.714) Carrying of weapons without permit; penalties.

Policy

No student shall carry or possess any prohibited weapon on or about his or her person whether visible or concealed in or on Southwest Minnesota State University owned or leased buildings, grounds, and other facilities, with the exception of firearms possessed or carried in parking areas. No other individual shall carry or possess any prohibited weapon, except firearms, on or about his or her person whether visible or concealed in or on Southwest Minnesota State University owned or leased buildings, grounds, and other facilities with the exception of firearms possessed or carried in parking areas. No other individual shall carry or possess any prohibited weapon, except firearms, on or about his or her person whether visible or concealed in or on Southwest Minnesota State University owned or leased buildings, grounds, and other facilities. No vehicle owned, leased, or otherwise under the control of the University Shall be used to store or carry a firearm.

Definitions

For the purpose of this policy a weapon is defined as any instrument, article, or substance, which is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes but is not limited to firearms, replicate firearms, as defined by Minn. Statute 609.713, firearms ammunition, explosive devices (both incendiary and chemical), fireworks, knives having a blade that swings into position by force of a spring or centrifugal force (commonly known as switch blades), and knives (other than pocket knives) with blades longer than three and one-half inches, metal knuckles, straight razors, blackjacks, saps, sap gloves, koshers, bludgeons, martial arts stars, and weapons of the type...
known as nunchakus.  

**Procedures**

Anyone who observes someone violating this policy must immediately report the incident to University Public Safety by dialing 7252. If there is any appearance of threat of imminent harm of any type, contact local law enforcement (911) prior to contacting University Public Safety.

**Sanctions**

Violation of this policy by University students, faculty, and staff will be considered as misconduct subject to disciplinary action, up to and including dismissal, and/or other sanctions in accordance with federal, state, local, MNSCU, and/or University laws, regulations, policies and/or procedures. Violation of this policy by members of the public shall result in ejection from the property and/or confiscation of the weapon or dangerous instrument carried or possessed. The University also reserves the right to refer any violation of this policy to appropriate law enforcement agencies to investigate for possible violation of applicable laws.

**Southwest Minnesota State University Policy**

Southwest Minnesota State University will work to provide a safe workplace for employees, students, and visitors to the University. The University will not tolerate workplace or campus violence. This includes threatening or violent actions by employees directed against other employees, students, or visitors, and by students directed against other students, employees, or visitors or by campus visitors directed against students, employees, or other visitors.

The University through its policy and plan is committed to the following:

- The University will actively work to prevent and eliminate acts of work or campus violence. It is the responsibility of its managers, supervisors, and all of its employees to achieve a workplace free from threats and acts of violence. The University will respond promptly, positively, and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement of agencies, when appropriate.
- The University hereby adopts, and will work to enforce, a policy prohibiting possession of firearms and other dangerous weapons in the workplace or on campus. Exceptions will be authorized by the Director of University Public Safety.
- Incidents of work-related or campus threats or acts of violence will be treated seriously by the University. Reports of such acts will be promptly investigated, and management will take action, as necessary, to appropriately address each incident.
- The University will develop a reporting and response process to be implemented, and training to insure that all employees know how to use the reporting process.
- The University will take strong disciplinary action, up to and including discharge from State employment, against employees of the University who are involved in the commission of work-related threats or acts of violence. Students engaging in such behavior will be dealt with in accordance with the student code of conduct and the University Community Expectations Program.
- The University will report to the local authorities any incident involving those who threaten or commit work-related violence against its employees, students, and visitors to the campus environment and will cooperate with authorities in investigation of those incidents.
- Pursuant to Minnesota Statute 15.86, this policy does not create any civil liability on the part of the State of Minnesota.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990**

The Student Right to Know and Campus Security Act requires all post-secondary institutions to collect and report the following information:

- Graduation rates for all undergraduate (including baccalaureate) full-time, certificate and degree-seeking students. (See also **Graduation Rate** on page 58)
- Security policies, crime reporting policies, and criminal acts reported to campus security authorities or police, identifying: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft; and
- For crimes that occurred on campuses that resulted in arrest: liquor law violations, drug abuse violations, and weapons possessions.

To comply with this Act, SMSU began gathering information and statistics during the 1990-91 school year and will annually report the information in the Student Handbook. In addition to the annual dissemination of these statistics, the Office of Student Life will provide the campus community with a monthly article in the student newspaper summarizing the police reports filed and the incident reports written for either judicial or administrative action, submitted through both residence hall staff members and residents and by any other campus community member through the University Conduct Program.

It is important to note that these statistics reflect only those crimes or behaviors that are reported. National studies continue to tell us that sexual assaults and forms of harassment are severely under-reported (some cite only 1 in 12 sexual assaults being reported on college campuses); we know that other behaviors like theft, illegal entry, and even simple assault go unreported as well. The campus security reports themselves, we hope, will continue to describe SMSU as a relatively safe campus environment, but we must not let that allow us to take our personal security too much for granted.

Due to changes in MnSCU procedures, our campus conduct program procedures were altered beginning with the 1996-97 academic year. Most students documented for first-time Code of Conduct violations were given the option of choosing an informal hearing with a Commons Coordinator or a formal hearing with the Student Association Judicial Council.

<table>
<thead>
<tr>
<th>2007-2008 Academic Year Disciplinary Hearings</th>
<th>Number of Incidents</th>
<th>Number of Students</th>
<th>Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40</td>
<td>104</td>
<td>Possession and/or consumption of alcohol</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>Guest policy violation</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>10</td>
<td>Failure to comply</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>8</td>
<td>Respect for property</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>10</td>
<td>Federal, State, and local laws</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>56</td>
<td>Written policies and regulations</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>17</td>
<td>Controlled substance violation</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>10</td>
<td>Respect for persons/ hazing</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>Fire alarm violation</td>
</tr>
</tbody>
</table>
# SMSU Campus Crime Statistics

Per Calendar Year, January-December

<table>
<thead>
<tr>
<th>Reports of:</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible/Sex Offenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sodomy</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault with object</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Fondling</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non Forcible Sex Offenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests for:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations**</td>
<td>0</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Drug Related Violations</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Weapons/Fire Arms Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Liquor law violations include minor in possession, driving under the influence, driving while intoxicated, and misrepresentation of age.**

*Note: None of the above reported crimes manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as defined by the Hate Crimes Statistics Act (28 USC. 534).*
These policies are current as of the date of publication; however, certain policies may be subject to change between editions of this handbook. Any revisions will have priority over the contents of this edition and will be made public. All SMSU policies can be viewed online at: www.southwestminsu.edu/nca/view.cfm

You should become familiar with the information included in this section so that you may refer to it in future situations. If you have any questions regarding these or other policies, contact the Office of the President, FH 209, 537-6272.

AFFIRMATIVE ACTION IN EMPLOYMENT (MnSCU Policy 1B.2)

Minnesota State Colleges and Universities is committed to and supports affirmative action steps and programs intended to remedy the historical under-representation of persons of color, women, and persons with disabilities in the work force.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY (MnSCU Policy 1B.3)

Part 1. Policy Statement. Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunities. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching, and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual’s employment or education.

Subpart C. Discriminatory Harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, evaluation of a student’s academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual’s employment; interfering with an individual’s work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual Harassment and Violence as Sexual Abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. “Student” means an
individual who is:
1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

Related Documents:
- Procedure 1B.1.1 - Report/Complaint of Discrimination/Harassment Investigation and Resolution
- Minnesota State Statute 626.556 - Reporting of maltreatment of minors
- Minnesota State Statute 626.557 - Vulnerable Adult Protection Act

MnSCU Procedure 1B.1.1: Report/Complaint of Discrimination/Harassment Investigation and Resolution

Part 1. Purpose and applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols, or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student’s or employee’s ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Southwest Minnesota State University’s designated is the Affirmative Action Officer, Deb Almer, BA 263 537-6243, unless otherwise designated by the President of the University.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision-maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings regarding whether Board policy 1B.1 has been violated based on the investigation, and to determine the appropriate action for the institution to take based on the findings.

Prior to serving as a decision-maker for complaints under this procedure, administrators must complete decision-maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual;
1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B.1; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

Part 3. Consensual relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:
- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student’s education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member’s course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person’s supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person’s class or is subject to that person’s supervision or evaluation.

If a consensual, romantic, or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student
or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
   a) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
   c) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. Complaint documentation. The designated officer shall ensure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. Information provided to the respondent. At the time the initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
   a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
   d) determine whether other individuals are permitted to accompany the respondent during investigatory interviews and the extent of their involvement; and
   e) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:
   a) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
b.) inform the witnesses and other involved individuals of the prohibition against retaliation; c.) create, gather and maintain investigative documentation as appropriate; d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and e.) handle all data in accordance with applicable federal and state privacy laws. 7. Interim Actions. a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan. b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate. 8. No basis to proceed. At any point during the processing of the complaint, the designee officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws. 9. Provisional Actions. If a violation occurs, and other relevant factors; d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline; e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complaint shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists. f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate. Part 7. Office of the Chancellor, college, or university action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college, or university. In accordance with state law, the Office of the Chancellor, college, or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition. Part 8. Appeal. Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken
as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant’s and respondent’s administrative remedies under this procedure except as provided herein.

Part 9. Education and training. The Office of the Chancellor, colleges, and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall provide education and awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of board policy 1B.1 and this procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers’ names, locations, and telephone numbers. Designated officers also must be identified by name, location, and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of report/complaint procedure documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

**SMSU POLICY ON AIDS (SMSU Policy G-023)**

**Policy**

1. Southwest Minnesota State University shall establish an AIDS Task Force committee to plan a comprehensive educational program and to develop administrative procedures that address campus issues related to the AIDS virus. The AIDS Task Force should be broadly representative of the campus community in order to be able to address the medical, personal, administrative, and legal issues associated with the disease. Where appropriate and necessary, procedures developed would be consistent with provisions specified in collective bargaining agreements for employees, the State of Minnesota’s policy statement regarding AIDS in the workplace and the SMSU Student Handbook.

2. Southwest Minnesota State University shall develop and implement a comprehensive AIDS education program for students and employees. The implementation of an effective education program, based on current medical evidence, provides the best way to dispel fear associated with AIDS in an academic and employment environment.

3. Southwest Minnesota State University will not discriminate against any individual, applicant, client, student, or employee because he/she may have AIDS or an AIDS-related condition. AIDS will be viewed as the same as any illness in the campus community. University procedures will be developed to evaluate individual circumstances and to respond to persons with AIDS or AIDS-related conditions on a case-by-case basis.

**Guidelines**

4. Current knowledge indicates that students or employees with AIDS, AIDS-Related Complex or a positive HTLV-III antibody test do not necessarily pose a health risk to other students or employees in an academic setting. Students and employees with AIDS, Aids-Related Complex, or a positive HTLV-III antibody test should be offered regular classroom attendance, working conditions, and participation in extracurricular activities in an unrestricted manner as long as they are physically and psychologically able to do so, and that their condition is not a threat to themselves or others.

5. In instances when students with special medical problems or conditions may potentially pose more risk of AIDS transmission to others and/or have an immunodeficiency that result in greater risk of encountering infectious agents in the University community, a consultation team of physicians, county and state health officials, family and appropriate University personnel will consider each case or situation on an individual basis.

6. No employee shall be required to submit to any test to determine whether he/she has an AIDS-related condition as a requirement to be in or maintain employment with the State of Minnesota. The state recognizes that employees with AIDS or AIDS-related conditions may wish to continue working. As long as employees are able to meet acceptable performance and attendance standards and medical evidence indicates that their condition is not a threat to themselves or others, employees shall not be denied continued employment solely because of their medical condition. If determined necessary, an effort will be made to modify an employee’s duties based on medical recommendations of the employee’s and/or the state’s physician. Such determinations shall be made on a case-by-case basis.

7. Southwest Minnesota State University further recognizes that a student’s or employee’s health condition is personal and confidential. In the event of an absence from school or work because of an AIDS-related illness, the same confidentiality requirements that apply to any medical condition apply. Therefore, reasonable steps will be taken to protect such information from being disclosed inappropriately.

**ALCOHOL AND DRUG USE/ABUSE**

*Introduction and Philosophy Statement*

As an institution of higher education, Southwest Minnesota State University strives to provide experiences that enhance the development of responsible behavior in the academic social areas of student’s lives. In accordance with the Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse (1988), Southwest Minnesota State University’s goal is to create a campus environment that promotes learning, along with healthy, responsible lifestyles. Respect for campus, as well as community standards and regulations, is supported by the University. Alcohol abuse and illicit drug use are viewed as contrary to the educational process and goals of higher education.

Southwest Minnesota State University recognizes that students are adults, ultimately responsible for their own conduct, and responsible for the consequences of their
behavior, as well. Student’s are expected to adhere to state and University regulations. Campus violators of the following alcohol/drug policies are subject to disciplinary actions.

**Campus Alcohol/Drug Prevention Program Goals**

Southwest Minnesota State University operates an alcohol/drug prevention program, which prescribes an institution-wide effort and collaboration with the community-at-large. The five major goals of this program are outlined as follows:

1. Increased awareness about alcohol/drugs and the consequences of use/abuse for SMSU students, and responsible decision-making about chemical use.
2. An enhanced campus environment where illicit drug use and alcohol abuse are perceived as negative by students.
3. Improved collaborative drug prevention networking with the local community and resources within the regional area.
4. Establish effective campus resources for early intervention, referral, evaluation, and treatment.
5. Establish clear, effective institutional policies regarding alcohol/drug use by SMSU students.

**Campus Alcohol/Drug Prevention Student Services**

Southwest Minnesota State University has designated a coordinator of alcohol/drug prevention programming. The person is responsible for coordinating campus-wide services for SMSU students dealing with alcohol, drugs, and related issues. The person coordinating the alcohol/drug prevention program is located in the Counseling and Testing Center, BA 156, 537-7150.

**BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students)**

BACCHUS is a national organization that promotes positive alternatives to drinking for college students. The BACCHUS Chapter at SMSU offers non-alcoholic bar programming on campus. Any SMSU student is eligible to join this group.

**State & Municipal Laws, and University Regulations**

Several state and local laws as well as University regulations impact the possession and consumption of alcoholic beverages by persons in the University community. These laws and regulations govern all persons, regardless of age or status. The University policy with respect to alcohol follows state and municipal laws of Minnesota and the city of Marshall. These laws apply regardless of the state or country from which a person has come or in which the person maintains official residence.

It is the responsibility of the server or consumer of alcoholic beverages to be aware of, and abide by, all state and local laws and University regulations. These statutes and regulations are summarized and highlighted here for general use, and may not cover all situations. A more complete description of the statutes is available in the SMSU Library in the reference section.

- Listed below are some of the provisions of state and municipal law. This is not an exhaustive or complete list of legal responsibilities. Other statutes, regulations, and ordinances may apply. In addition, common law concepts of negligence and liability may also apply.

**Alcohol on Campus.** Possession, consumption, distribution, or knowingly being in the presence of alcohol on University property is prohibited.

**Exception:** The one-time (single event) use of alcohol or 3.2% malt liquor (beer) at Southwest Minnesota State University events shall be allowed under the following criteria:

The President of Southwest Minnesota State University has been delegated the authority to approve use of alcohol or 3.2% malt liquor (beer) at specific campus or at University sponsored events off campus consistent with MnSCU Policy 1 A.9, and SMSU Policy G-012.

**Use or Possession of Alcohol and Controlled Substances at MnSCU Institutions.**

The sponsor of the event must take proper steps to insure any person under the legal age as specified by Minnesota statues is not served any alcoholic beverage or 3.2% malt liquor upon the premises or grounds of Southwest Minnesota State University or at any Southwest Minnesota State University sponsored off campus event.

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS**

As part of the Drug-Free Schools and Communities Act Amendments of 1989, SMSU is required by law to provide to every employee and each student who is enrolled in one or more classes, written materials that adequately describe and contain the following:

- Standards of conduct that prohibit unlawful possession, use, or distribution of drugs and alcohol.
- Description of health risks associated with the use and abuse of drugs and alcohol.
- Description of counseling, treatment, or rehabilitation programs offered.
- A clear statement of the disciplinary sanctions the institution will impose on students and employees.
- Description of possible legal sanctions under local, state, or federal law.

*Updated, August 2007*

**Purpose**

The abuse of alcohol and the use of illegal drugs by members of the Southwest Minnesota State University community are incompatible with the goals and mission of the institution. In order to further the University's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 1-226, Section 22, subpart B), the University has established the following policy on alcohol and other drugs. The entire campus community is under this mandated compliance.

**Student Misconduct**

Southwest Minnesota State University's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit alcohol-related misconduct. Sanctions for violation of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations that knowingly permit illegal drug activity will be subject to sanctions.

**Criminal Sanctions**

**Federal Law**

Schedule I Drugs (Penalty for possession)

- **First Offense:** 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to $4 million fine individual, $10 million other than individual.
- **Second Offense:** 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual, $20 million other than individual.

Schedule II Drugs (Penalty for possession)

- **First Offense:** 5 to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to $2 million fine individual, $5 million other than individual.
- **Second Offense:** 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to $4 million fine individual, $10 million other than individual.

Schedule III Drugs (Penalty for possession)

- **First Offense:** 0 to 20 years, if death or serious injury, 20 year minimum, not more than life; up to $1 million fine individual, $5 million other than individual.
- **Second Offense:** 0 to 30 years, if death or serious injury, not less than life; up to $2 million fine individual, $10 million other than individual.

Schedule IV Drugs (Penalty for possession)

- **First Offense:** 0 to 3 years, up to $250,000 fine individual, $1 million other than individual.
- **Second Offense:** 0 to 10 years; up to $500,000 fine individual, $2 million other than individual.

Schedule V Drugs (Penalty for possession)

- **First Offense:** 0 to 1 year, up to $100,000 fine
individual, $250,000 other than individual. **Second Offense:** 0 to 2 years, up to $200,000 fine individual, $500,000 other than individual. **Minnesota Alcohol Violations**

**Driving while intoxicated:** (Blood alcohol content .10 or more) $700 fine, 90 days in jail, revocation of driver’s license for 30 days, reinstatement fee of $20, retake driver’s license exam – written and behind-the-wheel. **Possession by persons under 21:** $100 fine. **Use of false identification for alcohol purchase:** $100 fine. **Furnishing alcohol to persons under 21:** $3,000 fine and/or 1 year in jail. **Party Ordinance:** $300 fine and/or 90 days in jail. **Minnesota Drug Laws**

**First Degree**

**Sale:** 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone. **Possession:** 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 110+ kilos marijuana. **Penalty:** 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to $1,000,000 fine. 0 to 40 years, 2nd offense. **Second Degree**

**Sale:** 3+ grams cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25+ kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone. **Possession:** 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana. **Penalty:** 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to $500,000 fine. **Third Degree**

**Sale:** Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same. **Possession:** 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone. **Penalty:** 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to $250,000 fine. Between 0 to 30 year years, 2nd or subsequent offense. **Fourth Degree**

**Sale:** Any Schedule I, II or II drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same. **Possession:** 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with the intent to sell it. **Penalty:** 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to $100,000 fine. **Fifth Degree**

**Sale:** Marijuana, or any Schedule IV drug. **Possession:** All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery. **Penalty:** 0 to 5 years, 6 month mandatory minimum if prior drug felony; up to $10,000 fine. **Counseling and Treatment Resources**

A variety of counseling services and treatment centers are available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should consult the following referral sources to identify the services or programs that most closely meet their specific needs. The Student Assistance Program (SAP) is outlined below.

**Student Assistance Program**

1. The "On Campus Talking about Alcohol" (OCTAA) curriculum will serve as the educational portion of the SAP. The curriculum would be presented in three two hour sessions. 2. This program is mandatory and is consistent with current SU policy. The program will be required for those found guilty of violating current SU alcohol and other drug policies. Further sanctions may be applied if the governing bodies believe it is necessary based on the circumstances. The program also will be available for any individual seeking help for alcohol or other drug issues.

3. The plan of action for the SAP will be as follows:

**First offense:** The student will be sent a letter stating that he/she is required to sign up for and successfully complete the OCTAA program at the next available offering. The Student will sign up for the OCTAA program through the Continuing Education Center and will be required to pay a $35 fee for the program. A clinical assessment may be necessary to determine if addiction counseling or other treatments should be recommended. In addition, the student may be required to provide 40 hours of community service to the campus and/or may be suspended from the residence hall for a minimum of one semester. This will be determined through the Office of Student Life. Upon completion of OCTAA, the student is required to conduct a SAP exit interview through Counseling Services before the student will receive a certificate of completion. This signifies that the student has successfully completed all steps of the SAP.

**Second offense:** The student will be subject to the following action. This will include an appointment with Counseling Services. The student will be required to sign up for and successfully complete the OCTAA program at the next available offering. The Student will sign up for the OCTAA program through the Continuing Education Center and will be required to pay a $35 fee for the program. A clinical assessment may be necessary to determine if addiction counseling or other treatments should be recommended. In addition, the student may be required to provide 40 hours of community service to the campus and/or may be suspended from the residence hall for a minimum of one semester. This will be determined through the Office of Student Life. Upon completion of OCTAA, the student is required to conduct a SAP exit interview through Counseling Services before the student will receive a certificate of completion. This signifies that the student has successfully completed all steps of the SAP.

**Third offense:** The student will be suspended from school for a minimum of one semester. In addition, he or she will be referred to Alcohol/Drug addiction counseling such as Middle Flint Behavioral Services, for proper evaluation and must complete his or her addiction education program. Only after showing completion of the educational program, may the student return to school.

4. This information will be published on the SU Website as well as in a pamphlet. Copies of the pamphlet are available from the Counseling Center, Public Safety Department, Student Health Center, and Student Housing. Faculty and staff may obtain a list of available alcohol and other drug counseling services and treatment centers from Human Resources or the Health Center.

**Health Risks**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal
can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters. The use of drugs can pose many risks to health. It can cause high blood pressure, heart or respiratory failure, impaired memory or injury, even death through violence or self-destructive behavior. Even infrequent use may lead to tremors, impaired sexual response, cardiovascular damage, and impaired performance, which could lead to poor grades, financial problems, and interpersonal conflicts.

Campus Contacts:
Director, Counseling Services......507-537-7150
Director, Health Services............507-537-7202
Human Resources Department......507-537-6208
University Public Safety.............507-537-7292
Office of Student Life..............507-537-6136

Minnesota College Immunization Law

Students who have graduated from a Minnesota High School since 1997 may disregard the following immunization requirements. All other students (including PSEO’s) enrolled in more than one class during a full academic term (semester) or live in campus housing, will be required to be in compliance with the Minnesota College Immunization Law (Minnesota Statute 135A.14).

Beginning July 1, 1990, students born in 1957, or later, who are enrolled in more than one class, or live in campus housing, will be required to be in compliance with the Minnesota College Immunization Law. The law requires that you provide the University with the following documentation:

A statement that you have received appropriate immunization against measles, rubella, and mumps after having attained the age of 12 months, and against diphtheria and tetanus within ten years of first registration at the institution. This statement must indicate the month and year of each immunization given. Southwest Minnesota State University does not give these shots on campus.

Each student affected by this law will be required to have on file a completed Immunization History Form in the Student Health Services Office. If you need help in determining your immunization history, consult your personal physician or clinic where you received your shots. If you attended an elementary or secondary school in Minnesota, you may be able to get a copy of your record from them.

This information needs to be submitted to our Student Health Services office within forty-five (45) days of the beginning of the term of your enrollment. If you are not in compliance with the Minnesota College Immunization Law, you will be unable to register for any future classes or access transcripts for transfer until this form has been completed and returned to the Student Health Center in BA 158.

If you are enrolled in extension classes or correspondence classes only, you are exempt from the law. Other exemption are:
1. That, for medical reasons, you did not receive an immunization;
2. That you have experienced the natural disease against which the immunization protects;
3. That the laboratory has confirmed the presence of adequate immunity;
4. If you submit a notarized statement that you have not been immunized as required because of you conscientiously held beliefs, the immunizations are not required.

Note: 1-3 require a statement signed by a physician.

If you have any questions in regard to the above-named law, or would like to receive a copy of the law, please contact Student Health Services, BA 158, phone 537-7202. Your completed form will not be accessible for duplication. PLEASE MAKE A COPY FOR YOUR RECORDS!

Library Fine Policy and Procedures

Checkout Periods:
Books (1 renewal): 28 days
Media (no renewals): 7 days
Reserves: 2 hours (or as noted)

Borrowing Record: Patrons are responsible for all items checked out under their name. To verify the status of materials checked out, go to mnpals.southwestmsu.edu under ‘Your Borrowing Record’.

Print Materials: Renewals may be made in person or online. An overdue notice is sent three days after the due date. If a book or print resource is not returned within the 2 week grace period, you will be billed a $45 replacement cost and a $10 non-refundable fee.

Media Materials: There are no renewals for media items. An overdue notice is sent one day after the item is due. If a media item is not returned within the 6 day grace period, you will be billed a $55 replacement cost and a $10 non-refundable fee.

Lost Items: The cost of a lost item, plus the $10 non-refundable fee, will be charged for all items that cannot be found in the Library. When a borrower reports that he/she has returned an item but the item is not found within 6 weeks of the due date or by the end of the semester, the lost material charge and the non-refundable fee will be assessed.

Refunds: When an item is declared lost, the borrower will be charged the non-refundable fee plus the replacement cost of the item. If the borrower subsequently returns the item, after all the charges have been paid, the borrower will be refunded the replacement cost only. When an item is returned after the bill has been sent, the replacement fee can be waived, but the non-refundable fee cannot.

Paying Fees: Students must pay fines and/or lost-book charges prior to registration for each academic semester or summer session and before being cleared for graduation. Payments are made at the Cashier’s window/Business Services.

Library Privileges & Appeals: Borrowers with outstanding fines and lost material charges will not be allowed further Library privileges. Those who repeatedly run up fines or repeatedly lose books may be subject to permanent suspension of Library privileges. The Library staff will make such decisions. Appeals may be made to the Provost.

Policy on Campus Use of In-Line Skates, Skateboards, and Bicycles

(SMSU Policy G-007)

1. This policy is set forth to insure personal safety and to prevent property damage at Southwest Minnesota State University while providing for recreational and transportational use of roller blades, skateboards, bicycles, and like devices (hereinafter referred to as “devices”) on the campus.

2. Operators will be responsible for providing their own safety equipment and will keep their personal safety and the safety of others and of property in mind at all time. Southwest Minnesota State University, MnSCU, and the State of Minnesota will not be held responsible for accidents. Operators agree to save and hold Southwest Minnesota State University, MnSCU, and the State of Minnesota harmless from any and all claims or causes of action arising from the operation of these devices.

3. Operators of these devices will yield to pedestrian traffic at all times.

4. The use of these devices will not be permitted in the interior of any building including all housing areas.

5. The use of these devices will be permitted for transportation use around the exterior areas surrounding the campus buildings. Entertainment use on walkways and other areas surrounding the campus will not be allowed except as defined in point 6. Entertainment use is defined as repetitive travel for other than the purpose of reaching one destination from another and/or “jumps,” “tricks,” or other “stunts” performed while operating the device.

6. Currently enrolled Southwest Minnesota State University students may operate devices for entertainment purposes in certain parking areas after 4 p.m. weekdays and on weekends and holidays. The parking area must be substantially vacant of parked vehicles and other property. No ramps or other equipment,
other than the device and safety equipment, will be allowed. The use of lot B-3 (northeast corner of campus) and lower C lot (southwest corner of campus) are the designated lots for use of these devices. Operators of these devices must yield to all other traffic while operating in parking areas.

7. The University Public Safety department will enforce this policy. Violators will be asked to leave the campus area or, if the violator is a Southwest Minnesota State University residential student, they will be asked to cease the activity. Refusal to do so will result in a citation, issued by the Marshall Police, for disorderly conduct.

POLITICAL EVENTS POLICY
(SMSU Policy G-026)
Scope
The following policy applies to all campus sponsored political events. Southwest Minnesota State University encourages open and vigorous discussion of political ideas while maintaining its political neutrality.

Policy Elements
1. Campaign rules. The campus will adhere to Minnesota campaign laws. The relevant laws include MS211B for prohibited public employee activity, campaign literature and practices; MS43A for political activities, contact with elected officials, influence and solicitation of political funds; and MS10.60 for computer and technology use.

2. University neutrality. Political parties, candidates and other individual organizations are responsible for abiding by and knowing all laws and regulations relevant to political activities. No political candidate may imply by word or action that the University supports, endorses, or lends its name to the candidate or party. University representatives issuing an invitation, to sponsored political events, must make clear in all publicity the neutrality of the University.

3. University logo. University representatives or other parties may not utilize the University’s letterhead, logo, or seal to imply support for a political candidate or political party.

4. University space access. Candidates, not specifically invited by University representatives to present at Southwest Minnesota State University, may campaign in public areas of the University as prescribed by Minnesota Campaign laws. If a candidate rents space and property from the University, then charges will be applied on a consistent and equitable basis with non-public rentals.

Reference Documents
- Minnesota State Colleges and Universities
  Office of the General Counsel: Election Activities on Campus
- Minnesota State Colleges and Universities System Policy 5.22.1, Acceptable Use of Computers and Information Technology Resources.


POSTING GUIDELINES
The following guidelines were developed to aid those individuals and groups wishing to post information for the University community. The University provides designated space on campus for the posting of materials and the University provides posting privileges so that the University community may be informed of current events, issues, and academic information.

The Associate Vice President for Student Affairs or his/her designee will provide administration of the guidelines for all posting pertaining to student or academic events, student job announcements, and student advertisements for the buying or selling of goods or services.

The Associate Vice President for Student Affairs may grant waivers of specific guideline requirements for special events (such as Student Association elections and/or SAC events).

The President or his/her designee will provide administration of the guidelines for all posting not indicated above and those pertaining to the various collective bargaining units, services provided by University departments, general academic information, and advertisements provided by off-campus commercial establishments. (Please note: Off-campus commercial establishments should be required to register and pay for this privilege.)

Regulations for accepted methods and areas for posting are as follows:
1. General posting and notices can be posted on any bulletin board or posting area assigned for general use posting. All postings outside the designated posting areas will be removed. These posting areas will be appropriately identified.
2. Bulletin boards or posting areas assigned to the collective bargaining units (e.g. IFO, MSUASF, MMA, Council 5) or specific departments may be used only for the posting of notices by those units or departments. These posting areas will be appropriately identified.
3. A maximum of 14” x 22” poster will be allowed on general posting areas.
4. All posting items should indicate an event date or expiration date. Undated items will be removed immediately.
5. All individuals and groups posting materials have the responsibility of removing those items the day after the event.
6. Only masking tape may be used to post on designated wall surfaces, and only masking tape, straight pins, staples, or map tacks may be used to post on bulletin board surfaces. (Thumbtacks may not be used as they puncture wheelchair tires. Tape other than masking tape may not be used as it damages surface areas.)

7. Posting on the exterior, grounds, and parking lots (including placement under windshield wipers) of the campus is prohibited. A $50.00 cleanup charge will be assessed to individual(s) violating this policy.

Revenue Fund Facilities (i.e. Student Center, Food Service, Commons, and Residence Halls) will have their own procedures for posting. Those wishing to post in these areas should consult the officials in each area:
- Student Center: information desk
- Food Service: Dining Service Director
- Commons: Commons staff
- Residence Halls: Resident Assistants (RA)

Satisfactory Academic Progress
(SMSU Policy A-005)

Academic Affairs Satisfactory Academic Progress Standards
The intent of this policy is to make Southwest Minnesota State University students aware when they are not making satisfactory academic progress toward earning a degree.

1. The minimum acceptable cumulative grade point average (GPA) is:
   - Undergraduate Students: 1.6 for 1 – 29 attempted semester credits
   - Undergraduate Students: 1.8 for 30 – 59 attempted semester credits
   - Undergraduate Students: 2.0 for 60 or more attempted semester credits

   Graduate Students: Graduate students must have a 3.0 cumulative minimum grade point average.

   Undergraduate and Graduate students:
   - Courses which receive a letter grade of A, B, C, D, or F, or N are included in the computation of the GPA.
   - The minimum completion rate for attempted credits is:
     - Undergraduate and Graduate students: Students must complete a minimum of 66.67% of cumulative credits attempted.

   Undergraduate and Graduate Students:
   - Courses receiving grades of A, B, C, D, F, I, IP, N, CR, and NC, and W are considered to be credits attempted for the purposes of this progress standard.
   - Additional Information:
     a. Audited courses will not count as credits attempted or passed.
     b. Consortium and Common Market program credits will be included in all satisfactory academic standards.
     c. Developmental courses will be included in all satisfactory academic standards.
     d. When a student repeats a course, the last grade obtained and credits earned will be counted in the grade point average, but the credits are considered to be credits attempted each time the course is taken.
     e. Transfer credits are not counted as credits attempted for calculating the completion rate or cumulative GPA.
     f. Withdrawn credits are considered credits attempted (but not completed) for the
purposes of calculating the completion rate, but are not used in the GPA computation.
4. Review of the cumulative grade point average and completion rate will be evaluated at the end of each semester (Fall, Spring, and Summer).
5. Probation. Students who do not meet the minimum cumulative grade point average and/or fail to meet the minimum completion rate will be placed on academic probation. If, at the end of the following semester, the minimum cumulative standards have been met, the student is off probation.
6. Continue on Probation. If, at the end of the following semester the minimum cumulative standards have not been met but the student has met the minimum semester standards, the student will continue on probation. A student is eligible to continue on probation each semester the minimum semester standards are met, until the minimum cumulative standards have been achieved, at which time the student will be off probation.
7. Suspension. A student will be placed on suspension the first semester after being placed on probation when neither the minimum cumulative nor semester standards have been met. The student will be notified in writing that he/she is suspended for two semesters. Students may appeal their suspended status to the Academic Standing Committee for reinstatement. A student who is reinstated after suspension will return to the University under Probation status (see 5 above).
8. Students who remain out of school for two semesters may return to the University upon filing a readmission form with the Office of Admissions. A student who remains out of school for two semesters after suspension and returns to the University will be in Probation status (see 5 above).

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS

Statutes specified in the Higher Education Act of 1965 (Public Law 89-329), as amended in 2002 [Part G, Section 484 (c)], require that all financial aid recipients maintain Satisfactory Academic Progress. Failure to maintain Satisfactory Academic Progress results in ineligibility for all Federal and State financial aid programs. This policy is effective January 2006.

The intent of this policy (and the underlying law and regulation) is to encourage all recipients to advance steadily toward the completion of their degrees. To receive aid, students must meet the minimum requirements as outlined below. The academic standards required to receive financial aid apply to all academic work attempted at Southwest MN State University whether or not financial aid was received at that time. Only Southwest MN State University and approved consortium/Common Market courses/credits are used in monitoring the GPA and completion rate components of Satisfactory Academic Progress. Transfer credits and SMSU/consortium/Common Market courses are used in monitoring the maximum timeframe component (see “Transfer Students/Courses” under Additional Information).

MINIMUM SATISFACTORY ACADEMIC PROGRESS STANDARDS
1. Grade Point Average (GPA)/Qualitative Measurements
   A. Undergraduate Students: Undergraduate students must have a cumulative minimum grade point average of:
      - 1.60 for anyone having attempted 1-29 semester credits
      - 1.80 for anyone having attempted 30-59 semester credits
      - 2.00 for anyone having attempted 60 or more semester credits
   B. Graduate Students: Graduate students must have a cumulative minimum grade point average of 3.0.
   C. For all students: Courses that receive a letter grade of A, B, C, D, F, or NC are included in the computation of the GPA.

2. Completion of Attempted Credits/Quantitative Measurements
   A. All students (undergraduate and graduate) must complete a minimum of 66.67% of cumulative credits attempted. Courses receiving grades of A, B, C, D, F, I, IP, N, R, NC and W are considered to be credits attempted for the purposes of this progress standard.
   B. Maximum Timeframe – All students must complete their degree requirements within a maximum timeframe, not to exceed 150% of the normal length expected to attain the degree objective. For example, students attempting more than 192 credits towards their first Baccalaureate Degree will be ineligible to receive funding (128 credits x 150% = 192). Note: An additional 64 credits will be funded for students obtaining a second Baccalaureate Degree. Graduates students attempting more than 54 credits towards their Master’s degree will be ineligible for funding (36 credits x 150% = 54).

EVALUATION PERIOD

Review of the grade point average, completion rate, and maximum timeframe standards will be evaluated at the end of each semester. (Fall, Spring and Summer.) The University further reserves the right to terminate financial aid at any time it becomes apparent that it would be impossible for the student to raise his/her academic record to the minimum requirements by the end of the semester.

FAILURE TO MEET THE MINIMUM STANDARDS

Students whose cumulative credits exceed the maximum timeframe will be suspended from financial aid. Students who do not maintain the minimum cumulative grade point average and/or fail to complete and earn a minimum of 66.67% of attempted credits will be placed on financial aid probation for one semester. A student on financial aid probation is allowed until the end of the next enrolled semester to bring his/her academic status up to or beyond the minimum standards outlined above. If, at the end of the probation term, the minimum satisfactory academic progress standards have not been met, financial aid will be suspended. Aid will remain suspended until the student once again meets the minimum standards or is approved on appeal (see below).

NOTIFICATION

Students who fall below the minimum standards will be notified in writing if they are placed on financial aid probation or if they are no longer eligible to receive aid. Upon suspension of aid eligibility, no further processing of the students financial aid application will take place. Any aid that has been awarded for the subsequent term(s) will be canceled. Any costs already incurred will be the responsibility of the student and arrangements must be made with Business Services.

APPEALING FINANCIAL AID SUSPENSION

An appeal process is available to students that have been placed on financial aid suspension due to academic deficiencies. A student who has experienced extraordinary circumstances, which directly affected their ability to maintain satisfactory academic progress, may have their progress reviewed by Financial Aid Office personnel for possible reinstatement of aid. Examples of extraordinary circumstances include, but are not limited to the death of a relative or close friend, illness, hospitalization, or injury to the student, etc. The appeal must include the student’s written statement and supporting documentation from a third party. The appeal committee will review each complete appeal submitted and will notify the student in writing of the decision within 2 weeks. Appeal forms are available in the Financial Aid Office and at www.southwestmnusu.edu/ CampusLife/FinancialAid/Forms/FinancialAidAppealForm.pdf

REINSTATEMENT

A student is eligible for reinstatement of their financial aid when they have either, met minimum standards (2.0 CGPA and 67% Completion Percentage) or have a Satisfactory Academic Progress Appeal approved (see above).

ADDITIONAL INFORMATION
A. TREATMENT OF GRADES: Grades of A, B, C, D, F, or NC are included in the computation of the GPA (qualitative measurements). Grades of A, B, C, D, F, I, IP, N, CR, NC and W are considered to be credits attempted for purposes of calculating the percentage completion rate and the maximum
timeframe (quantitative measurements). Grades of F, I, IP, N, NC, and W are not completed/passed credits and, therefore, will count against the student when calculating the percentage completion rate. Grades of A, B, C and D are included in the calculation of cumulative credit completion percentage as courses successfully completed. 

B. AUDITED COURSES: Any courses being audited will not count as credits attempted or credits passed. Audited credits will not be funded by Title IV or Minnesota State aid.

C. CONSORTIUM PROGRAMS AND COMMON MARKET: These programs are University supported and are included in all (qualitative and quantitative) satisfactory academic standards.

D. REMEDIAL OR DEVELOPMENTAL COURSES (050 OR BELOW): These courses will be included in all (qualitative and quantitative) satisfactory academic standards. To include lower level courses in the determination of financial aid, the Financial Aid Office must have written documentation from the student’s advisor or Academic and Diversity Resources as to the reason the student is taking this course. SMSU can exclude up to 30 remedial credits from the maximum timeframe calculation.

E. REPEATED COURSES: When a student repeats a course, only the last grade obtained and credits earned will be counted in the grade point average, but the credits are considered to be credits attempted each time the course is taken.

F. TRANSFER STUDENT/COURSES: Transfer credits are not counted as credits attempted for calculating the completion rate or the cumulative GPA. However, transfer credits are used for tracking the maximum timeframe standard (192 credits towards 1st Baccalaureate, 54 credits towards Master’s degree).

G. WITHDRAWALS: Withdrawn credits are considered credits attempted (but not passed) for the purposes of calculating the completion rate, but are not used in the GPA computation.

For more information call the Financial Aid Office at 800-642-0684 or 507-537-6281.

SMOKING POLICY (SMSU Policy G-004)

Related to the Minnesota Clean Indoor Air Act, Minnesota laws, 1975, Chapter 211, Minnesota Statutes 11986, Section 16B.24, Subdivision 9 as amended by 1988 Legislature.

1. To protect the public health, comfort, and environment and to meet the University’s obligation under Minnesota State Law, smoking in all buildings managed or leased by Southwest Minnesota State University is prohibited except as provided in this policy.

2. Smoking will be permitted in the Residence Halls under the guidelines of the Minnesota Clean Indoor Air Act.

3. Persons refusing to comply with this regulation may be denied access or use of the University space.

4. This policy became effective February 22, 1991.

Smoking Violation Procedures: Violations should be handled in accordance with the procedure outlined below.

As a common courtesy, the individual violating the smoking policy should be told directly that they are in violation of the smoking policy while the incident is occurring and given the opportunity to comply before the following action is taken.

Persons wishing to file a complaint against someone who is in violation of SMSU’s smoking regulation should fill out a Smoking Violation Report with the person’s name, a description of where the violation occurred, time, date, and any other relevant information. The complaint must be in writing and signed. Smoking Violation Report forms can be obtained from the Personnel Office, Student Center Information Desk, and the President’s Office.

Staff violations should be forwarded to the immediate supervisor. If the name of the individual’s supervisor is not known, the Human Resources Office will provide the name of an appropriate administration person to whom the complaint should be submitted.

Student violations should be forwarded to the Student Center Information Desk.

Faculty violations should be forwarded to the Provost.

If the individual’s name is not known or for non-university personnel, violations should be forwarded to the VP for Finance and Administration.

FUNDRAISING AND SOLICITATION (SMSU Policy G-024)

Purpose

To establish guidelines for campus groups, clubs, organizations, or individuals (including students, faculty, classified and unclassified staff) to conduct off-campus or on-campus solicitations of gifts, advertising, donations, or engage in any kind of fundraising activity, and for off-campus groups or individuals to conduct on-campus solicitations.

Authorized Student Groups

In order for a student club, organization, or group to request permission to conduct a fundraising activity, it must first be approved as a legitimate campus group by the SMSU Student Senate.

Procedure for Off-Campus Solicitations

All off-campus fundraising activities must receive authorization from the university Development Office one month prior to the solicitation. The SMSU Fundraising and Solicitation Approval Form is available in the Development Office. Two copies of this approval must be completed, including appropriate signatures, and returned to the Development Office one month prior to the solicitation. The solicitation shall be reported to the applicant group no later than one week prior to the solicitation.

Procedure for On-Campus Solicitations and/or Sales

All on-campus fundraising, solicitation, or sales activities must receive authorization from the Vice President for Student Affairs or this designee. The SMSU Fundraising and Solicitation Approval Form is available in the Student Center Director’s office. Two copies of the approval must be completed in full and returned to the Student Center Director’s office one week prior to the solicitation. On-campus solicitations or sales in the residence halls handled through the Residence Hall Association (RHA) and must be approved through that Association.

Procedures for Raffles

All raffles conducted on the SMSU campus must receive prior approval from the SMSU Development Office. In addition, all approved raffles must adhere to Minnesota State Statutes 349.166, 609.75, and 609.76 as well as MnSCU Board Policy 5.15, Part 3. For further details on conducting raffles, contact the Development Office.

Outside Organizations and Political Fundraising

In general, Southwest Minnesota State University does not permit outside organizations on its campus to conduct fundraising. Any outside organization wishing to receive an exception must contact the Development Office and complete the Fundraising and Solicitation Form for consideration. There will be no solicitation for political parties or candidates on campus grounds.

Exceptions

The Spur, KSSU, and Mustang Athletic Department staffs may solicit for advertising and underwriting funds under the supervision of their supervisors/advisors. The Development Office may conduct fund drives for the SMSU Foundation, Alumni Association, Mustang Booster Club, or any project deemed appropriate by the University or SMSU Foundation Board.

Institutional Liability

Southwest Minnesota State University assumes no responsibility or liability for any debts or encumbrances resulting from solicitations by any campus groups or organizations not acting specifically as agents for the University.

STRIKE DISCLAIMER

In the event of a strike against it by a labor organization certified under the Minnesota Public Employment Labor Relations Act, the University shall not be held liable for damages resulting from its consequent failure to perform any or all obligations arising out of any contracts, whether explicit or implied, between the University and any student.
enrolled therein.
Student Records

The following information governs the use of student records at Southwest Minnesota State University:

**STUDENT RECORDS**

**SUMMARY (SMSU Policy G-009)**

Privacy of Student Records under the Federal Family Educational Rights and Privacy Act and Minnesota Government Data Practices Act


Definitions: For the purposes of this policy, the Southwest Minnesota State University has used the following definitions and terms:

**Student:** An individual currently or formerly enrolled or registered and/or applicants for enrollment or registration, or individuals who received shared time educational services from SMSU.

**Educational Data or Educational Records:** Data in any form (print, handwritten, film, electronic, etc) directly relating to an individual student maintained by the University or by a person acting for the University.

Educational records do not include:

1. Financial records of the student's parents or guardian;
2. Confidential letters or statements of recommendation placed in education records before January 1, 1975 or after January 1, 1975, if the student waived right of access;
3. Records of instructional, administrative, and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
4. Records of law enforcement units (if law enforcement unit is a separate entity and the records are maintained exclusively by and for law enforcement purposes);
5. Employment records related exclusively to a student’s employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;
6. Medical and psychological treatment records, which are maintained solely by the treating professional for treatment purposes;
7. Records that only contain information about a student after that individual is no longer a student at the institution (i.e., alumni data).

**Notice of Policy**

Students are informed of their rights under federal and state privacy laws through this policy which is included in the SMSU Student Handbook and on the SMSU Website. Additionally, the SMSU Student Handbook will be available for inspection through the Dean of Students Office, Library and most administrative offices.

**Access to Student Records**

Consent for Release Generally Required

SMSU will not permit access to or the release of personally identifiable information contained in student educational records without the written consent of the student to any third party, except as authorized by the MGDPA and FERPA or other applicable law.

A copy of an informed consent release form is available from the Registration and Records Office. A written consent generally must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure;
3. Identify the party or class of parties to whom the disclosure may be made; and
4. Be signed and dated by the student. If the release is for disclosure to an insurer or its representative, the release must also include an expiration date no later than one year from the original authorization, or two years for a life insurance application. If the student requests, the school shall provide him or her with a copy of the records released pursuant to the informed consent.

**Release without Consent**

As allowed by the MGDPA and FERPA, SMSU will release student records without consent as follows:

1. To appropriate school officials who require access to educational records in order to perform their legitimate educational duties (see explanation below);
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student’s application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
6. Upon adequate proof, to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954;
7. In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
8. To appropriate persons in an emergency situation if the information is necessary to protect the health or safety of the students or other persons; or
9. To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator’s disciplinary proceeding may be released;
10. To another educational agency or institution, if requested by the agency or institution, where a student is enrolled or receives services while the student is also in attendance at the college or university, provided that the student be notified and receive a copy of the record, if desired.

“School Officials” with a “legitimate educational interest”

SMSU will release information in student education records to appropriate school officials as indicated in (1) above when there is a legitimate educational interest.

A school official is a person employed by the SMSU in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**Record of Requests for Disclosure**

Where required by law, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Registration and Records Office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five (5) years. Records of request for disclosure that are not subject to audit, nor presently under request for access, will be maintained according to the school’s applicable records retention policy.

**Directory Information**

The following information on students at SMSU is designated as public Directory Information:

1. Student’s name, address, telephone number
2. Place of birth
3. Major field of study
4) participation in officially recognized activities and sports
5) dates of attendance
6) most recent previous educational institution attended
7) classification
8) degrees, honors, and awards received
9) date of graduation
10) physical factors of athletes (excluding injuries and other health related issues)
11) photographs
12) e-mail address
13) enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

Notice to students about Directory Information:

Students may direct that any or all of the above-listed Directory Information be withheld from public disclosure by notifying the Office of the Registrar in writing each academic year. The student has until the 10th class day of the Semester in which to make the request. The university will honor the request only during the academic year in which the request was made. The student must make the request each academic year they wish the information to be withheld.

Access to Educational Records by Student

Upon written request, the University shall provide a student with access to his or her educational records. There is no charge for viewing the records even if the college or university is required to make a copy of the data in order to provide access. Responses to requests by students to review their educational records shall be within ten business days.

Upon request, the meaning of educational data shall be explained to the student by SMSU personnel assigned to, and designated by, the appropriate office.

Students have the right to review only their own records. When a record contains private information about other student(s), disclosure cannot include information regarding the other student(s).

Requests for educational records should be made to the following offices. If a student is not clear as to which office to make the request, he or she should contact the SMSU Dean of Students Office.

A. Academic Records
Registrar's Office: Registrar
B. Student Services Records
Counseling Office: Director of Counseling Student Activities Office: Director of Student Activities
Student Services: Dean of Students
C. Financial Records
Business Office: Vice President of Finance Financial Aid Office: Director of Financial Aid

Challenges to Record

Students may challenge the accuracy or completeness of their educational records. Note: the right to challenge a grade does not apply under this policy unless the grade assigned was allegedly inaccurately recorded. Other challenges to grades would be made in accordance with SMSU Policy G-005.2.

Students who believe that their educational records contain information that is inaccurate, misleading, incomplete, or is otherwise in violation of their privacy rights may challenge the record through a written appeal to the SMSU Dean of Students Office.

It is recommended that a student discuss his or her situation informally with SMSU office or offices that they believe provided the inaccurate information. If agreement is reached with respect to the student's request, the appropriate record(s) will be amended, and a reasonable effort will be made to notify past recipients of inaccurate or incomplete data, including recipients named by the student. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Dean of Students Office of their right to a formal appeal. Student requests for an appeal must be made within 10 class days of notification. The request must be in writing, and must be directed to the SMSU Dean of Students Office.

If after an SMSU Formal Appeal is completed and the student is still not satisfied with the outcome, the student may request a formal hearing with the Minnesota Commissioner of Administration. Student requests for a formal hearing must be made in writing to the Minnesota Commissioner of Administration within 60 days of receiving the final SMSU decision. The request must be directed to: Commissioner of Administration, State of Minnesota, 50 Sherburne Avenue, St. Paul, MN 55155; who, within a reasonable period of time after receiving the request, will inform the student of the date, place, and the time of the hearing. The hearing will be conducted by the Office of Administrative Hearings (OAH) and according to the procedures set forth in Minn. Stat. Ch. 14. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense.

Decisions of the hearing officer will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of OAH if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in and maintained as part of the student's educational records, and released whenever the records in question are disclosed.

Copies

Students may have copies of their educational records and this policy. The copies of records will be made at the student's expense at a rate of 25 cents per page, up to a maximum of $25.00.

Complaints

Complaints regarding alleged failures to comply with the provisions of FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. Complaints about compliance with the MGDPA may be brought to the SMSU Dean of Students Office, or to the Minnesota Commissioner of Administration.

STUDENT RECORD PROCEDURES

I. TYPES OF STUDENT RECORDS

- Academic Opportunity Record
- Advising and Retention Record
- Cooperative Education Internship Record
- Counseling Services Information Record
- Placement Registration and Credential Material
- Registration Record
- Student Admission Record
- Student Degree Check and/or Teacher Certification Record
- Student Financial Aid Record
- Student Residence Hall Contract
- Transcript
- Veteran Student Record

The Associate VP for Student Affairs will inform students annually of the description, contents, and use of each record. Appropriate office procedures will also be communicated to students.

II. ESTABLISHMENT OF STUDENT RECORDS

A. As a student applies for admission and is enrolled in the University, student records are established by the offices responsible for the maintenance of each record.

B. It is the responsibility of the student to supply the appropriate information to the offices responsible for maintenance of student records. Failure to do so may result in the student being ineligible for admission, financial aid, Veteran's benefits, registration, graduation, particular services, or entrance into certain programs until the student furnishes the appropriate information.

III. DIRECTORY INFORMATION

A. Directory information is collected at the time of application to the university.

B. If you do not wish to be listed in the university telephone directory, which is published once each year during the fall semester, you must notify the Office of the
Registrar in writing each academic year. The student has until the 10th class day of the Semester in which to make the request. The university will honor the request only during the academic year in which the request was made. The student must make the request each academic year they wish the information to be withheld.

The following information on students at SMSU is designated as public Directory Information:

- student’s name, address, telephone number
- place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous educational institution attended
- classification
- degrees, honors, and awards received
- date of graduation
- physical factors of athletes (excluding injuries and other health related issues)
- photographs
- e-mail address
- enrollment status (e.g., undergraduate, graduate, full-time, or part-time)

IV. AUTHORIZED ACCESS TO STUDENT RECORDS

A. The Associate VP for Student Affairs has access to all student records and has been delegated the authority by the President to determine those University employees who will have access to student records.

B. Offices that maintain student records will have available, at all times, a list of those persons who are authorized to have access to each type of student record.

V. RELEASE OF INFORMATION IN STUDENT RECORDS

A. Prior to releasing any information to unauthorized persons or agencies, the office responsible for the student record must have on file a written consent from the student.

B. Students requesting information to be released via telephone or mail must furnish the office responsible for the record with his/her mustang identification number.

C. The University will process normal requests at no charge to the student.

D. When information is released, directions will be given that the information is to be used only for the stated purpose of the request.

VI. REVIEW OF STUDENT RECORD

A. You may request to review the contents of any record being kept on you by the University (except student medical records) by contacting the office responsible for the student record.

B. If you wish to have material removed from the record under review, you may initiate that request.

1. The person responsible for the student record will review the request and communicate to you in writing, within 10 instructional days, his/her decision.

2. If you do not agree with the decision, you may request an appeal of the decision by writing to the Associate VP for Student Affairs.

3. The Associate VP for Student Affairs will communicate his/her decision in writing to you within 10 instructional days.

4. The decision of the Associate VP for Student Affairs may be appealed to the President following those procedures established by University regulations.

5. When a final decision is reached, the Institution’s copy of the request for review will be destroyed. A memo of action taken will be made by the staff member responsible for the record and sent to the Associate VP for Student Affairs. This memorandum will not include the specifics of the request.

VII. PERSONNEL

The staff member responsible for the student record is responsible for supervising office personnel who work with the records and for insuring that information processed as part of the office operation will be treated as strictly confidential information.

VIII. STUDENT RECORDS MAINTAINED BY SOUTHWEST MINNESOTA STATE UNIVERSITY

A. Student Financial Aid Record

The Student Financial Aid Record contains student and family financial needs analysis data, financial aid award record, correspondence related to the student’s financial aid request, and the student financial aid applications. These records will be kept on file for 3 years past the last date of attendance.

The Director of Student Financial Aid is directly responsible for all student financial aid records. Financial Aid staff and the Director of Admission are authorized to access the information in the records. The information in the student financial aid records is used to determine eligibility for financial aid based on financial need and for completing administrative reports that are required by state and federal agencies.

Students who do not provide the information kept in this record cannot be considered for any federal, state, or local aid, which is based on financial need administered by the University.

B. Student Admission Record

Your Admission Record contains your admission application, high school and/or post secondary school transcript, transcript evaluation (when applicable), and fee receipt, and photo copies of correspondence relating to the admission process.

These records are located in the Admission Office and become part of your permanent record. Admission records for students who do not enroll are maintained for three years. The Director of Admission is directly responsible for all admission records. The Director of Admission, Admission personnel, Director of Research and Institutional Grants, Registration and Records Office personnel, Director of Financial Aid, and others (upon request approved by the Director of Admission) are authorized to access the information in these records.

The information in your admission record is used to determine your eligibility to be admitted to the University, evaluation of credits transferable to SMSU (when appropriate) and for completing reports that are required by state and federal agencies.

If you do not provide the information kept in this record, you will not be admitted for study at Southwest Minnesota State University.

C. Student Permanent Record

Your permanent record contains all of the information that is in the electronic student record system, including your admission folder prior to your enrolling at the University. Additional items such as copies of correspondence from administrative offices to you, student withdrawal form, and transcripts are placed in your permanent folders on a need basis.

These permanent records are located in the Registration and Records Office and are under the direct supervision of the Registrar. The Director of Admission, Admission personnel, Registration and Records Office personnel, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in your permanent record is used as a permanent record of your academic and non-academic achievements at the University.

You cannot be admitted for study at the University if you do not have a permanent student record established.

D. Veteran Student Record

The Veteran Student Record is for any veteran student who is utilizing veteran benefits for his or her education. The record contains your enrollment certificate, application for benefit, certificate of eligibility, any records relating to the change of benefits or academic program.

These records are located in the Registration and Records Office and are under the supervision of the Registrar. They will be kept on file permanently. The Registrar, veteran benefit clerks, state and federal veteran administrative representatives, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in these records is used to determine your eligibility for veteran benefits and the completion of administrative reports required by state and federal agencies.

You cannot be certified as eligible to receive veteran benefits if you do not have a veteran student record established.

E. Student Degree Check and/or Teacher Certification Record

The Student Degree Check and/or Teacher Certification Record contains your degree
requirements contract and in the case of education majors, the teacher certification requirements contract.

These records are located in the Registration and Records Office and are under the direct supervision of the Registrar. They will be kept on file permanently. The Registrar and Registration and Records Office personnel, and others (upon request approved by the Registrar) are authorized to access the information in these records.

The information in these records is used to determine your eligibility to graduate and/or receive state certification for teaching and for the completion of administrative reports required by state and federal agencies.

You are not able to graduate unless you complete this record.

F. Release of Student Information

The directory information Southwest Minnesota State University is authorized to release is your directory information and graduation status. Any other information cannot be released without your written consent.

G. Transcript

The transcript is your official record of academic achievement at the University. It contains all course work and all grades achieved by you.

The transcript is permanently kept in the Registration and Records Office and is under the direct supervision of the Registrar. The Registrar, Registration and Records Office personnel, Director of Admission, Admission personnel, and others (upon request approved by the Registrar), are authorized to access the information in these records.

The information in these records is used to record your academic achievement at the University and determine your academic standing.

You must have a transcript established to receive credit for coursework completed at the University.

H. Academic and Diversity Resources

The Academic and Diversity Resources Student Record is maintained for all students who receive services from the Academic and Diversity Resources programs: Disabled Students Academic Accommodations, Academic Opportunity for students admitted provisionally, TRIO Student Support Services, and Athletic Success. The records may include academic assessment test scores; disability evaluation and documentation; TRIO student demographic information regarding financial aid; parents education attainment and citizenship status; evaluation of academic strengths/weaknesses; learning style and cognitive style assessment; plans for services; documentation of student contacts; services provided; measurement of progress; summaries of credits attempted and earned; grade point average; courses dropped/reasons; remedial/developmental courses taken and services received; and correspondence with sponsoring agencies.

These records are located in locked files in Academic and Diversity Resources and are under the supervision of the Director of Academic and Diversity Resources. Academic Opportunity advising materials are generally kept on file for one year before being transferred to your academic files. All other records delineated above are maintained permanently in Academic and Diversity Resources. The staff of Academic and Diversity Resources is authorized access to the information in your records through the Director of Academic and Diversity Resources.

The information in these records is used to evaluate your academic needs, your academic progress, if disabled to provide you with your accommodations and auxiliary aids and services, and for the completion of administrative reports required by state and federal agencies.

i. Student Medical Record

The Student Medical Record contains your past medical history and record of treatment received while being a student at the University.

The student medical record is located at Health Services and is under the direct supervision of the Director of Health Services, college physician, and Health Center staff. Your medical record is kept on file for seven (7) years. The Health Center staff, college physicians, and the Director of Counseling and Testing Services are authorized access to the information in your records through the Director of Student Health Services and/or the Associate VP for Student Affairs.

As a health care provider, SMSU is required by M.S. Section 144.335, Subd. 5a, to prominently display, in the Student Health Center, a notice on Access to Health Records Practices and Rights. This notice informs patients how they may access and obtain copies of their health records, and that, at times, their health records can be disclosed without their consent.

The information in your Medical Record is used for diagnostic purposes, for treatment of student illness and completion of reports required by state and federal agencies.

It is a pre-admission requirement to have a medical history on file in the Student Health Center prior to enrolling at the University.

J. Counseling Services Information Record

The information in the Counseling Services Information Record is used for counseling with students about educational, vocational, and personal concerns, and for research purposes (you are made aware of research in progress and may decline to participate). The Counseling Services Information Record includes information that you complete on a voluntary basis when you request counseling or testing services from Counseling and Testing Services. If you decline to complete any or all parts of the Counseling Services Information Record, services you request are still provided. The Counseling Services Information Record contains your name, home address and telephone, and other general demographic information, attendance card with dates of counseling sessions, and test profiles (when given).

The Counseling Services Information Record is located in BA 156 and is under the direct supervision of the Director of Counseling and Testing Services. These records are kept on file for seven (7) years.

K. Non-Education Placement Registration and Credential Material

Non-Education placement registration material consists of a service information statement and an authorization statement pertaining to distribution of information to prospective employers. Non-education credential material typically includes a resume and may contain written evaluation statements.

These materials are permanently maintained in the Career Planning and Placement Office and are under the direct supervision of the Director of Career Planning and Placement. The Director of Career Planning and Placement, the Coordinator of the Personal Development Center, and the Dean of Students are authorized to access the information in these records.

The information in these records is provided voluntarily by students and graduates, and is used by University staff for administrative purposes, and the credential material is specifically used by prospective employers.

L. Education Placement Registration and Credential Material

Education placement registration material consists of a service information statement and an authorization statement pertaining to distribution of information to prospective employers. Education credential material includes a biographical information statement, philosophy and goals statement, and written evaluation statements.

These materials are permanently maintained in the Career Services office and are under the direct supervision of the Director of Career Services. The Director of Career Services, Associate Director of Career Services, and designated office staff are authorized to access the information in these records.

The information in these records is provided voluntarily by students and graduates, and is used by University staff for administrative purposes, and the credential material is specifically used by prospective employers.

M. Student Residence Hall Contract Record

Your Residence Hall Contract Record contains your name, home address and telephone, room assignment in the residence halls, verification of paid deposit and your housing preferences.

Your Residence Hall Contract Record is located in the Student Center and is under the direct supervision of the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs and Residential Life personnel are authorized to access the information in these records.
The information in these records is used to provide the University with a record of your withdrawal, and to accomplish administrative procedures regarding your withdrawal from the residence hall. These records are permanent.

N. Student Residence Hall Withdrawal Record

Your Residence Hall Withdrawal Record contains your name, local and immediate forwarding address, and information concerning any damage assessments and disposition of your damage deposit, reason for withdrawal, and a copy of your residence hall contract.

The Student Residence Hall Withdrawal Records are located in SC 225 and are under the direct supervision of the Vice President for Student Affairs. The Vice President for Student Affairs, Residential Life staff, and Business Office personnel are authorized to access the information in these records.

The information in these records is used to provide the University with a record of your withdrawal, and to accomplish administrative procedures regarding your withdrawal from the residence hall. These records are permanent.

STUDENT CONSUMER INFORMATION

Section 493 of Part F of Title IV of the Higher Education Act of 1975 as amended by 20 U.S.C. 1088b-1 Part 178 “Student Consumer Information Services” requires that Southwest Minnesota State University inform its students of certain information through appropriate publications and that personnel responsible for such information be identified for students.

The following lists the information personnel responsible and location of the information as required by law. Additional questions may be directed to the Associate Vice President for Student Affairs, phone 537-6844.

1. The Financial Aid Office, IL 145, phone 537-6281, is responsible and has published information regarding the following items:

   a. Description of all student financial aid programs to students who enroll, including the procedures and forms for applying for such aid, the student eligibility requirements, the criteria for selecting recipients and the criteria for determining the amount of the students' awards.

   b. A statement of the rights and responsibilities of students receiving financial aid under the Pell, SEOG, CWS, Perkins, and Stafford programs, including the criteria for continued eligibility for each program; criteria for determining that a student is in good standing and maintaining satisfactory progress in his/her course of study as required by Section 497 (e) (1) of the ACT for the purposes of receiving financial aid payments; criteria by which a student who has failed to maintain satisfactory progress or good standing may reestablish his/her eligibility for payments; the means by which payment of awards will be made to students and the frequency of such payments; the terms of, and expected schedules for, re-

   payment of any loans received by students as part of his/her student financial aid; and the general conditions and terms applicable to any employment provided to a student as part of his/her aid.

2. Costs for attending the University are published in the catalog, prospective student brochure, financial aid brochure, Registration Semester Course Schedule, the Residence Hall Information Handbook, or online at [www.southwestmsu.edu/CampusLife/FinancialAid/index.cfm?id=410]. All fees and tuition rates are subject to change under the rules of the MnSCU System.

   The Director of Admission, FH 108, phone 537-6286, and the Registrar, IL 148, phone 537-6206, are responsible for informing prospective students and enrolled students of all costs of education at Southwest Minnesota State University. Questions regarding costs may be directed to either office.

3. The academic programs of the University are described in the University Catalog. The Provost, FH 214, phone 537-6246, is responsible for maintaining the official list of courses and major requirements. Questions regarding the academic programs of Southwest Minnesota State University should be directed to this office.

4. The Student Right-to-Know legislation requires this information. It represents two important aspects of the University. The first is the retention rate from new entering full-time students in the fall to those who return the next fall, and the graduation rate over a six-year period. The cohort group for the retention information is: 2005, 2006, 2007 new entering freshmen full-time students. The cohort group for the graduation rates is: 1999, 2000, 2001 new entering freshmen full-time students.

   The retention rates are as follows:

   New entering freshmen 2005 = 66%
   New entering freshmen 2006 = 68%
   New entering freshmen 2007 = 71%

   The graduation rates are as follows:

   New entering freshmen 1999 = 39.4%
   New entering freshmen 2000 = 40.2%
   New entering freshmen 2001 = 42.8%

The Data Management and Institutional Research Services office, BA 509, phone 537-6261, is responsible for this information and questions regarding the data may be directed to that office.
## Index

<table>
<thead>
<tr>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
</tr>
<tr>
<td>Academic Alternatives</td>
</tr>
<tr>
<td>CLEP (College Level Examination program) Credit by Examination</td>
</tr>
<tr>
<td>Academic and Diversity Resources</td>
</tr>
<tr>
<td>Academic Commons</td>
</tr>
<tr>
<td>Academic Honesty</td>
</tr>
<tr>
<td>Academic Opportunity First Year Experience (FYE)</td>
</tr>
<tr>
<td>Academic Programs</td>
</tr>
<tr>
<td>Academic Standing</td>
</tr>
<tr>
<td>Academic Standing Appeals Committee</td>
</tr>
<tr>
<td>Advisement</td>
</tr>
<tr>
<td>Advisement Disclaimer</td>
</tr>
<tr>
<td>Advising Center</td>
</tr>
<tr>
<td>Advisor, Change of</td>
</tr>
<tr>
<td>Affirmative Action in Employment</td>
</tr>
<tr>
<td>Affirmative Action Officer</td>
</tr>
<tr>
<td>Aids, Policy on</td>
</tr>
<tr>
<td>Alcohol and Drug Use/Abuse</td>
</tr>
<tr>
<td>Alumni Association</td>
</tr>
<tr>
<td>Appeals</td>
</tr>
<tr>
<td>Academic Standing Appeals Committee</td>
</tr>
<tr>
<td>Grade Appeals</td>
</tr>
<tr>
<td>Judicial Appeals</td>
</tr>
<tr>
<td>Student Appeals Policy G-005</td>
</tr>
<tr>
<td>Athletic Academic Success, Center for</td>
</tr>
<tr>
<td>Athletic, Intercollegiate</td>
</tr>
<tr>
<td>Athletics</td>
</tr>
<tr>
<td>Auditing Courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes &amp; Noble Campus Store</td>
</tr>
<tr>
<td>Board of Trustees, MnSCU</td>
</tr>
<tr>
<td>Bookstore</td>
</tr>
<tr>
<td>Business Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Store</td>
</tr>
<tr>
<td>Career Services</td>
</tr>
<tr>
<td>Cashier's Office</td>
</tr>
<tr>
<td>Catalog</td>
</tr>
<tr>
<td>Chancellor, MnSCU</td>
</tr>
<tr>
<td>Child Care Center</td>
</tr>
<tr>
<td>CLEP (College Level Examination Program) Credit by Examination</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
</tr>
<tr>
<td>Account Policies for Student Organizations</td>
</tr>
<tr>
<td>Establishment of Recognized Student Club or Organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rights and Responsibilities of University Recognized Clubs</td>
</tr>
<tr>
<td>Code of Conduct</td>
</tr>
<tr>
<td>Code of Conduct, Prohibited</td>
</tr>
<tr>
<td>Commencement Exercise</td>
</tr>
<tr>
<td>Committees, University</td>
</tr>
<tr>
<td>Complaints</td>
</tr>
<tr>
<td>Computer Services (see Information/Technology Resources)</td>
</tr>
<tr>
<td>Confidentiality</td>
</tr>
<tr>
<td>Consumer Information, Student</td>
</tr>
<tr>
<td>Counseling and Testing Services</td>
</tr>
<tr>
<td>Course Load</td>
</tr>
<tr>
<td>Course Repeat</td>
</tr>
<tr>
<td>Course Syllabus</td>
</tr>
<tr>
<td>Credential Material</td>
</tr>
<tr>
<td>Credential Services</td>
</tr>
<tr>
<td>Credit by Examination</td>
</tr>
<tr>
<td>Crime Statistics, Campus</td>
</tr>
<tr>
<td>Cultural Diversity, Office of</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escort Services</td>
</tr>
<tr>
<td>Exams, Final</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
</tr>
<tr>
<td>Athletic Fee</td>
</tr>
<tr>
<td>Distribution of Student Fees</td>
</tr>
<tr>
<td>MSUSA Dues</td>
</tr>
<tr>
<td>Student Activity Fee Funded Activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Center</td>
</tr>
<tr>
<td>Governance, University</td>
</tr>
<tr>
<td>Grade Appeals</td>
</tr>
<tr>
<td>Grade Point Average (GPA)</td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>Graduation Requirements</td>
</tr>
<tr>
<td>Graduation with Honors</td>
</tr>
<tr>
<td>Greenhouse, SMSU</td>
</tr>
<tr>
<td>Grievances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Center</td>
</tr>
<tr>
<td>Student Medical Record</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>History Center, Southwest Minnesota Regional Research Center</td>
</tr>
<tr>
<td>Housing Office</td>
</tr>
<tr>
<td>Student Residence Hall Contract Record</td>
</tr>
<tr>
<td>Student Residence Hall Withdrawal Record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.D.Cards</td>
</tr>
<tr>
<td>Immunization Law</td>
</tr>
<tr>
<td>Information/Technology Resources</td>
</tr>
<tr>
<td>Instructor Replacement</td>
</tr>
<tr>
<td>Insurance, Health</td>
</tr>
<tr>
<td>Interdisciplinary Courses</td>
</tr>
<tr>
<td>International Student Services</td>
</tr>
<tr>
<td>Intramurals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judicial Appeals</td>
</tr>
<tr>
<td>Judicial Referral</td>
</tr>
</tbody>
</table>
### L
- Learning Resources *(see Academic and Diversity Resources)* 11
- Liberal Arts Core 8
- Library 14
- Fine Policy and Procedures 50

### M
- Major, Declaring a 5
- Mathematics Lab 15
- Meet and Confer 25
- Meet and Discuss 25
- Museum of Natural History 16
- Music 23

### N
- Nondiscrimination in Employment and Education Opportunity 43
- Non-Traditional Student Resource Center 15

### O
- Orientation 15

### P
- Parking and Traffic 17
- Permanent Record Change 9
- Placement
  - Education Placement Registration and Credential Material 58
  - Non-Education Placement Registration and Credential Material 58
- Planetarium 16
- Political Events Policy 51
- Post Office (campus) 15
- Posting Guidelines 51
- President 11
- President’s Cabinet 25
- President’s Governing Responsibilities 24
- Provost/VP for Academic Affairs 11
- Public Relations 17, 20

### R
- Readmission to the University 9
- Referral, Judicial 31
- Registration (How to register for classes) 9
- Registration and Records Office 15
- Religious Center, Campus 13
- Residence Hall Council (RHC) 20
- Residential Life 15
- Rural and Regional Studies, Center for 16
- Rural Educational Opportunity (REO) 12

### S
- Sanctions 32
- Satisfactory Academic Progress 51
- Scheduling Office 16
- Scholarships 9
- School Song 19
- Security 37
- Security Services
  - Security Issues 37
- Senate, Student 20
- Skateboards, In-Line Skates, and Bicycles, Policy on 50
- Smoking Policy 53
- Speech Activities and Theatre 23
- SPUR 23
- Strike Disclaimer 53
- Student Activities 16
- Student Activity Fee Allocation Committee
  - (SAFAC) 20, 23
  - Budget Process - Annual 23
- Student Association 20, 24
- Student Center 17
- Student Development Offices 17
- Student Fees 22
- Student Government 20
- Campus Student Assn. (MnSCU Policy 2.1) 27
- Statewide Student Assn. (MnSCU Policy 3.7) 26
- Student Activities Committee (SAC) 20
- Student Activity Fee Allocation Committee (SAFAC) 20, 23
- Student Association 20, 24
- Student Association Judicial Council 20
- Student Association Public Relations 20
- Student Association Senate 20, 25
- Student Association Treasurer 20
- Student Center Governing Board 20
- Student Media Board 20
- Student Involvement in Decision Making
  - (MnSCU Policy 2.3) 26
- Student Records
  - Academic and Diversity Resources
    - Student Record 58
    - Authorized Access 57
  - Counseling Services Information Record 58
  - Directory Information 56
  - Establishment of Student Records 56
  - Maintained by SMSU 57
  - Permanent Student Record 57
  - Release of Information in Student Records 57

### T
- Teacher Certification Record 57
- Testing 17
- Theatre 23
- Transcript 9, 58
- Transcripts 17
- Transfer Credit 10
- TRIO Success 12
- Tuition and Fee Payment 10
- Tutoring 10

### U
- University Public Safety 37
- University Relations 17

### V
- Veterans Resource Center 18
- Vice President for Advancement 11
- Vice President for Finance and Administration 11
- Vice President, Associate, for Student Affairs and Dean of Students 11
- Violations
  - Campus Crime Statistics 41, 42
  - Violence, Zero Tolerance of Workplace Violence 42

### W
- Weapons on Campus 40
- Wildlife Area 16
- William Whipple Art Gallery 23
- Withdrawal 10
- Writing Center, University 18
- Writing Lab 18

### Z
- Zero Tolerance of Workplace Violence 39