



2011-2012

Trojan Handbook



Campus Telephone Directory

ACADEMIC DEPARTMENTS

Arts and Sciences	Fax# 256-5021	256-5270
Business & Information Systems	Fax# 256-5060	256-5165
Center of Excellence		256-5800
Education.....		256-5177
Office of Graduate Studies & Research		256-5799
Health Information Management Program		256-5170
Natural Sciences.....	Fax# 256-5643	256-5194
Respiratory Care Program.....	Fax# 322-6666	322-8613

ADMINISTRATIVE DEPARTMENTS

Alumni Office.....		256-5692
Assessment Office.....		256-5101
Athletics/Sports Information (Fieldhouse).....	Fax# 256-5138	256-5229
Bookstore	Fax# 256-7127	256-5238
Business Office.....		256-5127
Campus Information.....		256-5111
Career Services.....		256-5122
Cashier.....		256-5133
Computing Services	Fax# 256-5315	256-5675
Dakota Prairie Playhouse		256-5666
Disability Services Office		256-5121
Diversity Services		256-7347
Enrollment Services	Fax# 256-5020	256-5139
Admissions		256-5139
Registrar	Fax# 256-5020	256-5144
Extended Programs.....	Fax# 256-5095	256-5049
Financial Aid/Vets/Work Study		256-5152
Food Service Main Office		256-7310
Director/Catering		256-5078
Operations/Vending		256-5237
Foundation/Development Office.....		256-5693
ICON Center		256-5126
Intramural Sports Office.....		256-7550
Library.....	Fax# 256-5208	256-5203
News and Information.....		256-5119
Physical Plant.....	Fax# 256-7110	256-5222
President's Office	Fax# 256-5316	256-5112
Production Center.....		256-5189
Student Development/Success Center.....		256-5121
Student Employment Coordinator.....		256-5155
Student Health.....		256-6951
Student Services Center	Fax# 256-5150	256-5146
(Includes Activities, Residence Life, University Card Offices, and Orientation)		
Technology Outreach Services.....		256-5555
Theatre Box Office.....		256-5666
University Center	Fax# 367-5643	367-5380
Vice President of Academic Affairs		256-5112
Vice President and Dean of Student Affairs.....		256-5139

STUDENT ORGANIZATIONS

Student Activities Board		256-5244
Student Ambassadors		256-5079
Student Senate.....		256-5241
Trojan Times		256-5278

OTHER AGENCIES

Community Center		256-5837
Interlakes Medical Center		256-6951
Madison Community Hospital.....		256-6551
Mundt Foundation.....		256-5211
Prairie Lakes Educational Cooperative Offices		256-5555
Smith-Zimmermann Museum		256-5308

Welcome to DSU

Dakota State University is a dynamic educational setting offering a variety of opportunities for academic learning and personal growth. In order to take full advantage of these opportunities, you need to gain an understanding of the services, facilities, policies, and procedures that exist at DSU.

This handbook, together with the Undergraduate and Graduate Catalogs, is designed to provide you with information you need to succeed. In fulfilling your responsibilities as a member of the University community, it is necessary that you become familiar with its contents.

The Student Affairs Office has responsibility for the publication of this handbook. We welcome your questions and suggestions regarding its content.

We are glad you are here at DSU and wish you a very successful and rewarding school year!

DSU Student Affairs

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Academic Calendar – Fall 2011

Aug. 27 (Sat)	8:00 a.m. Residence Halls open New Student Orientation Activities begin
Aug. 29 (Mon)	4:00 p.m. Main Campus classes begin
Aug. 31 (Wed)	Tuition and Fees - Deadline for payment or payment plan to avoid cancellation of registration and late fee assessment
Sept. 5 (Mon)	Labor Day – no classes
Sept. 7 (Wed)	CENSUS DAY Last day to register for any fall class to determine financial aid eligibility Last day to add a full semester class Last day to drop a full semester class and receive 100% refund
Oct. 5 (Wed)	11:00 a.m. Student Convocation
Oct. 3 (Mon)	Last day to apply for Fall 2011 graduation
Oct. 10 (Mon)	Native American Day – no classes
Oct. 20 (Thurs)	Last day of first half semester classes
Oct. 25 (Tues)	Mid-term deficient grades due
Oct. 31-Nov. 18	Continuing student pre-registration for spring 2012 and summer 2012
Oct. 28 (Fri)	5:00 p.m. Last day a student can contact the University to withdraw from the University and be eligible for a refund of University charges based on federal regulations and Board of Regents policy. Students can not withdraw from all classes online in WebAdvisor so they must contact the University so a refund is calculated.
Oct. 30 (Sun)	Official last day a student can withdraw from the University and be eligible for refund of University charges based on federal regulations and Board of Regents policy
Nov. 10 (Thurs)	Last day to withdraw from a full semester course or school and receive a grade of “W”
Nov. 11 (Fri)	Veterans Day – no classes
Nov. 23-27	Thanksgiving holiday – no classes Please note: Tuesday, Nov. 22, evening classes will be held
Nov. 28 (Mon)	Classes Resume
Dec. 10 (Sat)	Commencement – Fieldhouse
Dec. 12-16	Final Examination Period
Dec. 16 (Fri)	Semester Ends Residence Halls Close – 5:00 p.m.
Dec. 21(Wed)	Final grades due

Note: Dates and events are subject to change. Changes will be communicated to campus via email, campus newspaper, or other means as appropriate.

Academic Calendar – Spring 2012

Jan. 10 (Tues)	8:00 AM Residence Halls open
Jan. 11 (Wed)	4:00 p.m. Main Campus classes begin
Jan. 13 (Fri)	Tuition and Fees - Deadline for payment or payment plan to avoid cancellation of registration and late fee assessment
Jan. 16 (Mon)	Martin Luther King, Jr. Day – no classes
Jan. 20 (Fri)	CENSUS DAY Last day to register for any class to determine financial aid eligibility Last day to add a full semester class Last day to drop a full semester class and receive 100% refund
Feb. 1 (Wed)	Last day to apply for spring 2012 and summer 2012 graduation
Feb. 20 (Mon)	President’s Day – no classes
Feb. 28 (Tues)	11:00 a.m. Student Convocation
Mar. 3-11	Spring Break
Mar. 12 (Mon)	Last day of first half semester classes
Mar. 15 (Thurs)	Mid-term deficient grades due
Mar. 22 (Thurs)	Last day to withdraw from the University and be eligible for a refund of University charges based on federal regulations and Board of Regents policy
Mar. 26-April 13	Continuing student pre-registration for fall and summer 2012 and spring 2013
April 2 (Mon)	Last day to withdraw from a full semester class or school and receive a grade of “W”
April 6-9	Easter Holiday Please note: Easter holiday begins 5:00 p.m. April 5
April 10 (Tues)	8:00 am Classes Resume
April 30-May 4	Final examination period
May 4	Semester ends Residence Halls close – 5:00 p.m.
May 5 (Sat)	Commencement – Fieldhouse
May 9 (Wed)	Final grades due

Note: Dates and events are subject to change. Changes will be communicated to campus via email, campus newspaper, or other means as appropriate.

Academic Advising

Consistent with the commitment of Dakota State University to personalize education, an academic advisor is assigned to each student. New students are introduced to their advisor during the first week of their first semester. Subsequently, students should meet with their advisor in order to get acquainted and discuss career and educational plans. Thereafter, students should meet on a regular basis with their advisor to assess progress and discuss pre-registration procedures for the next semester.

The advisor is the advisee's primary contact for planning and maintaining an academic program. Information related to curriculum changes, course schedules, grades, etc., is given to the advisor, who in turn informs the student. Student's questions should be directed to their advisor who will either answer them immediately or get the answers and relay them to the student. Advisors may make appropriate referrals when additional services are needed by the student.

Students with a declared major are assigned an advisor who is a member of the college that is responsible for that major. The advisor is assigned by the dean's office. A student with a declared major who wishes to change advisors should contact the dean's office for the appropriate paperwork. Students without a declared major are assigned an advisor who is either an instructor for one of their initial courses or a member of the Arts and Sciences faculty.

Each student is ultimately responsible for his/her own academic schedule and activities. The dean of each college is responsible for maintaining and evaluating the advising system within that academic unit. The Vice President for Academic Affairs is responsible for maintaining and evaluating the overall advising system. For additional information concerning Academic Advising refer to this website: <http://www.dsu.edu/academics/online-advising/index.aspx>.

Activities Office - See Student Services Center on Page 12

Admissions (103 Heston Hall, 256-5139)

The admission office and its staff are responsible for recruiting new students to DSU. We coordinate and attend both on- and off-campus recruiting events including regional college fairs and Discover DSU Days. Admission requirements, policies and procedures are also implemented through our office. You can find more information on those policies in the DSU Catalog. Do you have a friend interested in DSU? Please call our office or refer them to our website at www.admission.dsu.edu.

Wellness/Alcohol and Other Drug (AOD) Program (Lower Level Trojan Center, 256-5121)

Dakota State University promotes responsible decision-making regarding the use or non-use of alcohol and other drugs by the members of the campus. Alcohol and other drug abuse affects the entire campus community in terms of an increased drop-out rate, academic failure, campus crime, disciplinary problems and progression into addiction.

The primary goals of the Wellness/AOD program are to provide all students with the necessary information about alcohol, drugs, and the consequences that come with their use and to assist students in reevaluating their behavior and to offer support services to help achieve and maintain healthy lifestyles. As part of our comprehensive alcohol prevention program, Dakota State University expects each member of the first-year class to complete AlcoholEdu for College – an online, non-opinionated, science-based course taken by hundreds of thousands of students each year. In addition to AlcoholEdu for College, there are a variety of resources used with students who violate the alcohol and other drugs policy including Alcohol Innerview, BASICS, and AlcoholEdu for Sanctions.

DSU's Student Development Office offers wellness and prevention programming, confidential screening, assessment, referral and case management services to students based on individual needs. Technical assistance and training is provided to the Residence Life staff with the goal of raising awareness and preventing student AOD problems from escalating.

Alumni Office (325 NE 2nd Str., 256-5857)

The Alumni Office takes an active role in maintaining communication with alums in various ways including the Alumni Magazine, an 'ambassador' program, and with an online directory and other online services. It also promotes reunions, recruits class agents and designs and implements recognition programs. One of the most important responsibilities of the Alumni Office is to maintain an accurate, up to date database of the alumni and friends of the University. This database contains vital information that is used by the university community in maintaining communication links with former students and friends of DSU.

Bookstore (Trojan Center, 256-5238)

The Bookstore is located on the main level of the Trojan Center and is open weekdays from 8 a.m. until 5 p.m. In addition to textbooks, the bookstore carries gift items (including university memorabilia), clothing, school supplies, backpacks, electronic items, and computer accessories. Postage stamps may be purchased at the Bookstore (cash only). There is also a mail drop available for out bound mail. Software is also available at greatly reduced prices for student purchase. Check out the Bookstore web site at www.dsubookstore.com.

All sales are cash, check, Visa, MasterCard, Discover or Trojan Gold. Personal checks may be cashed up to \$10.00. Persons entering the store are asked to leave all hand carried items on the shelves provided at the entrance.

Business Office (203 Heston Hall, 256-5127)

Approve purchasing and accounts payable transactions, oversee the Cashier's Office, contracting for goods and services provided by the University, maintaining University accounts and oversee the collection of Perkins loan repayments are among the responsibilities of this office. The Vice President for Business and Administrative Services has administrative responsibility for these services.

Campus Switchboard

The campus switchboard serves the various offices and departments of the University and is in operation during regular business hours (Monday-Friday, 8 am to 5 pm during the academic year and 7:30 am to 4:30 pm during the summer sessions). All faculty and staff have private, direct lines. A person on campus needing information regarding any campus number may dial “5111” and be provided the appropriate number by the switchboard operator.

Campus Telephone Directory

Each semester, a student contact directory will be compiled and made available on the DSU website for students, faculty and staff. The contact directory will be password protected and will list the student’s name, university-assigned email address and local telephone number. Students will be given the opportunity of having their information restricted from the directory at the start of each semester.

Students changing their telephone number during a semester must immediately notify the Vice President and Dean of Student Affairs office to ensure the change is information is update online.

Career Services Office (206C Heston Hall, 256-5122)

The Career Services Office is available to assist DSU students with their immediate and long-term employment goals. It encompasses career exploration/advising, student employment, internships, full time employment/placement assistance and more.

Career exploration/advising includes an opportunity to discover what majors, degrees and careers may be best suited for you based on your interests, personality and abilities. A staff of professionals is ready to provide career guidance. Call for an appointment today!

Student employment includes temporary, part-time and summer job opportunities. Career Services maintains a list of many types of part-time and seasonal positions available to current DSU students and acts as a referral source for employers. On average, the student employment program generates almost two million dollars annually earned DSU students in part-time and seasonal positions (not including work-study positions). For more information on part-time, seasonal or on-call jobs, see ‘Student Employment’, on page 11.

Internships provide an opportunity for students to integrate professional experience into their curriculum which enhances their employability and career success. This office works closely with employers to develop internship opportunities for students. Internships are usually for credit and pay a competitive wage for temporary employment. To learn more about internships and available opportunities, contact Career Services today.

Full-time employment assistance We are constantly developing new relationships with state and regional employers to increase job opportunities for DSU students and graduates. Because of these and other contacts with employers, many job opportunities become available for graduates. Career Services hosts approximately 50 employers on campus each year for on-campus interviews, information sessions, and career fairs (approximately three per year). We also offer a robust online job posting system, workshops, individualized career counseling and credential services. All of these services are available year around and contribute to the outstanding placement success enjoyed by DSU graduates every year. Call us today for more information.

Cashier (Heston Hall, 256-5133)

The Cashier prepares billing notices, posted electronically to student accounts, on the basis of their semester/term course registration. Student payment of tuition and fees is accomplished online through SDePay or at the cashier’s window, which is open 8:30 a.m. to 4:00 p.m. weekdays. Information regarding student online accounts is available at www.departments.dsu.edu/cashier/. Check cashing up to \$10 is also available at the cashier’s window upon presentation of the University Card.

Center of Excellence (East Hall 3A, 256-5800)

The Center of Excellence in Computer Information Systems (CECIS) offers academically gifted undergraduate students the opportunity to engage in advanced academic programs that are technology based and to partner with faculty and leading organizations in information technology. Undergraduate students from all programs can be admitted into the Center of Excellence provided they meet the Center’s admission standards. In addition to the academic choices available to Center members, the role of leadership development plays a large part in the overall development of each member. Students who satisfactorily complete all of the requirements will be designated as graduates of the Center of Excellence. Upon completion of the program, graduates of the Center of Excellence will be ready to assume leadership roles in the information and technology industry of the future.

The Center of Excellence Honors offers academically gifted undergraduate students the opportunity to engage in advanced academic programs. Undergraduate students from all programs can be admitted into the Center of Excellence Honors program provided they meet the Center’s admission standards. Those standards include an ACT Composite score of 24. Student members will be given the opportunity to choose from a large selection of courses in order to complete the 18 semester hour minor in the Center of Excellence Honors program. Students who satisfactorily complete all of the requirements will be designated as graduates of the Center of Excellence Honors program. Dual membership with the Center of Excellence is permissible; check the web site for details.

Community Center (connected to southeast corner of Fieldhouse, 256-5837)

The Community Center serves the health, wellness, recreational and social needs of Madison, Dakota State University, and the surrounding area. The Community Center provides the opportunity to learn the fundamentals of physical exercise and to select and pursue a personal exercise program. The Center includes an aquatics area with a zero depth pool, whirlpool, 75-foot slide and sauna. The youth center, general use area, two racquetball courts and three basketball courts comprise a large part of the first floor. There is also a kitchen,

childcare area, locker rooms and offices. The upper level has the fitness area, which contains equipment for cardiovascular fitness as well as free weights and Paramount equipment for weight training. Cardiovascular equipment includes treadmills, stair climbers, rowing machine, cross-country ski simulator, bikes and cross-trainers. Fitness assessments, including body composition, circumference measurements, and flexibility, are also available. The upper level also contains a large aerobics room and a walking track.

For more information and hours of operation, visit the website at www.communitycenter.dsu.edu

Computing Services (256-5675)

Computing Services provides faculty/staff/students computing and network services. Students are providing a logon ID to the DSU network as part of registration activities. A brief description of the services accessible through these credentials is also provided as part of registration activities. Students have access to a mailbox (email address is logonid@pluto.dsu.edu), a home directory (mapped as drive H: when connecting to the network), and a web site (www.students.dsu.edu/logon-id). Faculty and staff are provided a logon-ID to the DSU network as part of employment activities. A brief description of the services accessible through these credentials is also provided as part of employment activities. Faculty/staff logon-Id is password protected and provides access to e-mail (addresses are fname.lname@dsu.edu), a home directory (mapped as drive H: when logging on to a campus computer), and a web site (www.homepages.dsu.edu/logonid). In addition to computing and networking support Computing Services also supports the video conferencing classrooms, provides video streaming services, and supports classroom projectors. Perhaps most importantly to faculty and students, in Lowry Hall Computing Services operates a Help Desk supporting the Wireless Mobile Computing Initiative (WMCI) or, as it's more commonly known, the tablet program. Students, faculty, and staff are expecting to comply with DSU Computing Privileges policy <http://www.departments.dsu.edu/hr/newsite/policies/036100.htm> (see page 26)

Conference and Events

The Conference and Events Office serves as an information resource for those needing assistance in planning events. The Office staff will work with you to find the perfect location to accommodate your events, meetings, camps, and conferences. The Conference and Events Office serves as the primary point of contact, for internal and external customers, to book events, reserve meeting space, summer housing, and catering reservations. University Event staff are available to assist at varying levels to ensure that each event successfully projects the University's commitment to excellence. Contact: Donna Fawbush – 605-256-5666 or donna.fawbush@dsu.edu

Counseling - See Student Development Office on Page 10

Dakota Prairie Playhouse (256-5666)

Dakota Prairie Playhouse and Conference Center is a regional, multi-purpose facility located two blocks north of campus. The complex contains a 6400 sq. ft. conference center, large enough to accommodate banquet seating for 400 people. The theater portion of the complex has continental style seating for 700 people, designed to permit a wide range of performing arts, including drama, dance and music. A common lobby joins the two facilities, permitting flexible use by two groups. The facilities purpose is to enhance the cultural and educational environment of Dakota State University, the City of Madison and surrounding communities. To schedule the facility contact Donna Fawbush - 605-256-5666 or donna.fawbush@dsu.edu.

Disability Services Office (Lower Level Trojan Center, 256-5121)

The Disability Services Office coordinates services for students with disabilities. The goal of the Office is to ensure equal access to educational opportunities, programs, and activities by promoting a physically and programmatically accessible environment. The Americans with Disabilities Advisor works with students with disabilities to coordinate reasonable accommodations based on their individual needs.

DSU Foundation (325 NE 2nd Str., 256-5693)

The Dakota State University Foundation is a private, nonprofit organization, established to advance the mission of DSU by raising tax-deductible funds for academic, athletic and general support. The Foundation's main, but not exclusive purpose it to raise money for scholarships. The Foundation also raises funds for and maintains the University endowment of approximately \$6 million.

Extended Programs

Extended Programs coordinates program planning, program implementation and overall management of courses and programs delivered, at a distance, via on-line, face-to-face, and videoconferencing. Extended Programs works to design and develop active and collaborative degree programs in partnership with the colleges and the institution's academic support areas. To learn more about Extended Programs please visit www.dsu.edu/disted/.

The staff serves the campus for Desire 2 Learn, videoconferencing, and Webcasting needs of faculty, staff and students at DSU and the needs related to educational technology. The office assists faculty in the design and implementation of courses delivered by various forms of technology.

The videoconferencing classrooms on campus are located in the Tunheim Classroom Building (TCB) in rooms 109 and 111. The Dakota Digital Network (DDN) video classroom is located in TCB 103.

Call 256-5049 to schedule time in the video classrooms. For technical support of the videoconferencing classrooms and the presentation classroom equipment, please email video@dsu.edu.

Fieldhouse (256-5229)

The DSU Fieldhouse and Trojan Field are used extensively for various athletic activities. Included among these activities are physical education classes, varsity athletic practice and competition, intramural sports competition, and informal individual athletic activities. The specific activities schedules for this facility are posted within the Fieldhouse. Questions regarding use of the Fieldhouse should be directed to the Director of Athletics.

Financial Aid (Heston Hall, 256-5152)

The University provides financial assistance to qualifying students in the form of scholarships, grants, loans and work. In addition, all sources of student financial aid (agency, private, federal, state and institutional) are coordinated through the Financial Aid Office. Any funding in addition to the student and family contribution is considered financial aid and is processed through this office. The Federal Work Study Program is coordinated by the Financial Aid Office. For more information refer to the Student Employment section within this handbook or on the DSU web site under Financial Aid.

For a complete listing of financial aid programs, costs, policies, scholarship listings, other financial aid information sites and alternative financing options, visit the Financial Aid Office or DSU Financial Aid web site www.dsu.edu/financial-aid/index.aspx. Application information, eligibility requirements, loan counseling, Federal Work-Study Job Listing and links to current loan information is accessible on line. Eligibility is determined annually based on the results of the federal application-FAFSA, DSU scholarship application, student financial aid satisfactory academic progress (See FA Satisfactory Academic Progress within this handbook.)

The financial aid application priority date annually is March 1. Electronic applications for institutional and federal aid may be done through links found via the DSU home page.

Financial Aid specialists and counselors are available to assist students in determining educational funding options. If students have a change in their family situation during the school year, they should contact the Financial Aid Office regarding special circumstance consideration. In addition, DSU Student Emergency Loans are coordinated by this office.

Students may access consumer information required for DSU to participate in Federal Aid Programs through this office as well as Student Right to Know, Placement Statistics, Crime Report, Equity in Athletics, and average graduate loan debt information. If you are convicted of a drug related offense while you are receiving any type of federal financial aid, you may become ineligible for federal financial aid for a period of time determined by the type of offense. Juvenile offenses (unless tried as an adult) and convictions reversed or set aside do not count. For more information, please contact the Federal Student Aid Information Center at 1-800-433-3243.

Since the largest single source of financial aid is from the federal government – be sure to vote for elected officials determine aid appropriations and laws governing the financial aid programs available to students – see Voter Registration in the handbook.

Food Service (256-7310)

The University Food Service is operated by ARAMARK for the benefit of the students and staff of Dakota State University. The Marketplace, located in the Trojan Center, is the dining room of the campus. The all-you-care-to-eat style dining, which allows you to pick and choose a variety of options with one payment upon entering. Enjoy deli, soups, salads, pizza, grill, pasta and much more! Hours of service are Monday-Thursday 7:30am-10am, 11am-1:30pm & 5pm-7:30pm; Friday 7:30am-10am, 11am-1:30pm, 5pm-7pm; Saturday 11:30am-1:30pm & 5pm-6:30pm; Sunday 11:30am-1:30pm & 5pm-7pm.

Join us at Myxers to enjoy a treat found in our on campus convenience store or at Java City. Java City offers a variety of espresso and non-espresso drinks, your favorite baked treats, grab 'n go sandwiches, salads and more. Hours of service are Monday-Thursday 7:30am-9pm; Friday 7:30am-5pm; Saturday & Sunday closed. Bits 'n Bytes C-store provides the basic needs for college life. Utilize your meal plan flex dollars to purchase items to cook for yourself in the Residence Halls or grab a quick meal on your way to class. Hours are Monday-Thursday 8am-11pm; Friday 8am-5pm, Saturday closed, Sunday 6:30pm-11pm.

Concessions and Vending accept meal plan flex dollars, so use them at all athletic games and the vending machines around campus. **The Big Dakota** meal plan is \$1232.50 per semester and includes 200 all-you-care-to-eat meals and \$75 in meal plan flex. This provides an average of 12 meals per week.

The Blue and Gold meal plan is \$1192.90 per semester and includes 150 all-you-care-to-eat meals and \$150 in meal plan flex. This provides an average of 9 meals per week.

The Trojan Basic meal plan is \$1081.45 per semester and includes 100 all-you-care-to-eat meals and \$325 in meal plan flex. This provides an average of 6 meals per week.

The Trojan Advanced meal plan is designed for students in their third year or subsequent year who live on campus and provides \$353.70 in meal plan flex per semester.

First semester students living on campus are able to choose from the Blue & Gold or Big Dakota meal plans. All meal plans include tax and are designed for the average student who dines on campus one to two meals a day, five days a week. All meal plan flex dollars are accepted in the Marketplace and Myxers, concessions and at select vending machines on campus. Cash, credit card and Trojan Gold are also accepted. All meal plan meals do not transfer from fall to spring. All meal plan flex will transfer from fall to spring. All meal plan flex must be used at the end of the spring semester or it will be forfeited.

The University Food Service professional staff is dedicated to providing each student with as much personalized service as possible. Students are encouraged to contact the Director with questions and suggestions.

International Programs (303, TCB, 256-5267) <http://www.dsu.edu/international>

DSU is now a member of National Student Exchange providing exciting new opportunities for our students. Expand your learning by exchanging to one of the nearly 200 campus across the nation, Canada, Guam, Puerto Rico and US Virgin Islands. Explore new areas of study and cultures, broaden your personal and educational experiences and become more independent and resourceful!

Exchanges are available for up to one year and include access to study opportunities in over 40 countries.

The Office of International Programs works to promote international diversity on the campus. We offer study abroad opportunities as well as welcoming international students to DSU.

Our study abroad opportunities include short term study tours and semester or academic year programs. In addition we cooperate with all of the Regental institutions in South Dakota for study abroad opportunities that work for them and their majors.

We offer full services to international students seeking admission, including I-20 issuance. We are certified by CIS through the SEVIS system to enroll qualified international students.

The Dakota Language Institute on our campus offers an intensive ESL (English as a Second Language) program to help non-native English speakers bring their English skills to a higher level. We serve both students and community members.

The International Club is open to all students, faculty and community members who wish to get to know people of other cultures on a personal level. The Club has many activities and social events. See us at www.clubs.dsu.edu/international/

Karl E. Mundt Library and Learning Commons (256-5203)

The Karl E. Mundt Library and Learning Commons provides an outstanding range of library services as well as solid collections – print and digital – to support the research and recreational needs of the students, faculty and staff of Dakota State University. Library services available to you, the student, include our helpful staff, the online library catalog, a wide range of online research databases, web-based tutorials and guides, interlibrary loans, research skills training, course reserve materials, networked computers, and audiovisual & digital equipment. For studying, the second floor of the Mundt is a haven from the hustle and noise of the dorms. It is also a great place for group collaboration with whiteboards and large monitors to hook onto your Tablet PC. We have big comfy seats to lounge in and relax. We welcome student suggestions on what we should purchase.

The library building is regularly open six days a week, but 24-hour access to many library resources and services is available online both on and off campus. Become a fan and add the Mundt to your Facebook account. Visit the Mundt's homepage (<http://www.dsu.edu/library>) to search for information, request services, and learn more about the Library and what it can do for you!

During the academic year, the library building is open Monday – Thursday 8:00 am to 10:00 pm, Friday 8:00 am – 5:00 pm, and Sunday 2:00 pm – 10:00 pm. For more information on on-campus library services: <http://www.dsu.edu/library/on-campus.aspx> For more information on distant library services: <http://www.dsu.edu/library/distance.aspx>.

Resources and Information: 24-hour access to many library resources and services is available online both on and off campus. Click on the Student Life tab on the DSU home page to find the link to “Library and Learning Commons” or go directly to the library homepage at <http://www.dsu.edu/library>. Online research databases provide access to journal articles and e-books. Materials physically in the library include books, magazines and journals, DVDs, and a growing collection of audio books (self-contained devices called Play-aways) so you can listen to a book while you do other things. The Escape collection on the first floor of the library provides recreational reading. Recreational reading is also provided in downloadable audiobooks and e-books in our Overdrive database.

Interlibrary Loan (ILL): The Library will borrow materials it does not own for you to use for free. Request an Interlibrary Loan when you need materials that are not available in the Mundt Library and are not accessible online. Use the “Interlibrary Loan” link on the left side Library’s home page to request materials.

Reference: Reference services support the information and research needs of DSU students. Students may contact the Reference Librarians in person, by phone, text, or by instant messaging by using the “Ask a Librarian” link on the Library’s home page. Email questions will be answered in 24 hours or less (except for weekends and holidays). A research tutorial is available online by selecting the “Tutorials and Tipsheets” under the Get Help section on the left side of the library’s homepage.

Cameras and other equipment: The Mundt is a wireless portal to the campus network and maintains some networked computers for scanning and public access to the Internet. As part of its AV services, the Mundt has a wide array of digital equipment like video cameras and digital audio recorders for use by students as well as standard AV equipment like video-players and format converters.

Your ID is important. The library barcode ID number (which begins 21578...) is located on the front of your DSU ID card and is necessary for searching library research databases from off-campus. After selecting a research database when off-campus, login using the ID number as “username” and your last name as “password”. In order for you to borrow anything (including reserve materials to be photocopied) you must present your valid DSU University card - so please don't leave home without it! Library copiers and vending machines are equipped with a Trojan Gold reader for your convenience.

Book-drop. You are responsible for the proper care and return of all of the materials you check out from the library. Please return material in the outside or inside book-drops. Material left on the counter of the front desk can be easily lost or misplaced. When and if this happens, you are responsible for the cost of its replacement.

Overdue Materials. You are responsible for returning the materials you check out of the library. Our chief concern is that the materials are returned and in good condition. Different classes of materials have different overdue fines ranging from \$.05/day to \$1.00/hour. Most items have a grace period before the fines begin to accumulate. Please avoid overdue fines by returning your materials on time or by renewing them.

Renewal of library materials. Three ways to renew! You can renew online most items you have checked out by taking the following steps: 1) select “Library Catalog” from the “Database Quicklinks” dropdown menu on the Library’s homepage; 2) click on “Traditional Catalog” in the black bar near the top; 3) Click on “My Library Card”; 4) Login with your library ID and password ; 5) click “Loans” ; select the item to be renewed; then click on the Renew link. You may also renew by bringing the books into the library or by calling the library at (605) 256-5203.

Lost or Damaged Materials. You are responsible for their care and for returning the materials you check out of the library. You will be charged the replacement price of the material plus a \$10.00 processing fee for each lost or damaged library item.

You are encouraged to make maximum use of the staff, collections and facilities. Use your Library! All the best students do!

Lost and Found (256-5146)

Items of indeterminable ownership found on the campus, except in residence halls, should be turned in to the Student Services Center in the Trojan Center. Inquiries regarding items lost should likewise be directed to the Center.

Mail Service

The United States Postal Service delivers U.S. Mail for residential students to the Student Services Center Monday - Friday. Residential students are assigned a mailbox in the Trojan Center Student Union for receiving both U.S. and intra-campus mail. Residential students may send packages at the Production Center and pick up UPS or Fed Ex items at the Student Services Center.

Intra-campus mail is intended for the use of campus personnel and organizations. Mail drops for intra-campus mail (as well as US mail) are located in the Bookstore, Student Services Center and the Production Center. Faculty and staff, residential students and student organizations may receive intra-campus mail. Persons or organizations wishing to disseminate material to residential students must address each piece of mail to a specific recipient and must clearly identify the identity of the sender.

Electronic “mail” is sent and received via computers on the DSU local area network to campus persons and organizations having authorized “addresses.”

New Student Orientation (256-5146)

Designed to acquaint new students with the University environment, its expectations, opportunities, and services, New Student Orientation is a series of activities in which new students participate prior to the beginning of classes each semester and throughout September. These events are planned by a staff-student committee.

Office of Diversity Services (Trojan Center Underground, 256-7347)

Diversity is the key to excellence in education. DSU is committed to enriching the lives of our students, faculty, and staff by providing a diverse campus where the exchange of ideas, knowledge, and perspectives is an active part of learning. The goal of Diversity Services is to make your experience at DSU a great experience in learning about yourself and others. We can assist you in many ways; from admissions, advice and registration help to scholarship identification. Located in the Student Union/Trojan Center Underground, Diversity Services which includes the Center for Multi-Cultural Affairs, provides a comfortable safe space for students to meet, study or just “be”.

Office of Graduate Studies and Research (Heston Hall 310, 256-5799)

The mission of the Office of Graduate Studies and Research is to promote excellence in graduate education and research at DSU. The Dean of Graduate Studies and Research collaborates with the Graduate Council, the graduate program committees within each college, and graduate faculty to conduct strategic planning, ensure program quality, and develop and implement graduate policies. The office also collaborates with the research committee, and the Office of Sponsored Programs to promote academic research across campus. The office provides faculty and students with information, assistance and support services related to curriculum, policies and procedures; coordinates the graduate admission and registration processes; and provides oversight for the University’s research agenda to ensure a link between graduate education and the University’s research activities. The office is responsible for the day-to-day operation of the graduate programs, works with University student services to provide appropriate support services for graduate students, and serves as the official office of record for graduate student files.

Office of Institutional Effectiveness and Assessment (Heston Hall 310, 256-5101)

The Office of Institutional Effectiveness and Assessment (OIEA) provides services to prospective and current students, supports the academic and administrative units in developing and assessing their institutional effectiveness plans and assists the Assessment Coordinating Committee in evaluating DSU’s Academic Assessment Program. The OIEA supports student success and learning by assisting in test preparation and by providing services and information to students in a timely, efficient manner. The staff administers the following standardized exams: ACT Residual, CLEP, DANTES, Placement (COMPASS), Praxis, Proficiency, and Major-Field tests. The office provides assistance to the academic and administrative units in a broad range of activities including support for regional and program accreditation, conducting and analyzing surveys and administering and ensuring compliance with Board of Regents policies. Please contact the OIEA at 605-256-5101 or by e-mail at assessoffice@dsu.edu for additional information.

Office of the President (314 Heston Hall, 256-5112)

The President of the University is directly responsible to the South Dakota Board of Regents for all aspects of the University's operation. Reporting directly to the President are the Vice President for Academic Affairs, Vice President for Business and Administrative Services, Vice President and Dean for Students and Director of Athletics. The President maintains frequent contact not only with various administrators, but also with the presidents of the general faculty, the student senate and the Career Service Council. He is also available to students wishing to see him. Visit the President's Office website at <http://www.dsu.edu/presidents-office/>.

Outreach Services

DSU reaches out to the larger community to provide services and expertise. This outreach has assisted a number of businesses, industries, educational institutions, and governmental entities. This assistance focuses largely on providing education, consultation and direct service regarding information technology applications consistent with DSU's computer/information technology mission.

DSU's office of Outreach Services consists of the K-12 Data Center, Non-Profit Grants Management Institute, and Technology Support Services. These units often have opportunities for student involvement such as internships. To learn more about Outreach Services please visit www.dsu.edu/discoverdsu/outreachservices.htm.

Physical Plant (256-5222)

Supervision of University buildings and grounds (including maintenance and custodial services), central receiving and distributing, dispatching of University vehicles, parking tags, and campus security are among the responsibilities of the Director of the Physical Plant. Payment of parking fines and tags are to be made at Cashier's Office. To learn more about the Physical Plant please visit <http://www.departments.dsu.edu/physical-plant/default.htm>.

Printing and Postal Services (256-5189)

The campus duplicating service is located in the lower level of Heston Hall. Students may utilize this service provided they do not infringe upon copyright laws or use the printed material for personal profit. Jobs are handled on a first-come-first serve basis. Payment can be made by cash, personal check or Trojan Gold. There is a copy machine located at the Library which accepts coins or the University Card. Other services that are offered at the Production Center include color copying and printing, binding, and laminating. This office also houses the campus postal service. Packages and letters can be shipped using USPS, UPS or Federal Express. Stamps are available for purchase.

Registration and Academic Records (103 Heston Hall, 256-5144)

The principal responsibilities of this office are the preparation and safekeeping of student academic records and the conducting of registration activities. Official copies of transcripts are available upon written request by students for \$5.00 for the first official transcript and \$2.50 for each additional transcript per request. Students may request their academic transcript from any one of the 6 institutions in the South Dakota Board of Regents system. Academic policies and procedures are presented in detail in the University Catalog. DSU students have the opportunity to pre register for the upcoming fall and spring semesters in April. Students are encouraged to register on line in Web-Advisor after meeting with their academic advisor. Students can also change their schedule and access their grades, academic transcript and degree audit on-line in Web-Advisor.

Residence Life Office - See Student Services Center on Page 12

Scheduling of Events/Facilities

The University Master Calendar is maintained on the Web (access via DSU Homepage) by the Student Services Center. All members of the campus are asked to check the Calendar before scheduling an event and to notify the Student Services Center of the event. Notification may be by phone, e-mail or use of the registration form available on the web.

The Student Services Center (256-5146) is responsible for scheduling all space in the Trojan Center and the Brinker Conference Room in Heston Hall. The Karl Mundt Foundation area (lower level of Mundt Library) is scheduled by calling 256-5211. The Fieldhouse is scheduled by the Office of the Athletic Director (256-5229). The dean's office of each individual college is responsible for scheduling facilities within their building for non-course-work activity. Information regarding the Dakota Prairie Playhouse and its Conference Center may be obtained by calling 256-5666.

Smith-Zimmermann Heritage Museum (256-5308)

The Museum is on the north side of the DSU campus just east of the Tyrrell Physical Plant and is operated by the Lake County Historical Society. Its collection reflects the history and culture of early South Dakotans. A parlor, dining room, kitchen and bedroom illustrate home furnishings used in the late 1800's and early 1900's. Other areas include a business section, farm equipment and tools, and a claim shanty replica to help interpret living conditions of many homesteaders. Early forms of transportation include a covered wagon, carriage, spring wagon, road cart for harness racing, sleighs, and a handsomely restored 1920 Oldsmobile. These and many other artifacts invite you to explore the past and help you appreciate the present. Open hours are 1:00-4:30 p.m. Tuesday through Friday, and admission is free.

Student Development Office (Lower Level Trojan Center, 256-5121)

The Student Development Office, located in the Student Success Center in the Trojan Center Underground, provides a variety of services related to student retention. It functions as a central location for students, faculty and staff to establish relationships that will promote personal and academic excellence for each and every student. The personnel within Student Development support student involvement in, and ownership of, their unique learning process. The mission is to help each student succeed academically, socially, and personally in an interdisciplinary world. Relationship development, personal discovery and developmental counseling are tools Student Development staff employ to ensure student achievements and help students recognize the value of their unique skills, talents, ideas, awareness and capabilities.

Counseling - Personal: Personal counseling services are readily available through on-staff counselors, as well as resident directors and resident assistants. A network for students to access personal counseling, chemical dependency counseling and therapy services exists with agencies within the Madison community through referral by the Student Development Office.

Academic: Student Development staff collaborate with and support the counseling efforts of academic advisors. Staff provide assistance to students having difficulties with their courses. Test anxiety, study skills, time management and stress management are evaluated and solutions are implemented to achieve academic success.

Probation: Students on Academic Probation are counseled, mentored and monitored to facilitate academic progress. Regular meetings are conducted to enhance this process.

Student Success Center: Student Success Assistants work in the Student Success Center, located in the lower level of the Trojan Center. The Success Center is an excellent place where you can ask students “in the know” about life at DSU: there is no such thing as a “stupid” question. Success Assistants assist students in learning basic academic skills like time management, effective note taking and test taking. They are also available to ask questions about anything from dealing with stress to questions about adjusting to college life. Student Success Assistants are students who have learned good academic skills, and are successful at Dakota State.

Early Alert (EA) Referral System – The Early Alert Referral System is an online system which allows faculty to refer students they have identified as having academic difficulties in their class, to a centralized campus liaison, the Student Success and Retention Coordinator. When a referral is received, the Success and Retention Coordinator:

- offers students individual assistance with basic study skills, and time management skills;
- provides appropriate referrals to additional academic or other counseling resources;
- provides feedback to instructors and advisors regarding the specific actions taken by their identified students; and,
- works closely with Student Development, DSU faculty and other staff, to develop programs designed to help promote student success.

Policy and procedures for the system can be found at <http://www.courses.dsu.edu/onlineadvising/> under the “Other Resources” tab.

Training and Orientation - Training: Student Development staff provide in-service training for the residence life staff in the August Residence Life Workshop and throughout the school year.

Alcohol and Other Drugs Program - The Alcohol and Other Drugs (AOD) Program offers a continuum of campus services from prevention education to formal treatment resources. Wellness/AOD services include student prevention education, screening assessment, counseling, referral and case management services as well as Residence Life, faculty and staff training opportunities. The program’s goal is to minimize the negative effects alcohol and other drug use has within the student population through education early problem detection and effectively matching student needs to available resources. For confidential consultation or education and training opportunities contact the Student Services Center.

Student Employment (204 Heston Hall, 256-5155)

The Student Employment Office assists DSU students in finding temporary, part-time and summer jobs through two programs – the Job Location and Development (JLD) Program and placement of Federal Work Study (FWS) Program awarded students.

The **JLD Program** expands and develops off-campus job opportunities for enrolled students who want jobs regardless of financial need. Student Employment works directly with area employers and employment agencies as a referral resource, and develops, researches and maintains a list of positions available to DSU students. The Student Employment Coordinator is available to work with students to find their interests and abilities.

The **FWS Program** encourages part-time employment for students who need income to help pay for their cost of education. Eligibility is based on financial need and is determined by Federal financial aid application results. DSU Financial Aid Office administers the awarding of Federal Work Study awards, and the Student Employment Office works directly with FWS awarded students and campus employers to direct the placement of students into positions.

More information on job opportunities for students can be found on the DSU homepage under Student Life and Career Services.

Student Health Service (256-6951)

Health services for students at Dakota State University have been contracted with two local providers which include the Interlakes Medical Center (903 N. Washington) and the Madison Community Hospital (917 N. Washington). Health services are available to students paying the General Activity Fee, for initial examination and medical care, administering of immunization and allergy shots and assistance with health and Wellness questions/concerns.

The Student Health Fee is paid by all students as part of their General Activity Fee. This fee is **NOT** a substitute for health insurance. DSU Student Affairs strongly encourages all students to carry health insurance. **The South Dakota Board of Regents has endorsed an optional injury and sickness insurance plan, and strongly recommends that all students carry this or some form of health insurance.** International students, their spouses and dependents are required to purchase this plan. More information about this plan is available at <https://myhealth.sdbor.edu/>.

Interlakes Medical Center – Clinic hours are 8:30am to 4:00pm Monday through Friday and urgent care only on Saturday 9:00am to 11:00 am. Individuals properly identifying themselves at the Clinic reception desk as DSU students will be accepted. There will be a designated RN/LPN in the Nurses Station which students may utilize. Students judged by the Nurse as needing to see a physician will be referred to a physician or physician assistant for evaluation. Under this plan, a student will be provided up to three such physician diagnostic office calls per semester.

Services not provided in the contract include nurse coverage after regular physician office hours, x-ray procedures, laboratory procedures, medications, routine physical or athletic examinations, annual pap smear lab charge, physical therapy, maternity care, or treatment of injuries incurred during intercollegiate athletic practice or competition.

Madison Community Hospital – The contract student will receive the following services, provided out-patient care and/or hospitalization becomes necessary at the order of the student's attending physician:

1. Emergency room visits are not covered under the plan. Only in the event that a student has no insurance coverage and deemed an emergency, will that visit be counted as one of the three office visits provided them each semester with this contract.
2. The student will be responsible for all additional out-patient and hospitalization charges in excess of the above stipulated benefits. Should the student be carrying any other form of hospitalization insurance previous to or in conjunction with the above agreement, it is understood that this agreement acts as a supplement to any other types of student hospital coverage. Under no circumstances will any cash rebate be given to the student in cases where other coverage plus this agreement would exceed the cost of hospitalization.

Student Services Center (Trojan Center, 256-5146)

Activities Office - The Activities Office exists to encourage and coordinate student activities programming, to assist student organizations in formulating and achieving their goals, and to publicize campus events. The Director of Activities works closely with the heads of the major campus programming organizations to coordinate the planning of educational, social, and recreational events. The Director of Student Activities also works with other staff professionals and students to implement programs designed to promote leadership development among students.

Student organizations desiring to conduct an event on campus schedule the event through this office. The updated constitution of each recognized student organization and a current list of organization officers is maintained on file. Activities Office staff are available to answer questions regarding student organizations or student activities and to assist student groups in planning activities.

A master calendar of campus events is maintained on the DSU Web Site. Groups thinking of conducting an event on campus are requested to check with this office to determine the best available date. All events duly scheduled in campus facilities will appear on this calendar. Any group conducting an event off campus is encouraged to list it on the calendar. All questions regarding campus events should be directed to this office.

Residence Life Office - Students are required to live in on-campus housing if they; have been graduated from high school for less than two years; are unmarried; are not living with dependant child; are not living full time (six days per week) with parent or legal guardian; would be commuting more than 75 miles to campus; are taking six or more credit hours at their parent institution. Exceptions to this policy can be made by the Dean of Student Affairs for situations which are highly unusual and compelling. Students seeking information regarding exemption procedures should contact the Residence Life Office. Summer session housing is optional. Any student enrolled in any academic session may be provided housing. A student not enrolled in a particular session may not be provided housing without the specific approval of the Dean of Student Affairs.

Campus housing includes both men's and women's residences with a total capacity of 590. The four residence halls were financed as bond revenue projects with the aid of federal loans and are auxiliary enterprises of a self-liquidating and self-supporting nature. The two 8-Plex apartments are being leased from the Madison Housing and Redevelopment Commission and constitute a fifth residence hall which is available to students beyond their first year. Each residence hall is managed by a full-time Resident Director and a staff of student assistants. The directors report to the Director of Residence Life. Questions or problems which cannot be resolved at the Resident Director level should be directed to the Residence Life Office.

University Card Office - This office is where all University Cards are produced. Trojan Gold funds can also be deposited at this location. Any issues or questions that you might have about the University Card should be addressed in this office (see below).

The University Card/Trojan Gold Account (256-5146)

The University Card is the official identification card for the DSU community. The Card provides access to the Library, the Community Center, the Residence Halls and various activities and athletic events. New students receive their card upon arrival at their residence hall (Student Services Center for commuting students). The Card is electronically reactivated each semester. The Card, which is not transferable to another person, should be carried at all times on campus.

In addition to serving as an access card, the University Card carries the declining balance of one of the four meal plans, and also provides a prepaid, stored-value debit program called Trojan Gold. Funds stored as Trojan Gold may be used at the Bookstore, the Pro-

duction Center, vending machines, laundry machines, copiers, concessions, the Marketplace, Java City, and Bits ‘n Bytes. It can also be used at various locations off campus, including Pizza Hut, Pizza Ranch, Taco John’s, Classic Corner Convenience, Dairy Queen, McDonalds Scooby’s Convenience store and Stadium Sports Grill. A minimum deposit of \$25 is required to activate the account; thereafter, funds may be added at any time by means of cash, check or credit/debit card. You are also able to register yourself on the ecard site at www.dsu.edu/student-life/card-services/index.aspx. On this site you are able to add funds to your card via credit/debit card, deactivate your card if lost or stolen, and look at transactions of your purchases for your funds.

If a card is lost or stolen, it should be reported immediately to the University Card Office in the Student Services Center. Once deactivated, funds are protected. The account balance, which can be verified at each point of sale or in the Student Services Center, carries forward from semester to semester. At the close of a person’s term at DSU, the unused balance, if greater than \$20, is refunded. Any funds not requested for refund after 90 days from termination of agreement will become the property of Dakota State University.

The amount of each Trojan Gold purchase, including tax, will be deducted from the funds loaded on your card. You agree to only use the card for purchases of goods and services, not to obtain cash from a merchant. You may return purchases to a merchant, contingent upon their policy, for a refund allocated to your card. It is your responsibility to monitor your spending activity either at the University Food Service or the University Card Office in the Student Services Center. If you attempt to use your card when there are insufficient funds available, the transaction should not be approved. If the transaction would be approved, causing your account to develop a negative amount, you agree to pay such amount promptly.

Trojan Center (256-5146)

As the focal point for out-of-classroom activities at DSU, the Trojan Center provides various services to the entire University community. The Trojan Center contains the Bookstore, Campus Ministries Office, the MarketPlace (Food Service operation which provides multiple dining options), the Underground (multi-purpose room), three separate meeting rooms, the Gameroom and a student lounge.

The Student Services Center, which contains the office of Activities, Residence Life, Orientation, and University Card is located in the “TC” as is the Center for Multi-Cultural Affairs and the Student Success Center. Student organization offices located in the facility include the Student Senate, Trojan Times and KDSU.

The meeting rooms are available for use by DSU groups and may be scheduled by contacting the Student Services Center. Groups not affiliated with the University may also reserve space if it is available. The Spectrum Lounge and the Underground provides casual seating for conversation and a big screen television. These facilities are also used for banquets, workshops, performances, and exhibits.

Several bulletin boards are located on the walls. These boards carry notices regarding events, items for sale and job notices. Permission to post items on these boards may be gained from the Student Services Center.

Tutoring Services

Online and on-campus tutoring services are available to all campus and distance students.

Our campus tutors are available at the tutor desk in the Library & Learning Commons, as well as The Student Success Center. Tutors are available to assist our students approximately 80 hours per week, excluding periods when classes are not in session, such as Christmas and Spring Break. For a complete schedule of tutoring services and available content areas, visit <http://www.dsu.edu/academics/tutoring/>

Online tutoring via Elluminate is facilitated by our campus tutors. Sessions may be scheduled between the hours of 2 to 10 PM on Sundays, and 6 to 10 PM, Monday through Thursday. Online tutoring sessions must be scheduled at least 24 hours in advance, by contacting Patti Beck, Tutoring Program Coordinator, during regular work hours, at 256-5900 or patti.beck@dsu.edu.

Veterans Affairs Office (11 Heston Hall, 256-5648)

The Veteran Affairs Office located in the lower level of Heston Hall has been established to provide information and assistance to students qualifying for Veterans Administration education benefits. Benefits provided by the VA include: monthly Education Assistance payments, tutorial assistance, educational loans, National Guard and Reservists Chapter Assistance and participation in the Veterans Education and Training Service Program. For more information visit the DSU Veterans Office homepage at: www.dsu.edu/financial-aid/veteran-affairs.aspx.

Vice President for Academic Affairs (314 Heston Hall, 256-5112)

The Vice President for Academic Affairs is responsible for the academic integrity of the institution and is the chief academic officer of the University. The Vice President for Academic Affairs addresses exceptional situations regarding academic policies and related academic matters.

The academic programs and teaching faculty of the University are divided into three colleges, each headed by a dean who reports to the Vice President for Academic Affairs. These are:

College of Arts and Sciences (114 Beadle Hall, 256-5270, <http://www.dsu.edu/arts-sciences/index.aspx>)

College of Business and Information Systems (101 East Hall, 256-5165, <http://www.dsu.edu/bis/index.aspx>)

College of Education (150 Kennedy Center, 256-5177, <http://www.dsu.edu/educate/index.aspx>)

Voter Registration

As a citizen of the United States, you have the privilege to vote in county, state and national elections. As a part of the Higher Education Act of 1965, as amended in 1998, Congress directed schools receiving federal financial aid to assist students who have not yet registered to vote.

To register to vote, as a South Dakota resident, you may obtain a voter registration form at the Secretary of State's web site www.state.sd.us/sos/vote.htm. If your home state is other than South Dakota, you may use the national form which is available at www.beavoter.org/.

To be eligible to vote in an election, the voter registration form must be received by the county Auditor fifteen days before an election.

Absence Notification

All residents are urged to leave word of their whereabouts with their RA when they are going to be away from campus for one or more nights (unless going home) in order that they might be reached in an emergency.

Emergencies

Each resident should keep a flashlight handy in case of power failure. Candles are not permitted for this purpose because of their potential fire hazard.

All residents and guests must leave the building immediately any time the fire alarm sounds. Before leaving the room, close the window, take adequate clothing for outside conditions, leave the door closed but unlocked (to assist resident staff who must check each room to ensure all residents have heard the alarm and responded) and walk to the nearest usable exit. Residents not near their room should proceed outside immediately, NOT returning to their room first. Residents are asked to remain outside until the "all clear" is given by the Resident Director or Duty RA. A resident should not attempt to use a fire extinguisher to put out a fire unless he/she is absolutely certain that he/she can put it out with the extinguisher.

Failure to leave the building immediately upon hearing a fire alarm is considered a serious violation of University policy, as it is considered endangering the health and safety of persons. A student who fails to respond immediately to a fire alarm will receive not less than a Letter of Reprimand and a \$25 monetary penalty. It is the residence staff's responsibility to make sure the building is clear, not to remind people to respond to the alarm. Only a staff member can give an "all clear" during a fire alarm. Students are to treat all alarms as real, no matter what the circumstances, unless notified otherwise by a staff member. The University system has purchased a new software and students can sign up to be notified if an emergency happens.

Fire Safety Equipment

Fire alarm systems and fire extinguishers are located in each of the residences to provide protection for residents in case of fire. Any person misusing or tampering with fire alarm devices or fire fighting equipment will be considered to be in violation of the University regulation regarding endangering the safety of others. Any student found to have intentionally set off a false alarm, will receive not less than Disciplinary Probation and a \$250 monetary penalty.

Furnishings and Facilities

Each room is provided with study desks and chairs, single beds with mattress and pad, lofting kit, closets, and curtains. Extra furnishings in reasonable amount and size are permitted. No furnishings should be removed from any room or lounge without the specific approval of the Resident Director.

Each hall has at least two kitchens. Residents are expected to clean up after using this facility.

The residences are equipped with coin/card-operated washers and dryers and snack and soft drink machines. Any difficulty with this equipment or any of the facilities above should be reported immediately to a member of the residence staff.

Certain items of equipment have been purchased by each residence hall using hall association funds. This equipment may include TV sets, vacuum cleaners and various other items. Control of this equipment is the responsibility of the residence hall and residents are expected to take proper care of these items. A resident responsible for the damage to or loss of any item will be expected to pay for its repair or replacement.

The building bond agreement prohibits students from being on the roof of a residence hall at any time. Areas of a hall under the control of the Physical Plant such as mechanical rooms, tunnel areas, and janitorial closets are off-limits to residents.

Housing Contract

A residence hall contract must be signed for the academic year (or the remaining portion thereof) by all residential students before moving into their hall. Students eligible or becoming eligible to live off campus may do so for the second semester if they so advise the Residence Life Office prior to the first class day of the spring semester. A new to DSU student having made contract and wishing to cancel it must so request in writing to the Residence Life Office by August 1 for the upcoming fall semester in order to have their \$50 room deposit returned to them. A student who intended to be new to DSU for the upcoming spring semester and wishing to cancel their contract must submit a request to the Residence life Office by December 15 in order to have their \$50 room deposit returned to them. Students having made contract and expecting to arrive on campus after the beginning of classes must provide the Residence Life Office with prior notice in order to not lose their room preference. DSU will consider a student bound to this contract and responsible for the appropriate per semester housing fee if they are residing in their assigned room on or after the first class day of the fall or spring semester as defined by the DSU academic calendar. This contract cannot be terminated by a student during the course of a semester, unless enrollment is terminated, except in fully documented situations of unanticipated personal emergency where approval is granted by the Dean of Student Affairs.

When withdrawing from the University, or in the case of Administrative or Disciplinary Suspension, a student is expected to remove

himself or herself together with all personal property from the hall within twenty-four hours of the termination of his or her enrollment. A student not intending to return for a subsequent semester must remove all personal belongings from the hall prior to the end of that semester. A student deciding, during semester break, to not return for the spring semester must contact the Residence Life Office to make arrangements to remove their belongings prior to the beginning of the semester. Failure to do so will result in a \$50 monetary penalty and \$15 per day storage charge.

The residence halls are closed for the Thanksgiving holiday, semester break, spring break and Easter holiday. An occupant must obtain approval from his/her Resident Director to stay in his/her room during these periods, agree to abide by the security requirements in place during the break/holiday and pay the applicable charge. A student authorized to live off-campus who subsequently indicates a desire to move into a residence hall will be charged pro rata for those weeks remaining in the semester. Any off-campus student found in violation of Regental policy regarding living on campus may be billed for the full semester room charge and will be subject to disciplinary action.

Notification of Student that is Missing

Reporting a Student as Missing: Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the university's campus security office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

Institutional Response: Upon receipt of a missing student report, student affairs or campus security personnel will promptly attempt to locate the student on campus or at other sites controlled by the university. 1) Initial efforts to contact students will involve telephone or other electronic communications. 2) If unable to contact the students by electronic means, university personnel will attempt to contact the students at their lodgings on the campus or in the municipal limits of the city where the university is located. 3) If students who reside in university controlled residences do not respond to electronic contacts or to knocking on their doors, student affairs personnel may enter the students' rooms in order to assess the condition of the room and to look for visible personal property (wallet, keys, cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by campus security officers, they will either request that student affairs personnel enter student rooms or they will obtain search warrants. 4) University personnel may pursue such additional or other investigative activities as are reasonable under the circumstances. a) If the university determines that the student has been missing for a period of twentyfour hours, or if it cannot locate the student and it determines that the student appears to be missing as, the university will immediately notify local law enforcement agencies that the student is missing. b) When the university notifies local law enforcement agencies, it will also notify such persons as the student may have designated pursuant to 4(A), below, that the student is missing. 1) In the case of unemancipated students under the age of 18, the university will notify the students' custodial parents or legal guardians. The university will determine whether circumstances suggest that others living, working or participating in activities at the university may be in danger, and if it determines that such a danger may exist, it will warn the campus.

Publication of this Policy: Each university will publish this policy electronically through websites designed to convey emergency or law enforcement information; will incorporate its provisions into student handbooks, resident life or similar publications; and will otherwise assure that students know, or should know, of its provisions.

Students' Option to Identify Persons to Be Informed: At the time that a student is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an individual to be notified pursuant to this policy in the event that the student becomes missing. 1) Students will be provided confidential means to designate such individuals and to update their designations. 2) Such contact information will be held as a confidential student record. Unemancipated students under the age of eighteen will be informed that, in the event that they become missing, the university will notify a custodial parent or legal guardian pursuant to this policy. Source: BOR, August 2009.

Overnight Guests

Residents are responsible for their non-DSU students guests at all times while present in the hall. Code of conduct expectations is shared between the resident and the guest. Residents are expected to carefully consider who they invite to the hall and be sensitive to the safety expectations of all hall members. Overnight guests must be same gender and are limited to two nights in any two-week period. The host must accommodate the guest and no vacant rooms can be used for this purpose. Roommates should mutually agree that it is acceptable to both parties to have an overnight guest before an invitation is extended.

Public Area Damage Policy

Public area damages will be charged to the residents of a floor/ hall or to the hall association account if not paid for by the person(s) responsible. The hall council makes recommendations to the Resident Director as to which process should be used. Hall councils also make recommendations to their Resident Director for improvement of the physical environment in the hall and work with residents toward a better understanding of the physical aspects of the building.

Damages which are going to be charged to the residents of a floor will be handled in the following manner:

- (1) The nature and cost of the damage will be posted on the appropriate floor. There will be five class days to try to discover the person(s) responsible.
- (2) After five days, the amount of damage still unaccounted for will be posted (e.g. broken fire glass - \$35 — thirty residents — \$1.16/person).
- (3) This amount must be paid to the floor Resident Assistant by a date posted along with the cost information.

- (4) The names of those residents not having paid by the deadline will be turned over to the Residence Life Office and a ten dollar service charge will be added to the amount.

Quiet Hours

No individual or group will be permitted to interfere with the right of any resident to use his/her room for study and sleep. Quiet Hours are those periods of time when the residence hall should be quiet enough not to hinder either study or sleep. During these periods, residents wishing to engage in activities which result in any degree of noise or disruption are expected to leave the hall in deference to those wishing to study or sleep. Quiet Hours for each residence hall are in effect from 10:00 pm - 10:00 am daily. Any hall or floor wishing to extend Quiet Hours may do so by a majority vote of the residents.

Residence Hall Government

Each residence hall has a hall council elected by the members of the hall to serve in the capacity as set forth by the hall constitution. These hall officers consider and recommend to their membership such policies and procedures as may be deemed necessary to supplement existing University regulations. All policies and procedures passed by a hall council are subject to approval by the Resident Director, who serves as advisor to the council, and the Director of Residence Life. Hall officers and committees are also involved in the planning of hall educational, social, and recreational activities. These events are supported by the hall association account which receives income from cable TV and washer/dryer proceeds as well as hall dues and fund-raising activities.

Residence Staff

Each residence hall has a Resident Director who is a member of the Student Services staff and who is responsible for establishing and maintaining an atmosphere within the hall which promotes student learning and personal growth. Assisting each Director are four Resident Assistants (RA's) who are both students and members of the Student Services staff. Normally, one RA is assigned to each floor/wing within a hall. You are encouraged to seek out your RA when you need information or assistance.

Residence staff members are expected to act as initiators of responsible group living patterns. They will ensure that residents understand hall regulations and their necessity for achieving harmonious and productive group living and will assist hall government and residents to confront issues and to take advantage of opportunities. Your full cooperation with your residence staff is expected by the University.

A "Duty RA" is on duty every day of the week and expected to be physically in the hall Monday through Thursday from 7:00 p.m. to 7:00 a.m. and from 7:00 p.m. Friday to 7:00 a.m. Monday in each hall. The name, room number and phone number of the daily RA is posted in the hall lobby. Resident Directors will announce their "office hours" at the outset of each semester.

Room Assignment

Room assignments are made by Residence Life staff. The University will not discriminate in room assignment on the basis of race, color, religion, national origin, sex, age or disability. Continuing students indicate their room preference for the following term in the latter part of each semester. Students requesting their present room have priority. Following the close of this process, remaining rooms are assigned according to the date each housing contract and Room Deposit reach the Residence Life Office. Whenever possible, mutual requests for roommates will be honored, as will other special requests.

Room changes within a residence hall may be made only upon approval of the Resident Director. There must be sufficient justification to warrant the change. Persons wishing to change halls must obtain approval from the Residence Life Office. No room changes are permitted during the first week of the fall semester.

Single occupancy of a two-person room is permitted if sufficient space is available in the residence hall and upon payment of the Single Occupancy Fee. Priority for single occupancy is based on credit hours completed, with particular preference being given to juniors and seniors. The additional charge results from the annual amortization cost of the federal bonds issued to construct the residence halls. If a student living in a two-person room loses his/her roommate during the course of the semester, that student must immediately accept one of the following options: 1) request single occupancy for the remainder of the semester (on a prorated basis) or 2) be willing to receive a new roommate or move to another room (joining another student) at any time.

The University reserves the right to move a student to another room or hall if such action is in the best interest of the student or, in cases of extreme or repeated misbehavior, to remove a student from his or her hall for the remainder of a semester without refund of room charge.

Room Entry/Search Policy

Student's individual residence hall rooms constitute private places to which the general public does not have an unrestricted right of access. The rights of students to be secure in their person, living quarters, papers and possessions against unreasonable entry, search, or seizure is assured. Institutions are delegated authority by the Board of Regents to establish reasonable administrative entry, search and seizure procedures necessary for the enforcement of institutional regulations, to protect and maintain institutional property and to aid in the basic responsibility of the University regarding discipline and maintenance of an educational atmosphere.

Periodic inspections of residence rooms by Residence Life staff are made to determine general room condition and maintenance. These inspections will normally be made by the Resident Director accompanied by the Resident Assistant, with at least twenty-four hour advance posted notice being given occupants. Reasonable efforts will be made by the Director to arrange the inspections at times convenient to the majority of residents. The staff is, however, authorized to enter a room during these inspections even if the occupants are not present. These inspections do not include the opening of drawers, refrigerators, or any other actions which constitute search,

except that the Director may wish to have residents have their closet doors open in order to ascertain the general condition of closet and contents. If during these inspections violations of University regulations are discovered, appropriate inquiry and action will be initiated. Resident assistants check each room during a fire alarm and the afternoon prior to each break (to ensure windows are locked and appropriate devices are unplugged).

University maintenance personnel are authorized entry in response to a request by the occupant(s) for maintenance or repair work. Maintenance performed upon institutional initiative requires twenty-four hour advance notification to the occupant(s).

Resident staff are required and authorized to enter a room when there is reason to believe that an occupant or property may be endangered or a University policy is being violated. If a resident staff member has cause to believe that a situation of this nature exists, he/she will knock on the door, identify him/herself, and request entry. In such situation, the occupant(s) present in the room are obligated to permit the staff member immediate entrance. Upon receiving entry to the room, the staff member will explain his/her purpose for having requested such entrance. If the member is not provided entrance from within, he/she will gain entrance by means of a their master key. Once the staff member has gained entrance to the room, they will attempt to determine if their cause for concern is valid by communicating with the occupants of the room and observing the general nature of the room. If the staff member determines probable cause exists they are authorized to conduct a search of the room if the occupants do not produce items requested voluntarily.

In order to search a room without the occupants' presence, the residence staff must obtain a Room Entry/Search Authorization from the Dean of Student Affairs. The Resident Director (or RA on duty) will fill out and sign a Room Entry/Search form which indicates the room(s) to be entered, the regulation(s) allegedly being violated, the item(s) being sought (if applicable), and the names of those authorized to enter. If a search is made and articles contrary to University policy are discovered, the occupant(s) will be given written notice of the items taken. Exception to these requirements may be made only when entry and search is necessary to the immediate safety of the occupant(s) and/or other residents. Entry and search by law enforcement officers requires a search warrant duly issued by a magistrate.

Room Keys

Upon checking into a residence hall, each resident will be provided a key to their room by their Resident Assistant. Duplication of any key or providing it to another person are situations warranting disciplinary action. If a key is lost, the loss should be reported immediately to the Resident Director. A loan key can be obtained from the Resident Director for a specific period of time. If the key is not found, the student will be charged for a replacement key. Access to the front door of each hall is gained via the University Card.

Sales and Solicitation

No representative (including a student acting in such capacity) of any firm, organization or group is authorized to contract for or sell any goods or services or to canvas in advocacy of any cause or issue within a residence hall. Solicitation may be made by mail or telephone, but personal contact with the agent must be made outside the hall. Students are advised to be careful when entering into any agreement to purchase. The University has no valid means to verify the authenticity of any firm or representative. Disreputable solicitors do attempt to do business on campuses. Report to the Resident Director immediately any person attempting to do business within the hall. Any off-campus delivery service must be made to and picked up at the main lobby. Student organizations, including residence hall associations, wishing to invite sales representatives of firms or agencies to campus in order to inspect merchandise must arrange to meet the representative in the Trojan Center. The representative may not be invited into the hall.

Any individual or non-residence hall organization must obtain permission from the Student Services Center in order to display any type of advertising-promotion on hall bulletin boards. Campus organizations will receive first priority for bulletin board space. All signs/posters must identify sponsorship, must be appropriate for public areas (including room doors and windows) and should not include pictures or language that is offensive. Signs/posters promoting the sale, use, or advertisement of alcoholic beverages are not permitted. No information will be distributed through intra-campus mail for any individual or organization not directly connected with the University. No promotional material may be placed upon or slid under residents' doors.

Security Of Residences

The University is required to maintain residence hall policies and procedures which assure the reasonable security of residents and of institutional property. The procedure selected by the University from among Board of Regents options for assuring security is the escort policy. The only persons permitted to be in a residence hall, other than authorized University employees, are the residents and their immediate guests. A guest may not enter any portion of a residence hall other than the lobby unless in the continuous company of the resident who is the host. The host is responsible for the guest's behavior. Reasonable security can only be achieved if all residents actively follow the escort policy.

The front doors of each residence hall are locked 24 hours a day, seven days a week. Students use their University Card to gain entrance during these hours. Secondary exits doors are to be used only in the case of a fire. Students whose behavior threatens the safety or security of others, including the blocking open of a front door or otherwise providing access to an unauthorized person, will receive disciplinary action; non-students will be handled by civil authorities.

Residents are urged to lock their rooms when they are going to be away from them for any length of time. The University cannot take responsibility for personal items lost, damaged, or stolen. Residents are also urged to mark all their property and to maintain a written record of all serial numbered valuables to discourage theft and aid in recovery. Students are encouraged to consider insuring their valuables under a "home owners" type policy (where possible, by extending the coverage of their parents' policy).

Any resident discovering any items missing and believed stolen should report this information to his/her Resident Director imme-

diately. Any personal items found within a residence hall should be turned in to the Resident Director.

Resident staff are authorized to unlock the door to a room only for the occupants of the room. No student should enter the room of another without first obtaining that student's permission.

Storage Of Personal Property

When vacating his/her room, a resident is expected to remove all personal property. Residents are permitted to leave belongings in their rooms at their own risk during Thanksgiving and Easter vacations and semester and spring breaks. Storage of selected items in rooms designated by the Resident Life Office during the summer for a service charge is evaluated on a year to year basis. Adequate notice will be given to residents if it is determined storage space can be made available. Bicycle storage during winter months is permissible only in a student's own room; motorbikes and motorcycles may not be brought into a hall at any time.

Telephones

There is a landline phone jack in every residence hall room. This jack will not be active at the outset of the fall semester. Residents wanting landline service must inform their hall staff during the check in process to the hall. There is no additional cost to have landline services activated. It may take up to two weeks to activate the line. Students must provide their own phones. Phone cards must be used to make long distance calls from the University phone system.

University Expectations

An essential part of the residential student's education is the learning associated with group living. You will be in contact with a variety of life styles and with differing value systems, attitudes, and opinions. Because of this diversity, you will need to be patient, open-minded, and understanding. It is hoped your interests will broaden and your understanding of yourself and others will deepen.

The primary requirement upon the student living in a residence hall is that he/she recognize and respect the rights of others.

Use of Residence Facilities

The following are not permitted in the residence halls:

1. Firearms, air guns, bows and arrows, metal-tip darts or other types of potentially dangerous weapons or equipment.
2. Explosives (including fireworks and ammunition) or flammable liquids of any kind.
3. Animals of any kind other than small fish in an aquarium of not more than ten gallons.
4. Electrical heating appliances (except coffee pots, microwave, hair dryers or stylers, and electric blankets), or air conditioners. All appliances must be in proper working order.
5. Waterbeds or loft unit not supplied by DSU.
6. Cooking in student rooms other than warming food in a microwave.
7. Use of nails, screws, tacks, hooks, or pins as retainers in walls, ceilings, or wood framework.
8. Painting of any portion of a room.
9. Burning of candles or incense or use of decorations (including live Christmas trees and exterior type holiday lights) which present a fire hazard.
10. Halogen lamps without screens
11. Contact paper
12. Glow in the dark ceiling mount stars
13. Extending electric cords, radio or television antennas, or other devices outside the window or removing screens from windows.
14. Removal or alteration of ceiling tiles.
15. Use of multiple-head electrical plugs other than two UL approved devices (having a self-contained fuse and not more than six outlets) per room.
16. Use of smoking/chewing tobacco.
17. Placing stereo speakers such that music is played into hallways or out of windows.
18. Empty alcohol containers
19. Carpets with foam or rubber backing.

Residents and guests are expected to act responsibly toward residence property. Costs resulting from damage or missing furnishings in a room will be divided equally among the assigned occupants unless the person responsible admits responsibility. Damage, as well as improperly functioning items, should be reported as soon as possible to the RA or Resident Director. Upon occupying a room, the occupants should carefully inspect the room and note in detail any discrepancies or damages on the Room Condition Card. This card will be used by the resident staff when checking the room at the end of the semester or upon change of rooms. Any damage noted by the staff member which is not listed on the card will be chargeable. A student may not request room checkout until all their belongings have been removed. Failure to be properly checked out will result in a \$50 monetary penalty. When vacating his/her room, the student is expected to leave it in the same order as when he/she first occupied it.

Residents are responsible for the cleanliness of their rooms. Particular care must be taken not to leave food open or exposed as it will attract insects. Students are responsible for taking their trash to the dumpster adjacent to their hall. Residents who permit their rooms to

reach a state of disorder which threatens to become a health or fire hazard will be subject to disciplinary action.

Visitation

Visitation in all residence halls is 24/7. The host must meet the guest in the lobby and escort them to and from the room. Opposite sex guests must use appropriate restrooms. 24/7 visitation does not imply cohabitation. Cohabitation is defined as any situation that would prompt a reasonable person to believe a guest has a continuous presence, is not permitted.

Cooperation between roommates in scheduling visitation is expected in order that neither is unduly imposing upon the other. Those students not entertaining guests are expected to extend the courtesy of ensuring that their dress and behavior are such as not to offend any guest. Failure on the part of any individual or group to properly meet visitation expectations will result in disciplinary actions, including possible loss of visitation privileges.

Guest hours for the main lounge of each residence hall shall be until midnight each night when classes will be held the next day and 2:00 am on each night when there will be classes the next day.

Activities Fair

Conducted during the second week of the fall semester, the Activities Fair provides all students the opportunity to learn about the recognized student organizations at DSU. Each organization has the opportunity to have a table in the Trojan Center or on the West Trojan Center lawn from 11:00 am to 1:00 pm. Members of the organization are present to provide materials explaining their purpose and activities and to answer questions.

Athletics

Dakota State University is a member of the National Association of Intercollegiate Athletics (NAIA, Division II) and the Dakota Athletic Conference. The DAC includes universities from South Dakota and North Dakota. The women's intercollegiate programs provide competition in cross country, basketball, volleyball, softball, and indoor and outdoor track and field. The men's programs include football, basketball, cross country, baseball, and indoor and outdoor track and field.



Bingo/Lottery Policy

Bingo games and lotteries (raffles) sponsored on campus (or as part of a scheduled event off campus) by recognized student organizations must be conducted in accordance with South Dakota law (SDCL 22-25-23 through 22-25-25). Requirements and limitations include:

1. All proceeds from the game/lottery are placed in the organizations account.
2. No separate, non-campus person or entity is employed to conduct the game/lottery or to provide equipment or services.

Drama

Dakota State University provides a range of theatrical experiences for its students, both as audience and participants. Productions include serious drama, comedy, one-act plays, and musicals. Students have the opportunity to participate in all phases of play production including acting, scene design, lighting, and directing.

Events Coordination

The Director of Student Activities works closely with the leadership of DSU Live, Residence Life, Intramural Sports, the Students Activities Board and the Office of Diversity Services to coordinate the planning of educational, social and recreational events. This programming, combined with that of many of the recognized student organizations, Intercollegiate Athletics and the Fine Arts departments, constitutes the events which comprise “campus life.”

Funding of Student Organizations

The University is authorized to distribute funds from fees to recognized student organizations to support activities that further the institution’s educational mission. These activities may take the form of cultural, social, recreational and informational events. The institution may only distribute funds if the organization’s activities:

1. Have a valid secular purpose; and
2. Do not have the primary effect of advancing or inhibiting religion, and
3. Do not foster excessive entanglement between the institution and religion.

The University may not distribute fee proceeds to support the expenses of a recognized organization if such funds shall be used to:

1. Advance any candidate or ballot issue in an off-campus election; or
2. Finance off-campus lobbying or political activities of non-students.

Intramural Athletics

The Intramural Athletics Department sponsors a wide variety of activities designed to encourage participation from every student on campus. Participation in Intramural Sports benefits students personally, socially, and physically. It also provides a healthy environment to develop and enhance a sense of fair play, leadership, sportsmanship, and teamwork.

There is a wide array of special events and tournaments sponsored by Intramural Athletics. These events include: Hot Shot Contest, 3-Point Shoot, Co-Ed 6 on 6 Soccer Tournament, 3 on 3 Basketball Tournament and more.

Team sports include men’s, women’s, and co-ed teams. Sports include: Flag Football, Volleyball, Soccer, Ultimate Frisbee, Softball, and Basketball. More information is available at www.clubs.dsu.edu/intramural/.

Movie Policy

Recognized student organizations, including residence hall councils, may purchase or rent movies and show them on campus by virtue of a contract, renewed annually by the University. No admissions charge may be collected from those attending the movie.

Music and Art

Vocal and instrumental activities also exist at Dakota State. The newly formed Pep Band will be playing for home football and basketball games. The DSU Concert Choir is open to all students wishing to participate and is available for 1 credit or 0 credit. DSU Singers is an auditioned ensemble that can also be taken for 1 credit or 0 credit. These ensembles provide music for the university and community throughout the year. Also available are applied lessons on piano and voice.

Students are also provided opportunities for greater understanding, appreciation, and self-expression in the area of visual arts. Exhibits of faculty and student work appear on several occasions during the school year in the Mundt Library Gallery. The DSU Collection, consisting of items of student artwork purchased with General Activity Fee funds, is located in offices and display areas across the campus.

Organizational Requests for Official Recognition

The steps involved in gaining official recognition by the University include:

1. Interested members meet with the Director of Activities to discuss their plans and obtain advice.
2. Members develop and approve an organizational constitution which meets university guidelines, deliver a copy to the Director of Activities, and name an advisor.
3. Members meet with the Student Senate as it reviews the proposed organizational constitution prior to endorsing it for approval by the University.
4. The constitution, as endorsed by the Senate, is presented to the Director of Student Activities for approval on behalf of the

University.

In order to gain and maintain formal recognition by the University, a student organization must have at least five active members. Seventy-five percent of the members must be currently enrolled DSU students, as must all officers.

Each recognized student organization is required to review its constitution every-other year and to provide the Activities Office with an updated copy by a deadline established and announced by the Director of Activities. It is understood that situations may arise which require further reviews and actions by organizations regarding their constitutions. Any major changes made by any organization in its constitution must be approved by the Student Senate and the Director of Student Activities as expeditiously as possible. The Activities Office is also to be kept up to date by the organization of its officers and advisor(s).

Should any recognized organization cease to have an active membership, it will be placed upon the “inactive list” by the Director of Activities. Any organization remaining on the “inactive list” for three consecutive academic years will have its recognition revoked. Thereafter, students seeking to reactivate the organization will need to follow the above process to again gain University recognition.

Purpose

Dakota State University offers a variety of student activities and organizations. Each provides opportunities for personal, spiritual, physical or intellectual growth. All students are encouraged to participate in campus organizations. The skill-building which results from meaningful involvement combines with formal academic work to produce a competent and confident person.

Recognition of Accomplishments

The Certificate of Merit program recognizes organizational achievement as does the Board of Regents Award for Organizational Leadership, Award for Community Service and Award for Academic Excellence. Individual student achievement in the co-curricular arena is recognized via the Campus Student Leaders, College Student Leaders and Who’s Who in American College and Universities, as well as several awards in Intercollegiate Athletics.

Recognized Student Organizations

Student organizations exist because of a common interest or goal on the part of their members. Listed below are those student organizations currently recognized by the University. The Activities Office maintains information regarding the status (level of activity) of each student organization as well as a list of current officers.

Recognized student organizations currently include:

8-Plex Hall Association	Gaming Club	Physical Education Club
ANIME Club	Health Information Mgmt. Club	Respiratory Care Student Association
A.R.T. Club	Higbie Hall Association	Richardson Hall Association
Colleges Against Cancer	International Club	South Dakota Education Association
Computer Club	Intervarsity Christian Fellowship	Student Activities Board
Council for Exceptional Children	Kappa Sigma Iota (Academic Honorary)	Student Ambassadors
Delta Mu Delta (Business Honorary)	KDSU (internet-based radio station)	Student Association Senate
DSU Diverse Student Union	Martial Arts Club	Students in Free Enterprise
DSU Live	Math and Science Club	Trojan Times (campus newspaper)
DSU Trojan Rhythm	Newman Club	Unlimited Possibilities Agency
Emry Hall Association	Phi Beta Lambda Business Club	Women in Science and Technology
Exercise Science Club	Phi Eta Sigma (Honor Society)	Zimmermann Hall Association
“Fear The Turkey” (Drama Club)		

Religious Activities

There is an active link between the churches of Madison and the DSU students. Students are encouraged to worship with and become involved in the activities of the congregation of their choice in Madison. The office of Campus Ministries is located in the Trojan Center, with staff members from several religious denominations having office hours.

Scheduling of Activities

All student organizations should check the campus Master Calendar located on the World Wide Web (accessed via the DSU Homepage) before determining the date for an event. All events must be registered with the Activities Office (form available on the Student Activities webpage). The Student Services Center will then place the event on the Calendar. Only registered events can be publicized via table tents in the Marketplace, posters and other approved means.

In addition to having responsibility for the scheduling of the Trojan Center and Brinker Conference Room facilities, the Student Services Center can assist the organization in arranging use of any other facility on campus. The activity must be registered before a facility can be reserved. The Activities Office may provide assistance to student organizations planning activities and events. Principal responsibility for thorough and timely planning and supervision of an activity, including proper publicity, rests with the sponsoring organization. Only recognized student organizations may schedule University facilities to conduct activities; however, unrecognized student groups may solicit the sponsorship of a recognized student organization.

Non-campus groups wishing to conduct an instructional program or event using any Dakota State University facility must obtain

1) the sponsorship of a college and 2) the written approval of the Academic Vice President. Non-campus groups wishing to conduct a non-instructional program or event using any Dakota State University facility must 1) obtain the sponsorship of a college, recognized student organization or the Activities Office and 2) the written approval of the Dean of Student Affairs.

Institutional facilities and grounds embody investments by students and taxpayers to advance the educational, research and service missions of the institution. They are not open to the public for assembly, speech, or other activities as are the public streets, sidewalks, parks or seats of government. Therefore, private parties must request permission to use facilities or grounds for private meetings or events.

Private parties may request permission to utilize designated areas on the grounds of the Dakota State campus by contacting Kim Wermers at kim.wermers@dsu.edu or calling the DSU Student Services Center at 605-256-5146. Such requests may be granted to the extent that institutional program schedules permit if the requested use is lawful and otherwise consistent with this policy, poses no risk of harm to persons or property, and will not disrupt the intended use of the facilities or grounds by the institution, its students, staff or other visitors. South Dakota Board of Regents policy 6:13 and Dakota State University policy 01-76-00 are integral parts of this policy and are by this reference incorporated herein.

Only those groups who properly reserve designated areas and complete the DSU grounds use form have the authority to utilize DSU grounds. Reservation requests must be received a minimum of three working days in advance of the scheduled activity. The scheduling coordinator is authorized to grant exceptions to this component of the policy where circumstances warrant.

The grounds reservation coordinator will work with event representatives to determine the best location for scheduled activities. The area defined by the Trojan Center on the east, Kennedy Center on the south, Physical Plant on the west and Higbie Hall on the north is considered the designated reservation area. This space is commonly referred to as the west Trojan Center lawn. The grounds reservation coordinator is authorized to grant location exceptions where circumstances warrant.

The Vice President and Dean of Student Affairs will be consulted and ultimately asked to make a determination regarding challenging reservation requests.

Special Events

Trojan Days (Homecoming) - Conducted early in the fall, events begin early in the week and build toward the conclusion the following Saturday. Although the Athletic Department, Alumni Office, and Music Department each conduct events during this period, the bulk of the activities are planned and conducted by the Student Activities Board (SAB). Funding principally comes from the General Activity Fee. Among the activities planned by students are professional entertainers, a coronation, a mid-week dance, movies, and a pre-game parade.

Family Weekend - The mission of the Family Program is to promote and enhance opportunities for family members of DSU students to communicate, participate, and establish a sense of community with one another and with the faculty, staff, and administration of DSU. The Family Program Committee coordinates a weekend in the fall for family members to visit campus and participate in various educational and social activities. This is a great opportunity for students and their families to reconnect and interact with members of the DSU community.

Frost Bites Week - Sponsored by the Student Activities Board in cooperation with other student organizations, this series of activities is conducted in Feb/March and constitutes another important point in the annual schedule of events. The week-long schedule of special social activity includes such items as entertainment nights, recreational activities and movies.

Sponsorship of Non-University Speakers by Student Organizations

Student organizations and colleges or departments of the institution may invite and hear persons of their own choice. Routine procedures required by the institution before a guest speaker is invited to appear on campus shall be designed to ensure that there is orderly scheduling of facilities, adequate preparation for the event, and assurance that the event shall not substantially disrupt the educational process. (BOR policy, 3:9)

The responsibility for initiating an invitation to an individual to speak on the campus or under University auspices and the fitness of such an individual to speak under such circumstances is primarily a responsibility of the student organization extending the invitation, subject to the policies of the University governing outside speakers.

In keeping with the educational objectives of this institution, guest speakers are welcome on the campus for the promotion of an atmosphere of open exchange and critical evaluation of divergent points of view. No topic or issue is too controversial for intelligent discussion on the campus, and the sponsoring of guest speakers by student organizations shall be restricted only as provided herein. No person shall be invited to appear as a guest speaker on the campus or under the auspices of the University when it is determined, on the basis of available evidence:

that such person's presentation will cause a substantial disruption to the University and its process, or

that such person will or is likely to advocate treason, sedition, the forcible overthrow of the Government or similar crimes.

If a student organization proposes to invite someone to speak on the campus or under institutional auspices and there exists a doubt as measured by the University administration by generally accepted standards as to whether the proposed action would be in the best interests of the University, the student organization concerned shall do all necessary to remove doubt before extending the invitation for which it assumes responsibility. In the process of removing doubt, the organization president and advisor should consult with the Director of Student Activities. Further consultation with the administration may be deemed appropriate. The University may require that the invitation to be extended be conditioned upon the speaker's prior agreement to comply with the intent of institutional policies and procedures.

The appearance of speakers on the campus under the sponsorship of groups or organizations other than recognized student organizations, including those not affiliated with the University, but which have made arrangements for the use of institutional facilities, shall be governed by these same provisions. The right of any organization to sponsor guest speakers is conditioned upon compliance with procedures regarding the use of University facilities.

Student Activities Board

The Student Activities Board (SAB) plans social, educational, and recreational activities and events for the University community. SAB plans numerous events throughout the year and coordinates week-long events each semester (Homecoming in the fall and Frost Bites Week in the spring). It is composed of 18-20 students and is advised by the Director of Activities. Board members are selected through an interview process in the fall and spring. All interested students are invited to talk to current members and become involved.

Student Activities Board positions:

- **President**
- **Vice President (2)**
- **Event Coordinator (14-16)** - have main responsibility for all aspects of programming campus events

Student Government

The DSU Student Association, in which all enrolled students have membership, is represented by its legislative body, the Student Senate. The primary intent of the Senate is to assist in promoting the general welfare of the University and to serve as an organized medium for expressing student opinion on matters of general concern. The Senate consists of a President, Vice-President, Treasurer, Administrative Assistant and 15 senators elected at large each April to serve a one-year term. To be eligible to run for a seat on the Senate, a student must 1) have completed one semester at DSU, 2) possess a 2.0 cumulative GPA, 3) be in good standing with the University, and 4) be able to serve a one year term. Regular Senate meetings are held each week (September-April) and are open to all students. The agenda for each meeting is posted at the Senate Office in the Trojan Center a week in advance.

The Senate establishes standing committees to carry out certain responsibilities. In addition to direct participation in student government, all students have an excellent opportunity to participate in institutional governance by serving on one or more of the institutional committees (see Page 50). Students are assigned to these committees, based upon their own preference, by the Student Senate for one-year terms beginning in the fall.

Student Leadership Development

The University believes that substantial opportunities for personal growth and development on the part of students are inherent in active membership in a student organization and feels that all possible assistance should be provided to these organizations. A major responsibility of the Director of Activities is to work closely with officers and advisors of student organizations to identify the particular needs of their group and to design ways and means of meeting these needs. Assistance can take the form of individual meetings between the Director and organizational officers, workshops for either officers from all interested organizations or the entire membership of a particular organization, or trips to another institution to visit with counterparts. The Activities Office maintains the Student Organization Resource Guide, available on line to the members of recognized student organizations, and maintains a variety of materials related to leadership and organizational success. For further information regarding the Activities Office, see Page 12.

The Director of Student Activities coordinates leadership training opportunities through the Leadership Connection Program. Students develop life skills through active participation in exercises designed to provide more understanding about themselves and the skills necessary to achieve success in life. Formal training is combined with opportunities for volunteerism which create an environment for use of the skills learned. Leadership Connection programs are fun, challenging and educational. Every student enrolled in the University is eligible to participate.

Student Organization Privileges and Responsibilities

Student organizations duly recognized by the University enjoy certain privileges included among which are:

- Scheduling of meetings and events in available University facilities and having the events publicized by means of the Master Calendar, table tents in the Marketplace and posters.
- Opportunity to participate as an organization in various University programs and events such as Homecoming and Frost Bites Week.
- Use of available University fleet vehicles, provided the organization follows required procedures.
- Conducting fund-raising ventures on campus in accordance with University policies when approved by the Director of Activities.
- Opportunity to request funding from the University Club Fund or the General Activity Fee Fund.

Concomitantly, recognized student organizations, as official elements of the University, are responsible for complying with University policies and procedures as set forth in this handbook and all other documents compiled by the Dean of Student Affairs pertaining to student organizations. These procedures and policies were established by authority granted the institution by the Board of Regents and their disregard by an organization can result in sanctions by the University, including withdrawal of recognition.

In addition to specific procedures outlined in this handbook, certain general responsibilities are incumbent upon an organization, and the organization is accountable for its activities in the context of these general responsibilities:

- The activities shall be consonant with the purpose of the organization, as set forth in its constitution, and with established University regulations and public law.

The organization shall be open to all students meeting reasonably established organizational qualifications, and students shall not be precluded from membership on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability.

Organizational officers and members shall be familiar with those policies and procedures listed in the Organizational Handbook and shall fully comply with them.

The organization shall not engage in activities which interfere with the ongoing activities of the University or any other approved organization, nor shall it engage in hazing, disorderly conduct, or social misconduct.

The organization shall comply with University regulations regarding the deposit and handling of student organization funds through the Business Office of the University and shall be fiscally responsible. No expenditures of funds, including informal collection from the members, may be made for alcoholic beverages.

The organization shall be responsible for its members' behavior when:

They are acting as members of the organization (with or without official approval) rather than as individual students.

An event is held (officially or unofficially) in the name of the organization.

They act in a manner which indicates that such action is motivated by mutual membership in the organization.

The association between, and the action of, the individuals is under circumstances which draw attention to the organization rather than to themselves as individuals.

Student Publications

Dakota State University students publish the bi-weekly campus newspaper, *Trojan Times*. This publication operates under the guidelines set forth by the Student Media Board, which, composed of administration, faculty, and student representatives, is designed to provide guidance and support to this publication.

Use of University Facilities by Campus Organizations

A student organization scheduling an activity is responsible for ensuring that the activity is in fact that which was portrayed in its listing of the event and that University policy regarding student conduct and the use of University facilities is followed by all attending the activity. Organization officers and the organization advisor (or his/her designated faculty or staff replacement) are expected to be present throughout the activity to ensure that these responsibilities are met. Violations of University policy which do occur are to be reported to the Dean of Student Affairs by the organization president as soon as possible following the activity.

The University may charge for the use of a facility if any special arrangements are necessary for such use which would result in cost to the institution. The organization is expected to leave the facility in the same condition as it found it. Any cost of repair or cleanup will be charged to the organization. Any organization failing to take proper care of a facility may be denied further use of institutional facilities. Recognized student organizations using University facilities to conduct fund raising activities must make clear to the campus their sponsorship and purpose. Such activities may be subject to restriction relating to the appropriateness of time and place. Written accounting for monies related to such activities may be required.

Facilities may be reserved by unrecognized student groups for meetings related to their purposes as students, except that such groups may not use this privilege to sponsor activities. Such groups may invite persons to speak or perform at these meetings, however, such meetings may not take the form of an open, public forum.

Academic Appeals and Freedom in Learning

Administrative officers of the University have the responsibility and authority to make decisions within their respective areas of jurisdiction. As in the case of a concern or complaint regarding an academic matter a student should first discuss a concern with the official directly responsible for the area involved (see Appealing Academic or Administrative Decisions policy found at <http://www.dsu.edu/hr/policies/03-30-00.aspx> and/or the Academic Integrity policy found at <http://www.dsu.edu/hr/policies/03-22-00.aspx>).

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation. (See Appealing Academic or Administrative Decisions policy found at <http://www.dsu.edu/hr/policies/03-30-00.aspx>).

Academic Integrity

Dakota State University is committed to providing students with a quality education. The faculty of DSU will not tolerate academic dishonesty in any form. The Academic Integrity Board policy clarifies the definition of academic dishonesty, the student's rights, and the faculty rights and responsibilities to prohibit, limit, and censure instances of academic dishonesty. Academic Integrity policy found at <http://www.dsu.edu/hr/policies/03-22-00.aspx>.

Alcohol and Other Drugs

Introduction

This statement is provided to students, faculty and staff of Dakota State University in compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. The enclosed information reviews standards of conduct established by the South Dakota Board of Regents and the University regarding the unlawful manufacture, possession, use or distribution of alcohol, controlled substances or marijuana. Legal sanctions under local, state and federal law for the unlawful possession, use or distribution of these substances are described, as are institutional sanctions. Information regarding health risks and treatment or rehabilitation services is also provided. All members of the campus community are encouraged to familiarize themselves with this material.

The South Dakota Board of Regents strictly prohibits the unlawful manufacture, possession, use or distribution of alcohol, marijuana or controlled substances by its students or employees while on property controlled by the Board or while participating in any capacity in activities or employments sponsored by it. Possession of alcohol, is permitted on the campuses where specifically authorized by Board policy.

Disciplinary Sanctions

Sanctions for an initial infraction involving possession or use of alcohol, absent any other infraction of the Student Conduct Code, will result in a Letter of Reprimand, which may be accompanied by a fine and discretionary sanctions. A second such offense will result in not less than Disciplinary Probation and a \$100 monetary penalty and may mandate a substance abuse assessment at the students' expense. A third offense will result in Disciplinary Suspension for not less than one semester or, in compelling circumstances, Disciplinary Probation for not less than one year and required participation in an approved substance abuse treatment program at the student's expense. Sanctions for an initial infraction involving possession or use of marijuana or controlled substances will result in not less than Disciplinary Probation and a monetary penalty. Violations involving manufacture, distribution, or possession with intent to distribute marijuana or controlled substances will result in Disciplinary Suspension for not less than one year.

The foregoing sanctions are minimum sanctions, and reference to them does not preclude more severe sanctions, including Expulsion, where the circumstances warrant such actions. Violations of DSU alcohol, marijuana and controlled substances policies on campus may be referred to local law enforcement authorities, and will be so referred when the facts suggest a felony offense. Referral of a matter to local authorities does not relieve the University of the responsibility to pursue disciplinary action. Students found guilty in a court of law or declining to contest charges regarding the unlawful possession, use or distribution of alcohol, marijuana or controlled substances stemming from any incident occurring off-campus will likewise receive disciplinary action.

Criminal and civil penalties are clearly established in local ordinances, state statutes and federal laws for violations involving unlawful use, possession, consumption or distribution of alcohol, marijuana and controlled substances. These violations are often considered to be serious crimes, and penalties can include fines, loss of driving privileges and incarceration. In addition, criminal proceedings and sanctions interrupt normal educational or employment activities and may create a permanent criminal record.

The city of Madison has established ordinances regarding alcoholic beverages. Violations covered include: maintaining a common nuisance (buildings, structures, homes, etc where alcoholic beverages are manufactured, sold, consumed or used in violation of state law or city ordinances); drinking or possession of alcoholic beverages in a public place and driving under the influence of alcohol. These violations are classified as petty offenses and entail a maximum penalty of up to a one hundred dollar fine.

Appendix A (Pages 53-55) portrays state criminal and civil penalties for unauthorized possession or distribution of marijuana and alcoholic beverages, as well as penalties for unauthorized manufacture, distribution, counterfeiting or possession of a controlled substance. Federal sanctions for trafficking and possession of controlled substances and marijuana are also included.

Alcohol Dangers

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement 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 than other youngsters of becoming alcoholics.

Alcohol and Drug Abuse Programs and Resources

Counseling, treatment and rehabilitation programs for drug and alcohol abuse are available in the Madison area. Students may contact the Office of Alcohol and Other Drugs at 256-5121 for information, appointments with a counselor, and /or referral to treatment agencies. Employees may also contact the Office of Alcohol and Other Drug for referral information. Some of the additional resources available to students and staff are listed below:

The Alcohol and Drug Treatment
Unit of Community Counseling Services
914 Northeast 3rd St., Madison, SD 57042
256-9656 (On Call #256-6551)

Charter Hospital of Sioux Falls
2812 South Louise Avenue
Sioux Falls, SD 57106
361-8111

Community Counseling Services
Huron Office
1552 Dakota South, Huron, SD 57350
352-8596

Madison Alcoholics Anonymous
Open Meetings
Sat. 10:00 pm • Sun. 11:00 am • Wed. 8:00 pm
(Old Morrell Bldg. S. Highland)

Emergency Medical Services
Madison Community Hospital
917 N. Washington Ave., Madison, SD 57042
256-6551

Avera McKennan Hospital
Behavioral Health Services
800 East 21st St., Sioux Falls, SD 57117
339-8041

Office of Institutional Effectiveness and Assessment (Heston Hall 310, 256-5101)

The Office of Institutional Effectiveness and Assessment (OIEA) provides services to prospective and current students, supports the academic and administrative units in developing and assessing their institutional effectiveness plans, and assists the Assessment Coordinating Committee in evaluating DSU's Academic Assessment Program. The OIEA supports student success and learning by assisting in test preparation and by providing services and information to students in a timely, efficient manner. The staff administers the following standardized exams: ACT Residual, CLEP, DANTES, Placement (COMPASS), Praxis, Proficiency, and Major-Field tests. The office provides assistance to the academic and administrative units in a broad range of activities including support for regional and program accreditation, conducting and analyzing surveys, and ensuring compliance with Board of Regents policies. Please contact the OIEA at 605-256-5101 or by e-mail at assessoffice@dsu.edu for additional information.

Assessment Policies

English and Math Course Placement Process

The South Dakota Board of Regents has developed a standardized placement process to ensure that entering students are placed into math, English, and reading courses most appropriate for their ability and background. Entering students must show evidence of their level of academic preparation prior to enrollment into their initial math and English courses.

Degree-Seeking Students

All degree-seeking students must provide ACT or SAT scores that were earned by the student within five years of the date of initial enrollment within the Regental system. If students have multiple ACT scores, the highest scores are used for placement purposes. Students who do not have ACT scores must take the COMPASS examination in the areas of writing skills, mathematics, and reading.

Non-Degree-Seeking

All non-degree seeking students enrolling in English or math courses must provide ACT scores or take the necessary COMPASS exams.

Students with an ACT score of 25 or higher who wish to enroll directly into Calculus must sit for the COMPASS math placement exam. The required ACT and COMPASS scores for the math, English, and reading courses are set by the South Dakota Board of Regents and can be found on the web at the Office of Institutional Effectiveness and Assessment (OIEA) website.

ACT Residual: The ACT Residual is available for students who have applied to DSU. The scores are only valid at the six public institutions in South Dakota. Your unofficial results will be available in 2 to 3 days. ACT will send DSU your official results in 4 to 7 weeks; you will not receive your results directly from ACT. If you wish to schedule an ACT Residual test appointment, please contact the Office of Institutional Effectiveness and Assessment at 605-256-5101 or by e-mail at assessoffice@dsu.edu

COMPASS: The COMPASS is a computer-based placement test developed by ACT. There is no time limit on the COMPASS exams, the scores do not affect admission to DSU, and there is no pass or fail score. Students do not receive course credit for the COMPASS test. Students can complete the COMPASS test during a regularly scheduled registration session at DSU, or individual appointments can be scheduled by contacting the Office of Institutional Effectiveness and Assessment. Students can also schedule a test at University Center in Sioux Falls by calling 605-367-5989 or by e-mailing testingcenter@sduniversitycenter.org. There is no fee for COMPASS if the testing is required by the Board of Regents. Testing is required for initial placement into Calculus or if a student does not have ACT scores. Students who challenge their initial placement must pay a \$17.00 challenge fee. Sample questions are available on the ACT-COMPASS website. Students can use a calculator on the math exam; acceptable calculators are listed on the ACT-COMPASS website. Students are allowed one challenge using the COMPASS test.

Proficiency Testing: Satisfactory performance on the proficiency exams is required for all students seeking an associate or baccalaureate degree from one of South Dakota's regental institutions. The proficiency tests, produced by ACT, consist of four separate multiple-choice exams in science reasoning, math, reading, and writing skills. Each of the exams is 40 minutes long and is designed to test general education skills acquired during the first two years of college.

Students who meet the following criteria will sit for the exam:

- Degree-seeking students registered for credit
- Associate degree-seeking - Completion of 32 passed credit hours at or above the 100 level
- Baccalaureate degree-seeking - Completion of at least 48 passed credit hours at or above the 100 level

Information Literacy: DSU students complete a locally-developed, multiple-choice exam covering topics related to information literacy. The exam is completed during one of the general education courses.

Information Technology (online exam): DSU students will complete a locally-developed, multiple-choice exam to demonstrate knowledge of the general education curriculum related to information technology skills. The exam will take 90 minutes to complete and will cover computer applications, programming, and computer concepts.

Proficiency Testing at a Distance: Distance education students residing out of state will be provided with instructions for completing the proctor agreement form, and may test in the city where they are taking classes. Once the proctor information has been received and verified by OIEA, the test materials will be sent.

University Regulations & Policies

Holds/Restrictions

A restriction is an administrative hold placed on your student record that could prevent you from receiving transcripts, registering, or changing your class schedule. The hold is the result of a financial or administrative obligation to the university and will remain in place until the obligation is met. Holds will be released once restitution or compliance has been met at the appropriate office. Additional information can be found online at <http://www.dsu.edu/academics/online-advising/registration-holds.aspx>.

Major Field Assessment

All graduates of associate-and baccalaureate-degree programs will be assessed prior to graduation. Assessment activities will vary depending on the student's major. Any student who does not participate in the major-field assessment activities will be prevented from graduating.

Additional Assessment Activities

Students evaluate the University's programs and services using the Student Satisfaction Inventory every other year. The results of this survey are published in the University's newspaper. University alumni are surveyed one and three years after graduation to evaluate their DSU education and experiences in preparation for employment. Employers of DSU alumni are also surveyed on an annual basis. Group results are published on the OIEA website <http://www.dsu.edu/academics/assessment/institutional-research/survey-results.aspx>.

Communicable Disease

The University is committed to keeping its students and its employees informed regarding the current state of medical knowledge regarding communicable diseases, including AIDS, AIDS-related complex (ARC) and HIV positive antibody. No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission to the University or access to any of its programs or services. However, the institution may impose certain requirements or restrictions in order to protect student health and safety. Special precautions to prevent contagious diseases (e.g. chicken pox and measles) will be taken when deemed necessary.

Public health reporting requirements to local and public health authorities will be observed by the University. Medical information regarding individuals with AIDS, ARC or HIV positive status will not be provided to any person, group, agency, insurer, etc. without the written permission of the student, with the exception that such permission is not required for public health reporting purposes.

Safety guidelines consistent with public health recommendations will be adopted for the handling of blood and bodily fluids of all individuals. Individuals or organizations that attempt to impose restrictions on HIV carriers, other than those authorized by the Board of Regents, will be subject to disciplinary action.

Computing Privileges (*This policy is under revision to accommodate changes to the DSU computing environment associated with the tablet initiative. The revised policy will be available on the DSU website.)

Scope – Provide direction for the use of computing resources, associated with or accessible from Dakota State University, by faculty, students, staff, and others.

Policy – The use of computers and related technologies, including hardware, software, and courseware, is a privilege. The Director of Computing Services is authorized to extend the privilege of using appropriate computing and related hardware, software, and courseware to persons who are either: members of the faculty, members of the student body, members of the staff, participants in workshops, short courses and similar approved activities and projects, members of an entity that has contracted for the use of computing resources, or teachers, administrators, or students of a K-12 school that has a working agreement with DSU for such services.

Procedure

1. All persons who wish to use a computing service provided through Dakota State must agree to comply with the following rules:
 - A. Users will not use another's user code or password.
 - B. Users will not access the files of any other user without the prior consent of the other user. Authority to access, create, modify, or delete information contained in machine files must be granted explicitly. The capability to access does not imply the authority to access. Any willful unauthorized access of information is a violation of the ethical standards of Dakota State University and may also be a violation of certain state or federal statutes.
 - C. Users will comply with all provisions of software or courseware copyrights unless a specific waiver is authorized by the President.
 - D. Users will utilize computing resources only for authorized administrative, educational, research or other scholarly activity, or a project

- approved by the Director of Computing Services.
- E. Users will comply with all applicable laws.
- F. Users will abide by the Educom “Ethical Use of Computing Resources” statement which has been adopted by Dakota State University.
- G. Users will abide by the Acceptable Use Policy of any network accessed through the University’s computing and communications environment.
- H. Users will exhibit appropriate behavior. Inappropriate behavior includes, but is not limited to:
- excessive playing of computer games; game players who are heavily utilizing computing resources during high usage times will be asked to cease using the computing resource.
 - attempting to modify or remove computer equipment, software or peripherals without proper authorization.
 - accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer used for access or the computer accessed is owned by the University.
 - circumventing or attempting to circumvent normal resource limits, login procedures, and security regulations.
 - using computing facilities, computer accounts or data, for purposes other than those for which they were intended or authorized.
 - sending fraudulent computer mail, breaking into another user’s electronic mailbox, or reading another user’s electronic mail without permission.
 - sending any fraudulent electronic transmission, included but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or journal vouchers, and fraudulent electronic authorization of purchase requisition or journal vouchers.
 - violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data or reports without proper, recorded authorization.
 - using the University’s computing resources to harass or threaten others.
 - taking advantage of another user’s naiveté or negligence to gain access to any computer account, data, software, or file.
 - physically interfering with another user’s authorized access to the University’s computing facilities.
 - encroaching on another user’s ability to make authorized use of University computing resources, including but not limited to:
 - sending excessive messages, including electronic chain letters - printing excessive copies of documents, files, data, or programs
 - modifying system facilities, operating systems, disk sub-directories, or operating environment
 - damaging or vandalizing University computing facilities, equipment, software or computer files.
 - disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.
 - reading another user’s data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner’s explicit permission.
2. Charges for the use of computing services may be assessed by the Director of Computing Services with the approval of the President. Computing services supporting student instruction, faculty development, and DSU administration will normally be provided without charge. However, charges may be assessed for computing services in support of sponsored research; non-academic, personal, or consulting projects; and, contract or off-campus projects. Charges may include the costs associated with issuing the user a University Card. The President may waive any charge for a particular individual or group of users.
3. Software available at Dakota State University includes copyrighted programs developed by Dakota State staff and programs licensed from a variety of vendors. It is expected that all faculty, staff, students and campus guests will use any software — whether or not supplied by Dakota State University — only in accordance with license agreements and copyright provisions applicable to the specific software package.
4. Dakota State faculty, staff and students who knowingly violate any software license agreement or copyright provision will be disciplined as described in #5 below.
- Such discipline shall not exempt the individual from applicable civil or criminal remedies available through federal or state judicial proceedings.
5. Dakota State faculty, staff and students learning of any misuse of software or related documentation, unauthorized information access, or inappropriate behavior should immediately notify the Director of Computing Services, or a College Dean, or the Vice President of Student Affairs. Upon receiving a report of the misuse of the computing privilege, the member of the administration will:
- A. Take immediate steps to verify if there is misuse and ascertain the circumstances of the reported or observed incident.
1. If the misuse or suspected misuse involves students, then the Director of Computing Services and the Vice President for Student Affairs should be notified immediately.
 2. If the misuse or suspected misuse involves faculty, staff, or off-campus personnel, then the Director of Computing Services and the Vice President of Academic Affairs should be notified immediately.
- B. Assist the Director of Computing Services in preparing a report of the misuse or suspected misuse to the Vice President of Academic Affairs and President within five (5) working days.
- C. The Director of Computing Services may immediately suspend the computing privileges of any person who makes inappropriate use of the computing resources of Dakota State University. A report of all actions associated with the suspension of computing privileges will be provided to the Vice President for Student Affairs in the case of student violations, and to the appropriate Executive Council member in the case of faculty or staff violations within two (2) working days of the suspension action. Within seven (7) working days the Vice President for Student Affairs or the appropriate Executive Council member must either initiate formal disciplinary proceedings or reinstate the computing privileges. To appeal a decision, students should refer to Policy 03-30-00, Appealing Academic and Administrative Decisions, and faculty/staff should refer to the Board of Regents Policy Manual 4:7(faculty), 4:8 (exempt) or 4:9 (CSA).
6. While use of the facilities is not restricted solely to faculty, staff, and students, the priority of user access varies depending on class schedules, user status and other factors. The following sections define those priorities and factors.

Facility Status – DSU Computing facilities are divided into two classes — General Access Computing Facilities and Limited Access Computing Facilities. General Access Computing Facilities are available for use by all authorized users except when reserved for class usage. Limited Access Facilities are available to a specific subset of authorized users. A list of General Access and Limited Access Facilities is provided separately. This listing will be updated by Computing Services as changes occur.

Scheduled Classes – Classes scheduled through the Enrollment Services Office take priority over all other usage of general access computing facilities. Regular class schedules will be listed on the boards outside each computing lab at the beginning of each semester. It will be the user’s responsibility to check the scheduled class hours and vacate the lab prior to the time class is scheduled. One-time use and special classes are scheduled through the College office. Whenever possible, such usage will be posted in advance. In all cases, non-participating users may be asked to

vacate the lab when activities scheduled through the Enrollment Services Office or the College office are in progress.

General Access

Any General Access Computing Facility that is not scheduled for a class is available for general access during regular posted hours of operation. During periods of general access, the following rules and priorities apply.

- Registered Students and Workshop Attendees
Persons registered/enrolled in a class/workshop scheduled by the University have priority over other users. In the event that all computers are occupied, any user that cannot display a valid University Card may be asked to move or cease using the computing facilities at the request of a user with a valid student ID. Normally the group sponsoring the workshop is expected to schedule sufficient computing time to meet the needs of enrollees.
7. All users of the computing facilities must comply with all pertinent DSU policies, including the Computing Privileges policy (#03-61-00) and the Use of University Facilities policy (#01-75-00). Of particular importance are those policies concerning copyright and smoking. The use of DSU computing facilities by any individual whose sole purpose is to make a profit is prohibited—except for those exceptions outlined in the Use of University Facilities policy (#01-75-00).

Confidentiality of Student Records (see Privacy of Student Records in the most recent college catalog)

Dakota State University complies with the Family Educational Rights and Privacy Act (FERPA), as amended, regarding student records. All educational records maintained by the University identifiable with an individual student (or former student) will be made available to the student for inspection upon request except for the following: 1) financial records of parents (required for financial aid purposes), 2) letters of recommendation submitted prior to January 1, 1975, and 3) letters of recommendation concerning admission to an educational institution, application for employment, or receipt of an honor, where the student has signed a waiver of access. Not considered as educational records (and therefore not accessible to the student) are personal notes of faculty and staff (provided they are also not available to other persons) and records of physicians used in treatment of the student (provided they are not available to anyone except those providing the treatment).

When students (or former students) appear at an office requesting access to any of their educational records, they must be able to verify their identity. A member of the office staff must supervise the review of the contents of the records which will be accomplished at the time of initial inquiry or no more than 45 days from the initial inquiry. Students may make notes regarding the contents, but no materials may be removed from the records nor may the records be taken from the office. A copy of the material can usually be arranged if requested. Documents submitted by or for students in support of their application for admission or for transfer credit may not be returned to the students nor sent elsewhere.

The University is required to maintain a record (kept with each student's educational records) which indicates all individuals and agencies (other than those specified as having access without the student's written consent) having obtained access to the student's records.

Persons with access to confidential student information on the campus include those designated as appropriate by the administration and may include, but is not limited to a student's academic advisor, the Dean of the college, the Academic Vice President, the Vice President of Student Services and Enrollment Services staff.

The University may release information without the student's consent - 1) in connection with an emergency, if necessary, to protect the health or safety of the student or other individuals. 2) disclosure of information from a student's educational record to officials of other institutions at which the student seeks or intends to enroll. 3) in response to a judicial order or lawfully issued subpoena, but generally must notify the student before complying. Some exceptions exist.

FERPA permits, but does not require, disclosure of educational record information to parents or legal guardians in 2 instances -a.) The student is their dependent for federal tax purposes. The institution must verify the student's dependent status before releasing information. b.) Information regarding any violation of law or an institutional rule or policy governing the use or possession of alcohol or a controlled substance, if the institution has determined the student committed a disciplinary violation with respect to such use or possession and the student is under the age of 21 at the time the violation or possession occurred.

DSU has two levels of directory information. 1) Publicly available directory information shall include a student's name, grade level or academic status (undergraduate, graduate or professional school), graduation date, diploma or degree, major field of study, and dates of attendance. 2) Institutions may identify additional information as nonpublic directory information may not be distributed to public at large without specific written permission of each individual student. Distribution through password-protected electronic means shall be permitted so long as passwords are issued solely to students or institutional employees. a) At the university-level, nonpublic directory information may include publicly available directory information plus the student's official, university electronic mail address.

A student who believes that information contained in their educational records is inaccurate, misleading, or violates their rights may request the institution to amend the records. Should the institution not agree, the student shall be provided the opportunity for a hearing to review the question. Should the hearing decide against amending the record, the student may place a statement in his records commenting on the information in question.

Disability Services

To receive accommodations for a disability at DSU students must:

1. Contact the Disability Services Office in the TC lower level by:
 - Calling Keith Bundy, ADA Coordinator at 256-5121 or
 - Completing the Disability Request Form available at www.departments.dsu.edu/disability_services/Request_form.asp
 - Returning the Disability Notification card that comes with our registration materials
2. Provide documentation of the disability. Mail or fax the information to Disability Services, 820 N. Washington Ave., Madison, SD 57042 or 605-256-5854. Here's the kind of documentation we need. Students wishing accommodations need to have their schools (or the qualified professional who tested them) forward copies of the student's testing/diagnosis records. These records should include:
 - a specific diagnosis (with evidence of the current level of impairment);

- the scores (and subtest scores) the student received on the academic achievement tests, aptitude/cognitive ability tests, and information processing;
- a copy of their Individual Education Plan (IEP) with the accommodations the student is used to receiving (this document alone is not sufficient to receive accommodations).

It is very important that students request accommodations and submit their documentation as soon as possible. Each student may be required to submit medical or other diagnostic documentation of her/his disability and limitations and/or to participate in additional evaluation prior to receiving accommodations. Each student will be responsible for making timely and appropriate disclosures and requests to Disability Services for accommodations. Each student will also be responsible for actively participating in the securing of his or her accommodations and auxiliary aids. Students must follow the University's procedures in applying for academic accommodations. Accommodations are not retroactive; if a student waits until the middle of the semester to request accommodations, any assignments turned in before the student is approved for accommodations are not covered. The University has no obligation to provide academic adjustments until receipt of sufficient specific information to enable it to evaluate a student's needs and its ability to provide the needed adjustments. Requests for accommodations must be made every semester the student registers for classes.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act are very clear in stating that disability related information is to be treated with strict confidentiality. This is extremely important to individuals who may wish to access their right to accommodation while minimizing the risk of stigma sometimes associated with disability.

DSU Financial Aid Satisfactory Academic Progress Policy

In order to receive Federal student aid, the U.S. Department of Education requires that students maintain satisfactory academic progress toward the completion of their chosen degree. Federal student aid includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), TEACH Grants, Work Study, Perkins Loans, Subsidized and Unsubsidized Direct Stafford Loans, and PLUS Loans. Other Federal agencies may require students to maintain satisfactory academic progress for their aid programs as well. The academic record of all students will be monitored to ensure compliance with the requirements specified below. The academic record of those who have not received Federal student aid in the past may impact future eligibility. Failure to meet the following standards will result in suspension of eligibility for all types of Federal student aid.

An academic review takes place at the end of every spring semester, or the last semester attended. A student may be academically suspended as well as being suspended from receiving financial aid. Being reinstated academically does not guarantee financial aid reinstatement. The student must separately appeal the financial aid suspension as outlined in this policy.

Financial aid eligible certificate programs will be reviewed at the end of each semester since these are one-year programs.

QUALITATIVE MEASURES (cumulative grade point average)

Undergraduate Students:

An undergraduate student must meet minimum academic progression standards as established by the South Dakota Board of Regents. These standards are based on the student's cumulative grade point average and system term grade point average. The system term grade point average is based on credits earned from the six Board of Regents universities during a given term. The cumulative grade point average includes all credits earned (transfer plus system credit) and recorded on a student's academic record. All remedial and audited coursework is excluded from this calculation. Making satisfactory academic progression is as follows:

1. A student with a cumulative grade point average of 2.0 or better is considered to be in good academic standing.
2. If a student's cumulative grade point average falls below 2.0 in any academic term (summer, fall, and spring), the student is placed on academic probation for the following term.
3. While on academic probation, the student must earn a system term grade point average of 2.0 or better.
4. When a student on academic probation achieves a cumulative grade point average of 2.0 or better, the student is returned to good academic standing.
5. A student on academic probation who fails to maintain a system term grade point average of 2.0 or better is placed on academic suspension for a minimum period of two academic terms.

Graduate Students:

A graduate student must meet all requirements listed above with a minimum grade point average of 3.0 and no grade lower than a C.

QUANTITATIVE MEASURES (completed credits versus attempted credits)

In order to maintain satisfactory progress toward the completion of their chosen degree, all students must successfully complete 67% of their cumulative attempted credit hours. Attempted credit hours include all hours that would appear on a student's academic transcript at the end of any given term, including withdrawals, incompletes, repeated courses, remedial coursework, transfer hours and hours attempted at any time when not receiving Federal student aid. Audited coursework is not included. Hours that may have been part of a successful academic amnesty appeal will still be included as attempted but not completed. Successfully completed hours for both graduate and undergraduate students include grades of A, B, C, D and RS. A grade of EX for undergraduate students is also considered successful completion. All other grades would not be considered successful completion. Evaluation of this quantitative standard will be

measured once per year, generally at the end of the spring term for students in good standing. Students on financial aid probation will be evaluated after each semester while on probation.

MAXIMUM ATTEMPTED CREDIT HOURS

The U.S. Department of Education has established a limit on the number of credit hours a student can attempt and still remain eligible for Federal Student Aid. This limit is 150% of the credit hours needed to complete the degree for which the student is pursuing. The following certificate programs are not eligible for Federal financial aid: Digital Photography, Multimedia, Multimedia Design & Production, Website Design & Development, and Information Technology Entrepreneurship, Information Technology Management, Network & Telecommunications Administration, Object Oriented Programming, Technology Database Management Systems, Web Application Development, Website Administration.

Type of Degree	Maximum Credit Hours to Attempt
Certificate – Health Care Coding (34-hour program)	51
Teacher Certification (38-hour program)	57
Associate of Arts in General Studies (64-hour program)	96
Associate of Science (64-hour program)	96
Associate of Science in Health Information Technology (67-hour program)	101
Associate of Science in Respiratory Care (73-hour program)	110
Bachelor of Science in Computer & Network Security (120-hour program)	180
Bachelor of Science in Information Systems (120-hour program)	180
Bachelor of Science in Professional & Technical Communication (120-hour program)	180
Bachelor of Business Administration (128-hour program)	192
Bachelor of General Studies (128-hour program)	192
Bachelor of Science (128-hour program)	192
Bachelor of Science in Education (128-hour program)	192
Bachelor of Science in Education in Physical Education (130-hour program)	195
Bachelor of Science in Education, Elem Education/Special Education (143-hour program)	214
Bachelor of Science in Professional Accountancy (150-hour program)	225
Master of Science in Information Systems (30-hour program)	45
Master of Science in Health Informatics (33-hour program)	50
Master of Science in Information Assurance & Computer Security (30-hour program)	45
Master of Science in Education in Educational Technology (36-hour program)	54
Master of Business Administration in General Management (36-hour program)	54
Doctor of Science in Information Systems (88-hour program)	132

APPEAL OF FINANCIAL AID SUSPENSION

Students who have had their eligibility for Federal student aid suspended may complete an appeal form to explain mitigating circumstances. There is no guarantee of approval of a financial aid appeal. Such appeals will be dealt with on a case-by-case basis. The Satisfactory Academic Progress Appeal Form is available in the DSU Financial Aid Office or online at www.dsu.edu/financial-aid/documents.aspx. To ensure a timely review, students must have submitted an appeal prior to the census date of the term for which they wish to receive aid. Based upon the circumstances of an approved appeal, the Appeal Committee reserves the right to place conditions which the student must meet in order to be considered for financial aid on a probationary basis for subsequent semesters.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost their Federal Aid eligibility, but have subsequently met the qualitative and/or quantitative standards as stated above, will have their aid eligibility reinstated. Reinstatement will be considered effective with the next term of attendance.

Satisfactory Academic Progress and Non-Federal Aid:

There are also non-federal sources of financial assistance (institutional, local, private, state), which may require students to meet satisfactory academic progress standards. Students who apply for non-federal forms of aid are advised to review their academic standards in order to determine or ensure continued eligibility.

Financial Obligations

Students are expected to make payment (or to gain approval of a payment schedule) during the Payment process in the first week of each semester. Persons failing to do so by the announced deadline will have their registration cancelled. Students are also expected to promptly pay all University charges, including fines, incurred during a semester or summer term. Students failing to do so cannot be issued a transcript nor receive a degree and are subject to disciplinary action. Delinquent accounts are subject to late fees and interest and will ultimately be placed with a collection agency.

Immunization Requirements

All new incoming freshmen, newly admitted graduate students, transfers, special students who reside on campus and returning former students born after 1956, and who receive instruction on one of the residential campuses, and students admitted after May 1993 who are attending USDSU in Sioux Falls must document their immune status for measles, mumps and rubella. Proof of two doses of measles, mumps and rubella vaccine or of the presence of immune antibody titers against measles, mumps and rubella shall be required. Immunization for tetanus, diphtheria and poliomyelitis are recommended, as is a tuberculin test.

The meningitis vaccination is also strongly recommended by the SD Board of Regents. This documentation may be accomplished by either a State Health Department certificate or it may be included as a part of the institution's immunization form. A student who fails to provide satisfactory documentation of their immune status shall not be permitted to register for or attend classes.

Parking and Traffic Regulations

Dakota State University extends the privilege of parking on the campus to those persons who abide by these regulations. For a complete listing of regulations see Parking Regulations policy at: <http://www.dsu.edu/hr/policies/01-80-00.aspx>

The President may rescind the parking privilege at any time to those who fail to comply with these regulations.

In general, parking is prohibited: without a valid permit, in reserved spaces without an appropriate permit; in "No Parking" areas; in handicapped spaces without a proper University permit; blocking fire lanes or fire exits (noted with yellow-painted curb); blocking doorways; in loading zones unless actually loading (flashers must be on and vehicle should be moved within a 15-minute time period). No overnight parking is allowed in the Library lot or in designated green areas (look for signage).

All Dakota State faculty, staff, and students must register all vehicles used on the campus whether or not they purchase a parking tag. Tags are purchased through the Physical Plant Office.

A faculty/staff red tag (\$70 year) permits parking in a specific assigned red space. A residential student blue tag (\$45 year) permits parking in blue zones around the dorm areas with overflow into green parking zones. A commuter/residential green tag (\$28 year) permits parking in green parking zones. A handicapped tag (\$45 or \$28 year) permits parking in a handicapped space only. Visitor parking is provided in designated areas and is limited to 30 minutes. A visitor pass is available for a limited period and enables the holder to park in a designated blue or green area to the extent that space is available. Tags may be transferred to another vehicle that a person drives but are not transferable to another individual. Tags must be displayed on the front windshield driver's side lower corner with the tag number facing to the outside. Parking regulations are in effect five days a week, Monday – Friday,

6 a.m. - 5 p.m. There will be open parking at all other times including all official non-working holidays as defined by the Board of Regents. Parking regulations for red reserved and visitor areas remain in effect on weekdays during Spring Break, Christmas Break, Easter Break and other non-class days on which twelve-month staff are required to work.

Drivers are responsible for finding authorized parking space. Lack of parking space, mechanical problems, inclement weather or other disabilities do not justify parking violations.

Fines are \$20 for improper display of permit, \$40 for illegal parking in student or visitor parking area, \$60 for illegal parking in red reserved parking area, \$250 for parking in handicap area, \$75 for illegal parking in fire lane or loading area, \$20 for improperly parking between curb markings, \$100 for parking on the lawn/driving on campus and \$50 for no overnight parking.

All fines are due within five working days of the date of the ticket and are financial obligations due to DSU (payable at the Cashier's Office at Heston Hall). Failure to pay fines will result in disciplinary action. A parking ticket may be appealed by submitting an online appeal form available on the Physical Plant website within 48 hours of the date of the ticket. If requested, the person can appear before the Parking Appeals Committee. The Parking Appeals Committee may direct that 1) the ticket be withdrawn from the record, 2) the ticket remain on the record but the fine be dismissed, or 3) the ticket remain on the record and the fine be paid. Habitual student offenders will be referred for disciplinary action.

The campus is subject to all the laws of the City of Madison and the State of South Dakota. Maximum speed on campus is 15 MPH. Speeding, driving recklessly, or driving on any part of the campus other than in parking lots (without expressed administrative approval) will result in disciplinary action.

Management of the DSU Parking Program is the responsibility of the Director of Physical Plant. Questions, suggestions, or requests for any extraordinary parking privileges should be directed to the Physical Plant office. To learn more about parking and traffic regulations please visit:

<http://www.dsu.edu/physical-plant/parking.aspx>

Refund and Return of Federal Funds Policy

Refund for Dropped Course - A student receives a 100% refund of tuition and fees for dropped courses within the drop/add period as outlined in the university class schedule per term. Any course meeting during a standard semester which meets for less time than the standard semester shall be treated as a non-standard semester course for refund purposes. *No refund shall be*

provided for courses dropped after that time by other than administrative action. Courses offered during summer school session are considered non-standard courses. The refund schedule for non-standard terms of enrollment is outlined in the class schedule of that term.

Refund for Complete Withdrawal from the University or SD Board of Regents University Consortium Enrollment

- The South Dakota Board of Regents Refund Policy determines the refund calculation used for any student withdrawing from the university or (SD Board of Regents Consortium Enrollment) *during the first sixty percent of the term.*
 - Students who withdraw, drop out, or are expelled from the institution *within* the drop/add period of the term, *first through the seventh day of the enrollment period*, receive a 100% refund of tuition and fees.
Exception: Students with a room contract and/or a food service meal plan who withdraw from the institution will receive a proportional refund at the time of withdrawal up to the 60% point after which no refund is available.
 - Students who withdraw, drop out, or are expelled from the institution *after the seventh day* of a standard enrollment term for which they are assessed, may be entitled to a refund as set forth in the University Catalog. Also see the exception noted above.
 - Students who withdraw *after* sixty percent of the term has been completed receive no refunds.
- See the current University catalog for complete Refund and Return of Federal Funds Policy

Safety and Security

The safety of its students, employees and visitors is a matter of highest priority for the University. The goal of achieving maximum safety requires the continuous efforts of all persons within the campus community. Part of that effort includes being fully aware of institutional policies and procedures related to safety and security.

Access - Campus academic buildings (including the Library and general-access computer labs in Beadle Hall, East Hall, Habegar Science Center and Kennedy Center) are open for use according to the schedule published for each academic term. The facilities of the Fieldhouse and Trojan Center are also open for use according to a published schedule. Use of computing facilities within these labs requires the completion of a DSU Computing Privileges form. Administrative buildings such as Heston Hall and the Physical Plant are usually open only during the announced working hours of the institution.

Access to the four residence halls is restricted to the occupants and their immediate guests. The main door of each residence hall is locked 24 hours per day, 7 days a week. Residents use their University Card to gain access to their hall. In so doing, they may permit no other person to enter other than a person they know to be also a resident of the hall. The side doors of each hall are to be used only in case of fire or other emergencies. Persons other than residence hall students are to be escorted by their host during the period of time they are in the hall. A phone in the hall vestibule (between the outer and inner sets of doors) is available for the visitor to contact the host upon arrival. Residents are asked to challenge all unescorted strangers and/or report them to hall staff.

Reporting - Each member of the campus community has the responsibility to report actions on the part of any person(s) taking place on campus which violate either University regulations or local, state or federal law. Dakota State does not have security (law enforcement) officers. Situations involving crimes which pose an immediate threat to any person should be immediately reported to the Madison Police Department by calling 911 or 9-911, if utilizing a landline phone located on the DSU campus. All other forms of criminal activity taking place within a residence hall should be reported immediately to the Resident Director (or Duty RA). For all other portions of the campus, the matter should be reported directly to the Student Services Center (256-5146).

If a student or employee discovers an apparently unsafe condition on campus, other than in a residence hall, they should immediately report it to the Physical Plant Office (256-5222) during regular working hours. Information can also be reported to the Night Watchman by calling 480-3348 between 8:00 p.m. and 4:00 a.m. Unsafe conditions discovered within a residence hall should be reported to the Resident Director (or Duty RA).

Actions - Any person encountering an immediate, life-threatening situation on campus should call 911 or 9-911 if utilizing a longline phone located on the DSU campus and request appropriate assistance. The Lake County dispatcher has direct access to fire, police and emergency medical personnel. It is essential that the caller provide adequate detail regarding the situation and, if possible, remain on the phone until help arrives. The general-access computer labs on campus are either equipped with a telephone or there is a telephone at the Help Desk in the immediate vicinity of the lab.

In the event of a fire or bomb-threat alarm, all persons should immediately cease their activity and vacate the building via the nearest exit quickly, but without running. During inclement weather and if the situation permits, it is advisable to take along proper clothing as there may be a sizable time interval before re-entry to the building will be authorized. In the case of a bomb threat, the Dakota Prairie Playhouse and Conference Center will be swept first in order to provide students and employees an on-campus facility for temporary shelter. The "all clear" announcement may only be given by the appropriate University official. In the event of a bomb threat, the time of re-opening of the institution will be carried on KJAM radio and posted at the Playhouse/Conference Center. Each residence hall conducts a fire drill early in each semester.

When a tornado is reported within the Madison area, the city will sound an alarm (a constant "wail" with a rising and falling intensity). All persons should go immediately to the basement of their building or to an interior room, avoiding windows and exterior above-ground walls, and remain until the "all clear" announcement is given.

Taking simple precautions with regard to personal property is strongly advised. Theft does occur on campus and in the Madison community. Door(s) should be locked each time a person is away from their room/home and when sleeping. Persons should lock their car at night and never leave valuable items visible inside the vehicle. Keys should be kept in one's possession at all times. Books and related materials should be safeguarded during each class day. Persons should engrave their name on their valuable items of property and record the serial number of each item. Insurance for damaged or stolen items of personal property is not provided by the University. By keeping a list of credit cards, checking account numbers, etc., a person can quickly notify these entities if a purse or wallet is lost or stolen.

Communication - New students receive information regarding safeguarding themselves and their property during New Student Orientation. Articles on the subject are carried throughout each semester in the bi-weekly student newspaper, and at least one campus-

wide event/activity each semester is directed toward the topic of personal safety. Each of these efforts stresses the necessity for each person to take responsibility for their own safety and that of the campus community.

A survey of student opinion regarding campus programs, policies, services, etc., including safety and security, is conducted each fall semester and the results reported in the campus newspaper. Ratings of student satisfaction, together with individual written concerns and suggestions, are used by campus administrators in the planning of improvements.

In the event a violent crime occurs on campus which is judged by the University to pose a threat to members of the campus community, the Student Affairs Office has the responsibility to alert all students and employees in as timely a manner as possible. Means available to the institution to provide such an alert include the Dakota State University campus alert system. This system provides students the opportunity to establish a priority of methods to contact them. These include; mobile phone, second phone, home phone, business phone, campus assigned e-mail, secondary e-mail, text message sent to mobile phone and instant messaging. The action taken will depend upon the particular circumstances of the crime.

Registered Sex Offenders-Federal law requires persons convicted of sex offenses to register with the appropriate law enforcement agency in their locale. For Lake County, the agency is the Madison Police Department. Any person can view the current list of registered sex offenders by going to the Department, 116 W. Center Street, and asking to view the list or via the web at the following address: www.cityofmadisonsd.com.-select City Departments, then Police.

Sales and Solicitation

Persons or organizations wishing to sell any goods or services to members of the general campus population or to solicit in behalf of any firm, group, cause or candidate may do so in no campus building other than the Trojan Center. Prior arrangement for space in the Trojan Center must be made with the Activities Office, and the person(s) involved in such sales or solicitation must agree to limit their activity to their assigned location. In the assignment of space, priority will be given to campus organizations. Non-campus entities may be charged a fee for their use of assigned space. Products may be sold only when those products meet a need not presently being filled by University services. Student organizations wishing to invite sales representatives to campus to inspect merchandise must arrange to meet the representative in the Trojan Center. Persons may hand out promotional material out-of-doors on the campus, however such activity may not impede pedestrian traffic on any walkway or access to any building.

Campus and non-campus entities may leave a supply of informational materials at designated locations in the Trojan Center upon approval of the student union director or his representative and at the reception desks in the residence halls upon approval of the Director of Residence Life or his representative. Signs/posters not larger than 11"x17" may be placed on appropriate bulletin board(s) in any campus building upon permission of the administrator of that building. Priority for space will be given to campus organizations. Signs/posters may not be placed upon the exterior of any campus building nor upon any exterior object except upon approval of the student union director or his representative. All materials and posters must identify sponsorship, must be appropriate for public areas and may not include pictures and language that is offensive. Signs/posters promoting the sale, use, or advertisement of alcoholic beverages are not permitted. The University reserves the right to refuse approval where any materials or posters violate institutional policies or are deemed to be in poor taste.

Sexual Assault Policy

Sexual assault is physical contact of a sexual nature that is against one's will and without one's consent. It is also an act of violence and a crime. Regardless of whether physical force, mental coercion or other means are involved or whether the victim is incapable of giving consent, sex without consent is considered rape. Programs are scheduled each academic year to promote an awareness on the part of students and employees of the seriousness of sex offenses, including date/acquaintance rape. Prevention of sex offenses is a campus-wide responsibility.

A victim of a sex offense is urged to report the matter as soon as possible to a Student Services officer. Where the offense is of felony nature, the University will seek to have the victim also report the matter to the Madison Police Department, but will respect the wishes of any victim who elects not to do so. University staff will assist the victim in notifying local authorities if the student so wishes. The University will investigate all sexual offenses alleged to have occurred on its premises and will cooperate fully with any such investigation by local authorities.

Sanctions for sex offenses will be determined according to University Student Conduct Policy on a case by case basis. Such policy does provide for expulsion of the perpetrator on the first occasion if considered warranted. Every effort will be made to protect the confidentiality of the accused and accuser. Both parties are provided the right to have witnesses and an advisor present during the campus disciplinary proceeding and to be informed of the finding and sanction(s).

Each student is urged to take those steps which contribute to the prevention of a sexual assault. These include:

- Trust your feelings. If you feel you are being pressured into unwanted sex, you are probably right.
- Set the limits. Decide for yourself the level of intimacy with which you are comfortable, and clearly communicate it.
- Be prepared to defend yourself. Learn those actions which will cause the other person to not persist.
- Stay in control. If you choose to drink alcohol, do so responsibly.
- Avoid or leave risky situations.

If you should become a victim of sexual assault, take the following steps:

- If you are alone, call a friend to help you collect your thoughts and focus on your immediate needs.
- Get medical attention as soon as possible. Do not bathe, douche, or change clothes before the medical examination. Treatment for sexual assault should include testing for sexually transmitted disease and provide documentation in the event you later choose to prosecute.
- Seek the assistance of a trained counselor. Realize that you will need help in working through the emotions which result from such a traumatic situation. Student Development Office staff are prepared to provide this assistance, or you may wish to utilize community counseling resources at your own expense.

If you are a residential student and wish to change rooms or halls, notify your Resident Director. University staff will assist you in every possible way, including your right to confidentiality and privacy.

Sexual Harassment Policy

It is the policy of Dakota State University that harassing conduct is prohibited and will not be tolerated in the University setting. Such conduct is described in Part II.B.6 of the regental system Student Conduct Policy, found on Page 36 of this Handbook. The University policy regarding Sexual Harassment may be found at www.departments.dsu.edu/hr/newsite/policies/028100.htm. All members of the campus community are responsible for maintaining an environment free from harassment. Therefore, each member must be fully aware of the provisions of this policy and prepared to report to proper campus authority any apparent policy violation.

Students who feel they have been subjected to sexual harassment on campus should report the incident to the Director of Human Resources, Dean of Student Affairs, a faculty member or their academic advisor. If the advisor is involved in the activity, the incident should be reported to the dean of the college of which the advisor is a member. Students as employees, should report the incident to their immediate supervisor or to the Director of Human Resources. Reports may be verbal, though written statements may later be taken. Documentation of the incident as provided by witnesses is also appropriate.

Any University employee to whom harassment is reported or who becomes aware of or suspects harassment of a student by any member of the University community is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action. An employee or student determined to have indulged in such conduct will be subject to disciplinary action, including termination (employee) or suspension (student). The person to whom the complaint is brought will counsel the complainant as to the options available under this policy. At the complainant's request, this person may help resolve the complaint informally.

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action shall be required to cooperate with the Title IX/EEO Coordinator and other parties who are duly authorized to investigate or to discipline. No person may be subject to restraint, retaliation, interference, coercion or reprisal for action taken in good faith to seek advice concerning a harassment matter, to file a harassment complaint, or to serve as a witness or a panel member in the investigation of a harassment complaint. Persons committing such adverse actions will be subject to disciplinary action. A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, or dismissal.

Reasonable effort shall be made to maintain the confidentiality of the complaints. Complainants and witnesses must understand that it may be necessary to disclose their identities, either directly or indirectly, in the course of investigation. Where formal disciplinary proceedings are instituted, the party alleged to have engaged in discriminatory conduct shall be given the names of the complaining party and the witnesses whose testimony shall be used to support the complaint, together the substance of their allegations. The formal proceedings themselves need not be open to the public.

Tobacco Use

There shall be no smoking nor use of any tobacco products in any campus building at any time by any student, faculty, staff member or visitor. Violation of this restriction will be cause for disciplinary action.

Withdrawal from the University

When a student withdraws from all their courses in any academic term, they also withdraw from the University. If a student enrolled at more than one Board of Regents institution, the student must withdraw from all courses at all institutions.

In order to initiate a student's withdrawal from the University and to notify all appropriate University offices of that withdrawal, student contact one of the following offices-

- DSU main campus: Contact the Student Success and Retention Coordinator at (605) 256-5900 or toll-free 1-888-378-9988 or email patti.beck@dsu.edu
- University Center students seeking a DSU major: Contact the University Center at (605) 367-5640 or toll-free 1-866-220-7085,
- Distance students seeking a DSU major: Contact Extended Programs at (605) 256-5049 or toll-free 1-800-641-4309 or email dsuinfo@dsu.edu,
- Graduate students: Contact DSU Graduate Office at (605) 256-5799, or toll-free 1-888-378-9988 or email gradoffice@dsu.edu.

The *effective date of withdrawal is the date the student initiates the withdrawal process officially*, either verbally or in writing, with the appropriate office. Failure to officially withdraw will result in failing grades in all courses, forfeiture of any possible refund of charges, and will impact Federal financial aid eligibility. Additionally, a student is withdrawn from the University if classes have begun and the University has administratively suspended a student for reasons such as non-payment of tuition and fees, disciplinary sanctions, etc.

For more information on Refund Eligibility Following Withdrawal From School, see the Refund and Return of Federal Funds Section of this document or the University Catalog.

Privileges and Responsibilities

On joining the University community, students enjoy social, cultural, and educational opportunities. They also assume the role of citizens of the community and agree to abide by the regulations and standards of conduct operative in the community. The assumption of the role of citizens of the University community implies a positive responsibility toward the well-being of the entire life of that community. Responsible student citizenship results from student initiative.

The University reserves the right to take appropriate disciplinary action to protect the safety and well-being of members of the campus community and the integrity of the academic process. Regulations affecting students as members of the University community apply to them throughout all aspects of their campus life, whether in the classroom, the residence hall, or engaged in a University-related activity. If a student is taking classes at more than one South Dakota university, the institution in which the majority the student's credits are offered during the enrollment period shall have jurisdiction for disciplinary purposes.

University disciplinary regulations are set forth in order to provide students with general notice of prohibited conduct and should not be construed to be exhaustive in number or detail. The information contained in the paragraphs that follow incorporates the Student Conduct Code as approved by the South Dakota Board of Regents for the six campuses of the state system with Dakota State University policies and procedures.

Student Conduct Code (from the South Dakota Board of Regents Policy Manual)

1. Definitions

The following terms have the stated meanings in this code:

- A. The term “institution” means Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota.
- B. The term “system” means the system of post-secondary institutions under the control of the South Dakota Board of Regents.
- C. The term “student” includes all persons taking courses from the institution, both full-time and part-time, enrolled in undergraduate, graduate, professional or special topic courses.
- D. The phrase “faculty member” means any person hired by the institution to conduct classroom or other academic activities.
- E. The phrase “institutional official” includes any person employed by the institution, performing assigned administrative or professional responsibilities.
- F. The phrase “senior student affairs officer” means that institutional official exercising primary authority over institutional student affairs programs and operations.
- G. The phrase “member of the institutional community” includes any person who is a student, faculty member, institutional official, any person employed by the institution, volunteer or guest. A person’s status in a particular situation shall be determined by the senior student affairs officer.
- H. The phrase “institutional premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the institution, including adjacent streets and sidewalks.
- I. The term “organization” means any number of persons who have been granted institutional registration or recognition.
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- J. The phrase “student conduct body” means any person or persons authorized by the senior student affairs officer to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- K. The phrase “student conduct officer” means any institutional officer authorized on a case-by-case basis by the senior student affairs officer to impose sanctions upon students found to have violated the Student Code. The senior student affairs officer may authorize a student conduct officer to serve as one of the members of a student conduct body, to determine the facts and to impose a sanction without the assistance of a student conduct body or to receive and consider the findings and recommendations of a student conduct body. Nothing shall prevent the senior student affairs officer from authorizing the same student conduct officer to impose sanctions in all cases.
- L. The term “respondent” means a student, group of students or student organization against whom conduct charges have been brought.
- M. The term “complainant” means a member of the university community who has brought charges under this code against any student, group of students or student organization.
- N. The phrase “appellate board” means any person or persons authorized by the institutional chief executive officer to consider an appeal from a student conduct body’s determination that a student has or has not violated the Student Code or from the sanctions imposed by the student conduct officer.
- O. The term “shall” is used in the imperative sense.
- P. The term “may” is used in the permissive sense.
- Q. The term “policy” includes the provisions of this policy as supplemented by consistent written regulations of the institution found in the Student Code, Residence Life Handbook, and Graduate or Undergraduate Catalogs or other official publications.
- R. The term “dishonesty” includes any action taken in order to deceive or to assist another to deceive the institution or any of its representatives. The motive for the action, *e.g.*, personal advantage, interference with another’s prospective advantage or interference with institutional operations, shall not be considered. Dishonesty is established where it is shown that
 1. An action, either directly or indirectly, shall affect the information or apparent facts upon which the institution relies in discharging its academic or administrative functions;
 2. The natural and reasonably expected consequences of relying upon such information includes the drawing of an inaccurate assessment of the true facts; and
 3. The actor knew or should have known that the action would probably mislead the institution.
- S. The term “obscenity” means that
 1. To the average person the dominant theme of the material taken as a whole appeals to prurient interest;
 2. The material is patently offensive under contemporary community standards; and
 3. The material is utterly without redeeming social value. (SDCL § 22-24-27)
- T. The term “crime of violence” means an offense that has as an element the use, attempted use, or threatened use of physical

force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. It includes, but is not limited to, the following offenses: criminal homicide, forcible sex offense, robbery, aggravated assault, and arson, as these terms are defined in 1999 Appendix E to 34 CFR part 668, which is attached hereto as an appendix, as well as burglary of an occupied structure or dwelling and kidnapping.¹

¹*Appendix E to Part 668—Crime Definitions in Accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program*

The following definitions are to be used for reporting the crimes listed in Sec. 668.47, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions From the Uniform Crime Reporting Handbook

Murder: The willful (nonnegligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions From the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- A. Forcible Rape—The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- B. Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- C. Sexual Assault With An Object— The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- D. Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Nonforcible: Unlawful, nonforcible sexual intercourse.

- A. Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

2. Proscribed Conduct

- A. Jurisdiction of the Institution
 1. The institution shall have authority over its students and recognized student organizations.

- a. For purposes of the policy, the institution in which the majority of a student's credits are offered during an enrollment period shall have jurisdiction over the student for conduct purposes.
 - b. Where students are also employees, they may be subject to concurrent authority. Conduct proceedings under this code may be initiated irrespective of any action taken by the institutional employer, except that, if an individual has been subject to conduct hearings as an employee, and if those hearings afforded notice and an opportunity to be heard that are substantially equivalent to those provided herein, the facts found through that process, insofar as they are relevant to infractions of this code, shall be given effect hereunder.
2. Conduct proceedings may be initiated in response to conduct that occurs on institutional premises or at events officially sponsored by the institution, conduct that arises out of membership in the institutional community or conduct elsewhere, otherwise proscribable under this code, that adversely affects the institution, its affiliated organizations, or members of the institutional community or their pursuit of its objectives.

B. Conduct – Rules and Regulations

Members of the institutional community reasonably expect that they shall be able to live, study, work and relax in a safe and orderly environment that is conducive to achievement of the educational, scholarly and public service missions of the institution. The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities and, so, expose the actors to conduct sanctions.

Any student, group of students or student organization found to have committed the following misconduct is subject to the conduct sanctions outlined in Section 3, Student Conduct Policies.

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, which is defined as, but not limited to, the following:
 - i. use or giving of any unauthorized assistance in taking quizzes, tests, or examinations;
 - ii. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - iii. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
 - b. Plagiarism, which is defined as, but is not limited to, the following:
 - i. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement consistent with accepted practices of the discipline;
 - ii. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - c. Other forms of dishonesty relating to academic achievement, research results or academically related public service;
 - d. Furnishing information known or believed to be false to any institutional official, faculty member or office;
 - e. Forgery, fabrication, alteration, misrepresentation or misuse of any document, record, or instrument of identification, including misrepresentations of degrees awarded or honors received;
 - f. Tampering with the election of any institutionally-recognized student organization;
 - g. Claiming to represent or act in behalf of the institution when not authorized to so represent or so act.
2. Disruption or obstruction of teaching, research, administration, conduct proceedings, other institutional activities, including its public service functions on or off campus, appearances by speakers or presenters, whether invited by the institution, by recognized organizations or by authorized facility users, or other authorized non-institutional activities.
3. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential facilities, whether institutionally controlled or not.
4. Acts of aggression including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person.
 - a. Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment, and laboratory safety apparatus;
 - b. Conduct that threatens or endangers a student's own health or safety may also violate this section;
 - c. "Aggression" means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject person to intentional injury or unwelcome, offensive touching.
5. Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL §§ 22-22-1 through 22-22-7.2, 22-22-19.1 or 22-24.1.
 - a. Persons who are under the influence of alcohol, marijuana or other illegal controlled substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent.
6. Discriminatory conduct proscribed under Board Policies 4:6 1:17 and 1:18 includes sexual harassment, racial harassment, harassment on other grounds identified in Board Policy 1:17, or harassment on any other grounds, directed

against individuals.

- a. Harassment may be established by showing
 - i. Conduct toward another person that has the purpose of creating an intimidating, hostile or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - ii. Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment and that adversely interferes with his or ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - a) Harassment consists, in most cases, of more than casual or isolated incidents.
 - (1) Consideration should be given to the context, nature, scope, frequency, duration and location of the incidents, whether they are physically threatening or humiliating as opposed to merely offensive utterances, as well as to the identity, number and relationships of the persons involved.
 - (2) Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - (1) The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.
 - a) If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation and there shall be no violation of this policy.
 - (2) It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - iii. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource;
 - b. Sexual harassment through the creation of an intimidating, hostile or demeaning environment may be established under section (a) above. Sexual harassment may also be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or resource.
 7. Attempted or actual theft of services or property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;
 8. Attempted or actual damage to property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;
 9. Possession of stolen property on institutional property or at an institutionally sponsored activity, where the property is known to be stolen;
 10. Participation in hazing. Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation or other risks of emotional or physical harm; willing participation in a hazing exercise by the person being hazed does not excuse hazing;
 11. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so;
 12. Unauthorized possession, duplication or use of keys to any institutional premises, unauthorized entry to or use of institutional premises or unauthorized possession, entry into or use of institutional equipment, data processing systems or information management or storage materials, facilities or systems;
 13. Violation of published Board or institutional policies, rules or regulations;
 14. Violation of federal, state, or local law on institutional premises or at institutionally-sponsored or -supervised activities;
 15. Making bomb threats;
 16. The manufacture, sale, possession, use or consumption of alcohol, marijuana or controlled substances by students on any property controlled by the Board of Regents or used in connection with any institutionally sponsored activity; except that alcohol may be served at social activities held in other locations subject to the restrictions set out in this article;
 17. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL § 22-1-2(10),

fireworks, explosives, tasers, BB guns, or dangerous chemicals on institutional premises;

18. Participation in a campus demonstration which disrupts the normal operations of the institution and infringes on the rights of other members of the institutional community; leading or inciting others to disrupt schedules or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
19. Obstruction of the free flow of pedestrian or vehicular traffic on institutional premises or at institutionally-sponsored or supervised functions;
20. Conduct classified under state law or local ordinance as disorderly, lewd, indecent or a breach of peace;
21. Aiding, abetting, inviting or procuring another person to breach the peace or to violate the Student Conduct Code;
22. Theft of computer time or other abuse of computer access, including, but not limited to:
 - a. Unauthorized entry into a file to use, copy, read, delete, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification or account;
 - d. Use of computing facilities to interfere with the work of another student, faculty member or institutional official;
 - e. Use of computing facilities to engage in unlawful activities, including those involving uses that infringe intellectual properties;
 - f. Use of computing facilities to interfere with normal operation of the institutional computing system;
 - g. Making, acquiring or using unauthorized copies of computer software, or violating terms of applicable software license agreements;
 - h. Attempting to circumvent data protection schemes or tampering with security;
 - i. Violating institutional or Board internet policies.
23. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a student conduct body or institutional official;
 - b. Falsification, distortion, or misrepresentation of information before a student conduct body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Initiation of a judicial proceeding knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system, including retaliation against persons who brought charges or gave testimony;
 - f. Attempting to influence the impartiality of a member of a student conduct body prior to, or during the course of, the judicial proceeding;
 - g. Harassment (verbal or physical) or intimidation of a member of a student conduct body prior to, during, or after a judicial proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Student Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
24. Invasion of Privacy: No person may use a concealed camcorder, motion picture camera, or photographic camera of any type, to secretly videotape, film, photograph, or record by electronic means, any other person without clothing, or any other person under or through the clothing being worn by that other person, for the purpose of viewing the body of, or the undergarments worn by, that other person, without the consent or knowledge of that other person, with the intent to arouse, appeal to, or gratify the lust, passions, or sexual desires of that person, and invade the privacy of that other person, under circumstances in which the other person has a reasonable expectation of privacy. Nor may a person use an audio recording device for use of unauthorized eavesdropping when another person or persons has a reasonable expectation of privacy.

C. Other Conduct

Conduct not expressly proscribed may also subject students, groups of students or student organizations to conduct sanction where it has the purpose and effect of infringing interests protected by the rules set out in section 2(B) of this article, other provisions of Board or institutional policy or comparable regulations duly established by other educational institutions or public or private authorities; or where it demonstrates that an individual disregards the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.

D. Student Organizations

Student organizations that, formally or informally through repeated practice, initiate, encourage, support or tolerate conduct by members, associates or invitees that violates the provisions of this code shall be subject to conduct sanction.

1. The privileges of official recognition by South Dakota public institutions may be extended to student organizations, including those that maintain residences for their members, only if such organizations agree to adopt and to enforce policies that, at minimum:
 - a. Prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21;

- b. Prohibit the manufacture, possession, use or dispensing of marijuana or illegal controlled substances at organizational functions or in the organizational residence;
 - c. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or illegal controlled substances;
 - d. Prohibit the informal collection from the members or residence of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances;
 - e. Require that whenever this section permits consumption of alcoholic beverages at organizational functions or in the organizational residence, the function must adhere to the Board guidelines for alcohol usage set out in Board Policy 4:27(E) at page 5 of 6;
 - f. Establish conduct policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under Board policies, except that limited use of alcoholic beverages is permissible as set out above, and except that, in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership, including residence privileges;
 - g. Require that a report be filed with the senior student affairs officer each semester identifying all actions taken pursuant to the conduct policies required in this code;
 - h. Institutions may impose additional or more restrictive conditions on official recognition.
2. Student organizations are subject to the Board's antidiscrimination policies set forth in Board Policy 1:18.
- E. No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law.
- F. Violation of Law and Institutional Conduct Sanctions
1. Students charged with a violation of federal, state, or local laws may be subject to conduct sanction where the conduct would fall within the proscriptions set out in this code or institutional regulations. Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (*e.g.*, "no contest" or "nolo contendere"), the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of conduct proceedings.
 2. Conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
 3. When a student is charged by federal, state, or local authorities with a violation of law, the institution shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Student Code, however, the institution may advise off-campus authorities of the existence of the Student Code and of how such matters shall be handled internally within the institutional community. The institution shall cooperate fully with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
 4. When the senior student affairs officer receives a report of student misconduct that may constitute a felony offense under state or federal law, that official shall report the known facts and circumstances to law enforcement officials who have jurisdiction over the matter.

3. Judicial Policies

- A. Allegations and Hearings
1. Written allegations of misconduct may be filed against any student by any member of the institutional community. Allegations shall be directed to the student conduct officer responsible for the administration of the institutional judicial system. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct. Allegations must be signed by the complainant. Any allegation should be submitted as soon as possible after the event takes place or after the complainant discovers the identity of the alleged perpetrator.
 2. In cases in which a faculty member raises allegations of academic misconduct, the written allegation shall contain specific details of the alleged violation and include a recommendation in regard to conduct sanctions.
 3. Allegations arising under the human relations policy shall be handled as provided in Board Policy 1:18.
 4. The student conduct officer shall make an initial determination whether the allegations were timely brought, taking into account the seriousness of the incident and the degree to which delay may have impaired access to evidence. The student conduct officer shall determine if the allegations have merit, including, as to off-campus conduct, whether the incident sufficiently affects institutional interest to warrant further proceedings.
 5. If the student conduct officer determines that the allegations have merit, the officer shall next determine whether they can be disposed of by mutual consent of the parties involved on a basis acceptable to the student conduct officer or by waiver of formal hearing where the student charged admits to the misconduct and accepts the proposed punishment.

- a. Informal disposition shall be final and there shall be no subsequent proceedings. If the allegations cannot be disposed of informally, the student conduct officer may later serve in the same matter as the student conduct body or a member thereof.
6. Within fifteen working days of the filed complaint, the student conduct officer shall present all allegations to the student charged in written form and shall identify with specificity each section of the conduct code under which allegations are brought, the faculty allegations that support the allegations and those persons whose testimony shall be used to establish the allegations. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling of hearings may be extended at the discretion of the student conduct officer.
7. Hearings shall be conducted by a student conduct body or student conduct officer according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. the chair of the student conduct body or the student conduct officer shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
 - c. In hearings involving more than one accused student, the student conduct body or student conduct officer may permit the hearings concerning each student to be conducted separately or jointly.
 - d. The complainant and the respondent have the right to be assisted by an advisor of their choice, at their own expense. Ordinarily, no more than one advisor judicial for each student shall be permitted. The advisor may be a faculty member, staff member, student, attorney, or family member. The complainant and the respondent are responsible for presenting their own cases, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a body or student conduct officer, except that the senior student affairs officer shall assume that responsibility under Board Policy 1:18 for the presentation of evidence in matters involving discrimination complaints against students.
 - e. The complainant, the respondent, and the student conduct body shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a student conduct body or student conduct officer at the discretion of the chairperson or the student conduct officer.
 - g. All procedural questions are subject to the final decision of the chairperson of the student conduct body or the student conduct officer.
 - h. At the hearing, the student conduct body or student conduct officer shall determine (by majority vote if the student conduct body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
 - i. The student conduct body's or student conduct officer's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
 - j. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered a mitigating factor.
 - k. Intoxication may be considered an aggravating factor, and it shall be so considered where the student has a history of prior violations of alcohol, marijuana, or controlled substance regulations.
 - l. The student conduct body shall prepare written findings to support its determination. These shall include:
 - i. Concise statements of each factual finding.
 - ii. Brief explanations of whether the factual findings justify a conclusion that the conduct violated the code;
 - a) These must address each factual element that must be satisfied to establish that conduct has violated the code.
 - iii. Recommendations concerning appropriate sanctions;
 - a) These must explain why the sanctions recommended are appropriate in view of the seriousness of the conduct and in consideration of the need to assure that the violation shall not recur.
 - m. If a student conduct body prepares recommended sanctions, these shall be forwarded, together with the other findings and conclusions, to the student conduct officer who may adopt or reject the recommended sanctions.
 - i. If the findings, conclusions, or recommended sanctions are rejected, the student conduct officer shall impose appropriate sanctions, or take such other action as deemed necessary, and provide the student conduct body with a written explanation for this action.
 - ii. The student conduct officer shall determine the effective date of any sanctions imposed.
 - n. The approved written findings and conclusions and sanctions, if any, shall be provided to a complainant entitled to receive such information under section B, below, and to the respondent.
 - o. There shall be a single verbatim record of all formal evidentiary hearings before a student conduct body. The record shall be the property of the institution.
 - i. The record and its contents shall be held in confidence and may be used solely for purposes of appeal. Any person who unnecessarily discloses the contents of the record to parties not involved in the appeal shall be

subject to conduct sanction.

- ii. In the event of an appeal, the respondent shall be given access to the record for purposes of preparing the appeal. Access shall be provided at such places and times as the senior student affairs officer may direct.
 - iii. Except as required by the Americans with Disabilities Act, the institution shall not be required to change the form in which the record is maintained.
- p. No student may be found to have violated the Student Code solely because the student failed to appear before a student conduct body, unless the student has allegedly failed to obey the direction of a duly empowered student conduct body, student conduct officer or other institutional officer to appear. In all cases, the evidence in support of the allegations shall be presented and considered.

B. Sanctions

In each case in which a student conduct body determines that a student has violated the institutional Student Code, the sanction(s) shall be determined and imposed by the student conduct officer. Where a violation of Board Policy is established, and where a sanction is mandated under Board Policy, that sanction shall be imposed. In cases in which persons other than or in addition to the student conduct officer have been authorized to serve as the student conduct body, the recommendation of all members of the student conduct body shall be considered by the student conduct officer. The judicial student conduct officer is not limited to sanctions recommended by members of the student conduct body. Following the hearing, the student conduct body and the student conduct officer shall provide the accused in writing of the findings of fact, conclusions and recommendations, if any, reached by the student conduct body or student conduct officer and of the sanction(s) imposed, if any.

1. Complainants shall be informed of any sanctions imposed in the following circumstances:
 - a. When the sanction involves remedial action that directly relates to the complainant (for example, an order requiring the student harasser not to have contact with the complainant);
 - b. Where the allegations against the accused would constitute a crime of violence as defined in section 1(T), above, and committed a violation of the institution's rules or policies with respect to that crime.
2. Institutions may disclose the final results of a conduct proceeding when, at their discretion, they conclude that disclosure will serve a legitimate educational interest and determine through a conduct proceeding conducted under its student conduct code that the alleged student perpetrator committed a crime of violence or a nonforcible sexual offense that is a violation of the university's rules or policies with respect to such crime or offense. For purposes of this subsection, "final results" means the name of the student perpetrator, the violation committed, and any sanction imposed by the university on that student. Names of other students involved in the violation, such as a victim or witness, will be released only with the written consent of that other student or students.
3. Institutions may inform the parents or legal guardians of students under twenty-one years of age that the students have violated institutional policies concerning the use or possession of alcohol or controlled substances as follows:
 - a. When the infraction occurs under circumstances that suggest that the student suffers from a serious substance abuse problem or shows little regard for his or her own health or safety or that of others; or
 - b. When the student is found to have committed a second violation.
3. The following sanctions may be imposed upon any student found to have violated the institutional Student Code:
 - a. Warning – A conduct notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Censure – A written censure for violation of specified regulations.
 - c. Probation – Probation is for a designated period of time and includes the probability of more severe conduct sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - d. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - e. Fines – Previously established and published fines may be imposed.
 - f. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
 - g. Discretionary Sanction – work assignments, service to the institution or other related discretionary assignments.
 - h. Residence Suspension – Separation of the student from residence facilities for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. Residence Expulsion – Permanent separation of the student from residence facilities.
 - j. Suspension – Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student who has been suspended from one Board institution may not be enrolled at another.
 - k. Expulsion – Mandatory separation of the student from the institution for a period of no less than six years. A student who has been expelled from one Board institution may not be enrolled at another until the period of expulsion has expired.
 - l. The privileges of continued participation in institutional activities, access to institutional facilities or residences may

- be conditioned upon participation in or completion of counseling, substance abuse, or comparable programs, at the student's expense.
- m. More than one of the sanctions listed above may be imposed for any single violation.
 - n. Imposition of a sanction may be delayed, suspended, or held in abeyance on such conditions as the student conduct officer may prescribe.
4. The following sanctions are mandated for violation of Board policies:
- a. Conduct sanction for acts of aggression, sex offenses, or harassment shall be subject to the following conditions:
 - i. Conduct sanction on the first occasion may include expulsion, where appropriate, given the nature of the act of aggression, sex offense, or harassment;
 - ii. If there is a second occurrence of an infraction of the same nature at any time during the student's career in South Dakota public
 - b. Persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.
 - c. Conduct sanctions for infractions of alcohol, marijuana, and controlled substances regulations:
 - i. Conduct sanction for the initial infraction shall be determined under local regulations which may provide for mandatory substance abuse assessment.
 - ii. If, at any time during their enrollment within the system, students commit a second offense under the alcohol, marijuana, and controlled substances policy, they shall be fined \$100.00 and placed on conduct probation.
 - iii. If, at any time during their enrollment within the system, students commit a third alcohol, marijuana or controlled substances offense, they shall either be suspended for one semester or, in compelling circumstances, be permitted to continue attendance subject to conduct probation while participating in an approved substance abuse treatment program at their own expense.
 - iv. The foregoing sanctions, together with such actions as may be imposed pursuant to local regulations for initial infractions, are minimum sanctions. The reference to them does not preclude the institution from imposing more severe sanctions at any level, including expulsion, where the facts and circumstances of the infraction warrant such action.
 - v. Where an infraction of Board alcohol, marijuana, or controlled substances policies appears also to constitute a criminal offense under South Dakota or federal law, the institution may refer the matter to law enforcement authorities. Where the facts suggest a felony offense, such referral shall be mandatory. Referral of a matter to law enforcement authorities shall not require suspension of conduct proceedings nor delay imposition of discipline.
 - d. The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Section 3(B)(3)(a)-(g) and (l)-(n).
 - ii. Loss of all privileges, including institutional recognition, for a specified period of time.
 - iii. When an officially recognized student organization has violated any of the conditions of the recognition established under the alcohol, marijuana, and controlled substances policy, it shall be sanctioned as follows:
 - a) On the first offense the organization shall be required to forego the use of alcohol at any of its functions, to remove all alcohol from the residence or both for one calendar year from the date on which this conduct sanction is imposed. Additionally, the organization may lose the right to conduct social functions for a like period of time or, at the discretion of local officials, may incur additional sanctions including the loss of recognition.
 - b) A second offense within four years against any of the conditions of recognition or a violation of a sanction imposed following a first infraction shall result in the suspension of the privilege to solicit and to accept new members for one calendar year from the time the sanction is imposed and may result in the loss of recognition.
 - c) A third offense shall result in the loss of recognition.
5. Conduct sanctions for violation of peer to peer file sharing regulations:
- a. Computing services will disconnect the student's access to the internet until the student either meets in person with the code of conduct coordinator or calls the coordinator to review the issue and discuss corrective measures before their connection can be restore.
 - b. If, at any time during their enrollment at DSU, students commit a second offense, they will again have their internet access disconnected; meet with or call the code of conduct coordinator to review the issue and discuss corrective measures; make payment of a \$10.00 fine before their connection can be restored.
 - c. If, at any time during their enrollment at DSU, students commit a third offense, they will again have their internet access disconnected; will receive a letter of reprimand which will be placed in their confidential code of conduct file; meet in person with he code of conduct coordinator to review the issue and discuss corrective measures; make

payment of a \$50.00 fine before their connection can be restored.

- d. If, at any time during their enrollment at DSU, students commit a fourth offense, they will be referred to the Code of Conduct Board. The board has the authority to consider stiff penalties including fines, suspension or expulsion depending on circumstances.

C. Interim Suspension

In certain circumstances, the senior student affairs officer, or a designee, may impose an institutional or residence suspension prior to the hearing before a student conduct body.

1. Interim suspension may be imposed only for one or more of the following purposes:
 - a. To ensure the safety and well-being of members of the institutional community or preservation of institutional property or other property located on premises controlled by the institution;
 - b. To ensure a student's own physical or emotional safety and well-being; or
 - c. To ensure the normal operations of the institution where a student poses a definite threat of disruption of or interference with the normal operations of the institution.
2. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges, in any combination or all together, for which the student might otherwise be eligible, as the senior student affairs officer or the student conduct officer may determine to be appropriate.
3. Except in circumstances presenting an immediate threat to the safety and well-being of members of the institutional community, including the affected student, or in circumstances presenting an immediate threat of serious damage to institutional property or other property located on premises controlled by the institution, interim suspension may not be imposed until the student is afforded a reasonable opportunity to meet informally with the senior student affairs officer, or a designee, to learn the basis for the action and to raise any objections or to request leniency. The student should be notified beforehand of the purpose of the meeting. A student who fails to respond to the notice shall be deemed to have waived the right to such a meeting.

- D. Conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Sanctions that would be considered in the course of administering progressive conduct sanctions under section 3(B)(2) above shall be disclosed to another institution within the system if a student transfers to that institution or is required to appear there to respond to conduct allegations. Upon graduation, the student's confidential record may be expunged of conduct actions other than residence expulsion, institutional suspension or institutional expulsion. Cases involving the imposition of sanctions other than residence expulsion, institutional suspension or institutional expulsion shall be expunged from the student's confidential record six years after final disposition of the case or such other time as the student conduct officer may prescribe at the time of the expulsion. Where restitution is required of a student, the institution reserves the right to disclose all material portions of the confidential file as may be necessary to obtain a judgment in a court of competent jurisdiction. Such files as relate to matters involving restitutionary sanctions shall be preserved at least until all necessary sums have been paid.

- E. Students enrolled in a Board institution shall be held accountable for their conduct while visiting other Board institutions. students may be required, as a condition of continued enrollment, to report at their own expense to another campus to appear before a conduct hearing and to answer allegations based on their conduct while at that campus.

1. Any conduct sanction imposed in response to campus or Board regulations shall be given systemwide effect. A student suspended at one institution shall not be able to enroll in the meantime at another. A student who has been expelled from one Board institution may not be enrolled at another.
2. When a student is brought forward on conduct allegations by an institution, sanction shall be determined under local standards. This punishment/sanction may, at the discretion of local authorities and pursuant to local procedural regulations, include sanctions more severe than the minimum sanctions set forth in systemwide policy; except that no discretionary recommendation for suspension or expulsion may be imposed without the concurrence of the senior student affairs officer from the student's home campus.

F. Appeals

1. A decision reached by the student conduct body or a sanction imposed by the student conduct officer pursuant to § 3:4(3)(A)(7) may be appealed by accused students or complainants entitled to receive information concerning conduct sanctions under section (B) above, to an appellate board of the institution within five (5) week days, exclusive of holidays, after notice of the decision is sent. Such appeals shall be in writing and shall be delivered to the student conduct officer or his or her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;
 - b. To determine whether the facts in the case were sufficient to establish that violation(s) 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.

3. An appeal may request consideration of new evidence, sufficient to alter a decision, or other such evidence or facts were not known to the person appealing at the time of the original hearing.
4. If an appeal is upheld by the appellate board, the matter shall be remanded to the original student conduct body and student conduct officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
5. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the senior student affairs officer may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the student conduct officer.
6. Where complainants entitled to receive information concerning conduct sanctions under section (B) above appeal from the decision, the senior student affairs officer may, upon review of the case, reduce or increase the sanction(s) imposed by the student conduct officer or remand the case to the original student conduct body and student conduct officer.

4. Administrative Review

As provided in Board Policy No. 1:6(4), the Board or a President may review a finding or a sanction of an official or body exercising the powers delegated through this policy.

A. Except on the affirmative vote of two-thirds of the members of the Board, a notice of review must be given to the complainant and respondent within ninety calendar days of a final decision by the official or body exercising delegated authority.

5. Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the senior student affairs officer or his or her designee for final determination.

B. The Student Code shall be reviewed every four years under the direction of the student conduct officer.

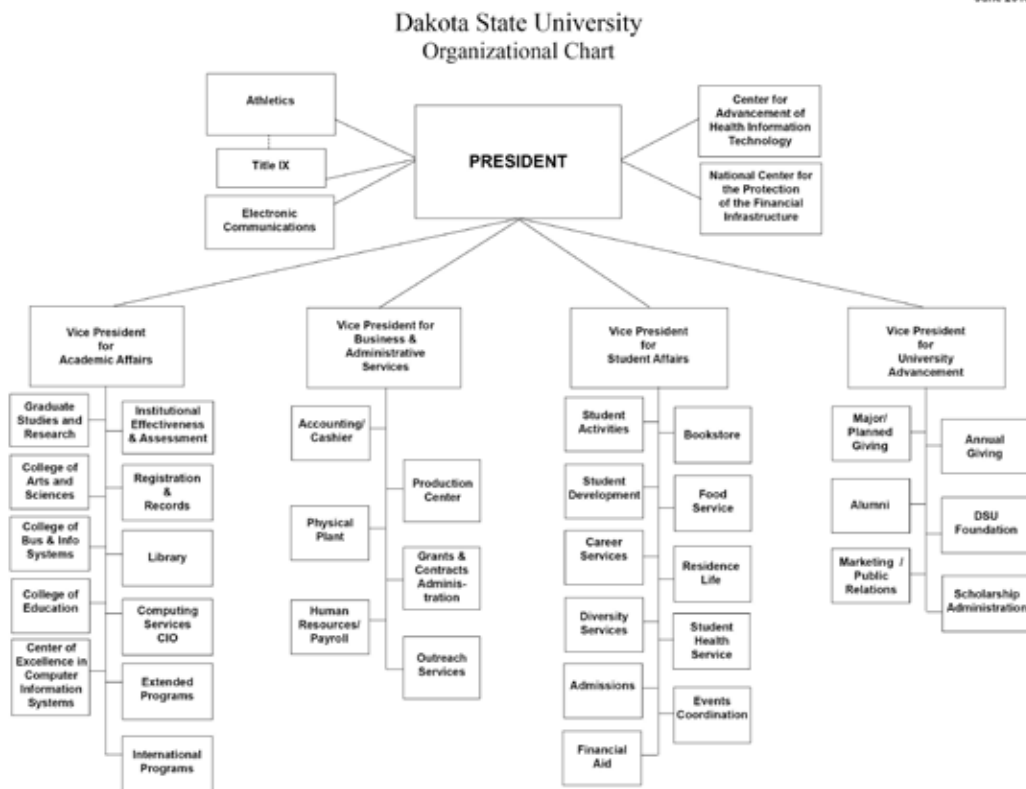
1. If the review leads to a recommendation that Board policy be modified, that recommendation and its supporting rationale shall be provided to the institutional president and, if approved, forwarded to the Executive Director.

6. Institutions may adopt consistent local regulations to implement this code.

SOURCE: BOR, February 1969; RR, 12:06, 1977; BOR, 1980; BOR, April 1987; BOR, June 1990; BOR, December 1994; BOR, October 1996; BOR, December 1999; BOR, March 2006; BOR, December 2006.

Dakota State University Organizational Chart

June 2010



Composite Fee

Certain programs, services, equipment and facilities designed for students at DSU depend either entirely or primarily on student financial support. These entities are considered by the University to be essential to its educational goals, therefore, their support is viewed as an obligation each student incurs regardless of the degree of interest or opportunity to make full use of them. This support takes the form of two composite, per-credit-hour institutional fees, the University Support Fee and the General Activity Fee.

The **University Support Fee** (\$89.10/hr) assists the state system of higher education and the University in acquiring and maintaining necessary instructional and instructional-support equipment and in providing various services to its students:

Supports the instructional and administrative service areas related to the institutional mission, including such items as direct instruction, libraries, computer centers, museums, admissions, financial aid and administrative offices. Funding is used to enhance faculty and non-faculty exempt salaries. Funding is used to address the pressing M&R needs of the facilities to each campus. Each campuses project list is brought forward for Board approval at the May board meeting. M&R Bond Payment for critical M&R projects (New FY08). M&R Bond Payment for science facilities and lab upgrades (New FY 09). Funds remain on campus to assist with IT needs. Funds are remitted to the Board Office to support the Regents' IT plan.

The **General Activity Fee** (\$24.70/hr.) funds the organizations and programs listed below (\$18.43/hr), assists in the payment of bond and interest for the Trojan Center expansion (\$2.57/hr) and assists in the construction of the Community Center (\$3.70/hr). The anticipated income from the General Activity Fee is allocated in advance of each school year by the General Activity Fee Allocations Committee, a student-faculty committee. Funding is provided to those activities and organizations which serve the entire campus, providing opportunities for students to be spectators and/or participants in activities which complement the curricular programs of the University.

Each entity funded by the General Activity Fee Allocations Committee in February prepares for the following fiscal year a budget which outlines, in detail, all anticipated income and expenditures. These budgets are reviewed by the Committee, which then presents its recommendations to the President of the University. Final approval rests with the Board of Regents. The Committee is responsible for maintaining contact with the heads of each of these operations throughout the school year in order to monitor the use of the funds.

ACTIVITY	FY09 REQUEST	FY09 FUNDING	FY 10 REQUEST	FY 10 FUNDING	FY11 REQUEST	FY11 FUNDING	FY12 FUNDING
AOD	13000	13000	14000	14000	18383	14000	14500
ART	11700	4143	7200	5200	8300	4600	7900
ATHLETICS	192617	192617	200000	198000	256659	148000	148000
CHEERLEADERS	2000	2000	2000	2000	2000	1000	1000
CHORAL MUSIC	3545	3545	3025	3025	3325	3325	4800
CO-CUR ADVISORS	40500	40500	40500	40500	40500	40500	40500
COMMUNITY CENTER	11000	11000	11000	11000	11000	11000	11000
DSU LIVE							3000
DIVERSITY	4000	4000	6500	5000	6850	5000	5000
DRAMA	14462	9924	9500	8000 (1500*)	10000	8000	8000
INSTRU. MUSIC	6400	6400	6400	6400	6400	3500	4450
INTRAMURAL SPORTS	25000	25000	26500	25000	27500	25000	25000
KDSU			3100	3100	8000	6100	2000
LEADERSHIP CONNECTION		1600	1600	3500	1600	1600	1000
SAB	22250	22250	30200	22250	26000	22250	22250
STU. AMBASSADORS	1211	1211	1150	1150	1385	1150	1150
STUDENT HEALTH	64000	64000	64000	64000	64000	64000	64000
STUDENT SENATE	7441	7441	15591	13000	13206	13000	14250
TROJAN CENTER	137522	137522	174600	150650	161094	152650	152650
TROJAN DAYS	2315	2315	3980	2315	2800	1500	1300
TROJAN TIMES	8000	8000	8000	8000	8000	8000	8000
TUTOR CENTER	7655	8655	14450	12000	12000	12000	10250
VENDING COMMITTEE	90000	10000	15000	12000	35962	19000	26000
RESP. CARE					5400	5400	
MARTIAL ARTS					1100	0	
TOTAL	585218	575123	660191	608190	731464	569975	575000

*Denotes an additional one-time funding request for special projects

Spouse Fee

The non-student spouse of a student, wherein the spouse has paid the \$10.00 semesterly Spouse Activity Fee, will be granted access to those activities and events provided by the General Activity Fee except for the Student Health Service and the Community Center. This policy, recommended by the Student Senate, is intended to encourage participation in campus activities and events by the spouses of DSU students.

Strategic Plan

Background

In June 2003, the Executive Director of the South Dakota Board of Regents released “South Dakota Opportunities”, a new vision statement for the Board. The policy goals contained in the report include the following:

- Access: Every qualified South Dakotan shall have access to public postsecondary education.
- Quality: South Dakota public universities and special schools shall provide a quality educational experience.
- State Wealth: South Dakota public universities shall engage in activities designed to enhance the state’s long-term economy.
- Efficiencies: South Dakota public universities and special schools shall continue to seek means for improving efficiency in the delivery of educational services.

DSU Mission Statement

Dakota State University is an institution specializing in programs in computer management, computer information systems, and other related undergraduate and graduate programs as outlined in SDCL § 13-59-2.2. A special emphasis is the preparation of the elementary and secondary teachers with expertise in the use of computer technology and information processing in the teaching and learning process. A secondary purpose is to offer two-year and one-year programs and short courses for application and operator training in areas authorized.

Strategic Planning 2007-2012 Unique and Focused

During 2006-07, the University utilized a strategic planning process to develop seven overarching goals for the University. The goals are stated in brief here and discussed more fully in the strategic plan document found on our website at <http://www.dsu.edu/about/strategic-plan.aspx>.

To fulfill the plan’s vision, DSU will:

1. Expand current information technology leadership by focusing on cutting-edge fields.
2. Increase on-campus student enrollment and enhance program quality by attracting high-ability students from inside and outside of South Dakota.
3. Increase retention and graduation by providing a unique and exceptional student experience.
4. Enrich and solidify DSU’s new emphasis on research.
5. Expand DSU’s educational outreach through online and alternative-location course delivery.
6. Increase visibility and recognition of the University.
7. Find/create new sources of revenue to fund the above initiatives.

Implementation of Strategic Goals

The Institutional Effectiveness Committee is implementing the 2007-2012 Strategic Goals by developing unit- and college-specific plans that include measurable, time-based objectives and performance indicators. The University annually evaluates progress toward the goals and utilizes this information to make decisions that result in the effective and efficient use of resources. A continuous quality improvement model is used to analyze progress, report results, and document improvements.



Institutional Standing Committees

Following is a representative listing of committees which conduct a significant amount of University business. Students interested in serving on any committee should contact the Student Senate.

Athletic Committee

Purpose: To advise DSU administration on all major decisions affecting the administration of the Athletic Department.

Composition: Faculty-4, Staff-7, Students-3, Coaches-2, Alumni-2

Meetings: At least 4 times per year.

Bookstore Users Committee

Purpose: To advise the Director of the Bookstore regarding the Bookstore's operating goals and procedures.

Composition: Faculty-2, Staff-2, Students-2.

Meetings: At least once per semester.

Curriculum Committee

Purpose: To engage in a continuous study of University curricula and ensure that the standards and recommendations of the accreditation agencies are followed.

Composition: Faculty-7, Staff-2, Students-1.

Meetings: Monthly as established.

General Activity Fee Allocations Committee

Purpose: To recommend policy and procedures for the GAF and to accomplish the allocation of General Activity Fee income.

Composition: Faculty-3, Staff-2, Students-6.

Meetings: Monthly.

Institutional Effectiveness Committee

Purpose: Fulfills an advisory, monitoring, coordinating and regulatory role at DSU in planning and assessment matters and advises the President on the implementation and evaluation of the DSU Strategic Plan and all aspects of institutional assessment.

Composition: Faculty - 7, Staff - 23, Students - 2

Library Committee

Purpose: To recommend budgeting of Library funds and to assist the Librarian in formulating general policies which govern the functions of the Library.

Composition: Faculty-3, Staff-1, Students-2.

Meetings: As necessary.

Parking Committee

Purpose: To recommend policy governing the parking program and hear appeals of parking violations.

Composition: Faculty-3, Staff-6, Students-3.

Meetings: As necessary.

Professional Education Council

Purpose: Defines and governs the Professional Educational Unit, assuring that the mission and programs of the unit are achieved in an organized, unified, representative, and coordinated fashion.

Composition: Faculty-8, Staff-3, Students-1, Other-4.

Risk Management Committee

Purpose: To develop and implement policies pertaining to risk management issues on the campus.

Composition: Faculty-1, Staff-7; Students-1.

Student Admissions Committee

Purpose: To recommend policy regarding standards for admission of students and to hear and decide requests for conditional admission and for readmissions.

Composition: Faculty-4, Staff-2.

Meetings: As necessary.

Student Media Board

Purpose: To promote responsible written journalism and to provide as great a degree of independence for each entity as possible.

Composition: Faculty-2, Staff-2, Students-5.

Meetings: Monthly

University Code of Conduct Board

Purpose: To hear cases of alleged violations of Student Conduct Regulations.

Composition: Faculty-6, Staff-1, Students-6.

Meetings: As necessary.

University Club Funding Committee

Purpose: Allocates vending funds to recognized student organizations and monitors the use of funds through review of monthly reports submitted by club treasurers.

Composition: Faculty-2, Staff-3, Students-6

Note: The reps can be faculty, but don't have to be (ie, the dean can be the dept. rep.)

Family Educational Rights and Privacy Act (FERPA)

The following outlines the federal law, FERPA. All information was taken from the U.S. Department of Education website and is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht-parents-postsecstudents.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

• Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Specified officials for audit or evaluation purposes
- Organizations conducting certain studies for or on behalf of the school
- To comply with a judicial order or lawfully issued subpoena
- Other schools to which a student is transferring
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Disclosure of Information from Education Records to Parents of Students Attending Postsecondary Institutions

What are parents' and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents. While concerns have been expressed about the limitations on the release of information, there are exceptions to FERPA's general rule that educational agencies and institutions subject to FERPA may not have a policy or practice of disclosing "education records" without the written consent of the parent (at the K-12 level) or the "eligible student."

When may a school disclose information to parents of dependent students?

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.**

Can a school disclose information to parents in a health or safety emergency?

The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, State, or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

How does HIPAA apply to students' education records?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

**DSU maintains a narrow interpretation of the FERPA guidelines since "dependent tax status" is not readily available to the university. Additional questions or clarifications regarding FERPA should be directed to Sandy Anderson, DSU Registrar, at 605-256-5144.

Federal Penalties and Sanctions for Illegal Possession of Controlled Substance

21 U.S.C. 844 (a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, not more than \$10,000, or both.

After 2 convictions, penalty is at least 90 days in prison, not to exceed 3 years, and fined at least \$5,000, not more than \$25,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 (at least \$1,000), or both, if.

- a. 1st conviction and the amount of crack possessed exceeds 5 grams.
- b. 2nd crack conviction and the amount of crack possessed exceeds 3 grams; or
- c. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (see special sentencing provision re: crack)

21 U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 862 (a)

Denial of any or all Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to 5 years for first offense, up to 10 years for second and permanently ineligible upon 3rd or subsequent offenses.

State Criminal and Civil Penalties for Unauthorized Possession or Distribution of Alcoholic Beverages

<i>Offense</i>	<i>Penalty</i>
For any person under the age of 21 years to purchase, attempt to purchase or possess or consume alcoholic beverages except when consumed in a religious ceremony and given to said person by an authorized person, or to misrepresent his age with the use of any document for the purpose of purchasing or attempting to purchase alcoholic beverages from any licensee licensed under this title. SDCL 35-9-2	Class 2 Misdemeanor: Thirty days imprisonment in a county jail or \$200 fine, or both. SDCL 22-6-2 (2)
First conviction or a first adjudication of delinquency for an alcoholic beverage violation while in a motor vehicle. SDCL 32-12-52.4	The Department of Commerce and Regulation shall revoke the driver's license or driving privilege of any person who was under the age of 21 when the offense occurred, for a period of 6 months. SDCL 32-12-52.4
Second or subsequent conviction or adjudication of delinquency for an alcoholic beverage violation while in a motor vehicle. SDCL 32-52-2.4	The Department of Commerce and Regulation shall revoke the driver's license or driving privilege of any person who was under the age of 21, when the offense occurred, for a period of one year. SDCL 32-12-52.4

State Criminal and Civil Penalties for Possession or Distribution of Marijuana

A civil penalty, not to exceed \$10,000, may be imposed in addition to any criminal penalty, upon a conviction of a violation of these sections of South Dakota law.

<i>Offense</i>	<i>Penalty</i>
Possession of two ounces of marijuana or less. SDCL 22-42-6.	Class 1 Misdemeanor: One year imprisonment in a county jail or \$1,000 fine or both. SDCL 22-6-2 (1)
Possession of more than two ounces but less than one half pound of marijuana. SDCL 22-42-6	Class 6 Felony: Two years imprisonment in the state penitentiary or a fine of \$2,000, or both SDCL 22-6-1 (8)
Possession of one half pound but less than one pound of marijuana. SDCL 22-42-6.	Class 5 Felony: Five years of imprisonment in the state penitentiary. In addition, a fine of \$5,000 may be imposed. SDCL 22-6-1 (7)
Possession of one to ten pounds if marijuana. SDCL 22-42-6	Class 4 Felony: Ten years imprisonment in the state penitentiary. In addition, a fine of \$10,000 may be imposed. SDCL 22-6-1 (6)
Possession of more than ten pounds of marijuana. SDCL 22-42-6	Class 3 Felony: Fifteen years imprisonment in the state penitentiary. In addition a fine of \$15,000 may be imposed. SDCL 22-6-1 (5)
Distribution of less than one-half ounce of marijuana without consideration. SDCL 22-42-7	Class 1 Misdemeanor: One year imprisonment county jail or \$1,000 fine, or both. SDCL 22-6-2 (1)
Distribution of one ounce or less of marijuana for consideration. SDCL 22-42-7	Class 6 Felony: Two years of imprisonment in the state penitentiary or a fine of \$2,000 or both. SDCL 22-6-1 (8)
Distribution of more than one ounce, but less than one half pound of marijuana. SDCL 22-42-7	Class 5 Felony: Five years of imprisonment in the state penitentiary. In addition, a fine if \$5,000 may be imposed. SDCL 22-6-1 (7)
Distribution of one half pound but less than one pound of marijuana. SDCL 22-42-7	Class 4 Felony: Ten years imprisonment in the state penitentiary. In addition, a fine of \$10,000 may be imposed. SDCL 22-6-1 (6)
Distribution of one pound or more of marijuana. SDCL 22-42-7	Class 3 Felony: Fifteen years imprisonment in the state penitentiary. In addition, a fine of \$15,000 may be imposed. SDCL 22-6-1 (5)
Distribution of any amount of marijuana to a minor. SDCL 22-42-7	Class 4 Felony: Ten years imprisonment in the state penitentiary. In addition, a fine of \$10,000 may be imposed.

Distribution or possession with intent to distribute of specified amounts of marijuana with and without consideration. The distribution, or possession with intent to distribute, of less than one-half ounce of marijuana without consideration is a Class 1 misdemeanor; otherwise, the distribution, or possession with intent to distribute, of one ounce or less of marijuana is a Class 6 felony. The distribution, or possession with intent to distribute, of more than one ounce but less than one-half pound of marijuana is a Class 5 felony. The distribution, or possession with intent to distribute, of one-half pound but less than one pound marijuana is a Class 4 felony. The distribution, or possession with intent to distribute, of one pound or more of marijuana is a Class 3 felony. However, the distribution of any amount of marijuana to a minor is a Class 4 felony. A first conviction of a felony under this section shall be punished by a mandatory sentence in the state penitentiary or county jail of at least thirty days, which sentence may not be suspended. A second or subsequent conviction of a felony under this section shall be punished by a mandatory sentence of at least one year. Conviction of a Class 1 misdemeanor under this section shall be punished by a mandatory sentence in the county jail of not less than fifteen days, which sentence may not be suspended. A civil penalty, not to exceed ten thousand dollars, may be imposed, in addition to any criminal penalty, upon a conviction of a felony violation of this section.

State Criminal and Civil Penalties for Unauthorized Manufacture, Distribution, Counterfeiting or Possession of a Controlled Substance

	DRUG	OFFENSE	1ST CONVICTION	2ND CONVICTION
Schedule I	The drugs in this schedule are those that have no accepted medical use in the United States and have a high abuse potential. Some examples are heroin, marijuana, LSD, peyote, mescaline, psilocybin, tetrahydrocannabinols, ketobemidone, levoramide., racemoramide, benzylmorphine, dihyaromorphine, nicocodeine, nicomorphine, methaqualone and others.	A civil penalty, not to exceed \$10,000, may be imposed, in addition to any criminal penalty, upon a conviction of a violation of these sections of the South Dakota law. SDCL 22-42-2		
Schedule II	The drugs in this schedule have a high abuse potential with severe psychic or physical dependence liability. Schedule 11 controlled substances consist of certain narcotic, stimulant and depressant drugs. Some examples of Schedule 11 narcotic controlled substances are opium, morphine, codeine, hydromorphone (Dilaudid) methadone (Dolophine), pantopon, meperidine (Demerol), cocaine, oxycodone (Percodan), anileridine (Leritine), and oxymorphone (Numorphan). Some examples of Schedule 11 non-narcotic are amphetamine (Benezdrine, Dexedrine) and methamphetamine (Desoxyn), phenmetrazine (preludin), methylphenidate (Ritalin), amobarbital, pentobarbital, secobarbital, etorphine hydrochloride, diphenoxylate and phencyclidine.	<p>MANUFACTURE, DISTRIBUTION, POSSESSION: Unauthorized manufacture, distribution, counterfeiting or possession of a substance listed in Schedules I or II is a Class 4 felony. SDCL 22-42-2</p> <p>DISTRIBUTION TO A MINOR: The distribution of a substance listed in Schedules I or II to a minor (a person under 21 years of age) is a Class 2 felony. SDCL 22-42-2.</p> <p>No person other than a practitioner, who is not a pharmacist, may dispense a controlled drug or substance included in Schedule II to an ultimate user without the written prescription of a practitioner who is not a pharmacist. No prescription for a Schedule II drug or substance shall be refilled. A violation of this section is a Class 4 felony. SDCL 22-42-2.1</p>	<p>Punished by mandatory sentence in the state penitentiary of at least one year, which sentence may not be suspended. Probation, suspended imposition of sentence, or suspended execution of sentence may not form the basis for reducing the mandatory time of incarceration required by this section. SDCL 22-42-2</p> <p>Punished by a mandatory sentence in the state penitentiary of at least five years, which sentence may not be suspended. Probation, suspended imposition of sentence, or suspended execution of sentence may not form the basis for reducing the mandatory time of incarceration required by this section. SDCL 22-42-2</p>	<p>Punished by mandatory penitentiary sentence of at least ten years, which sentence may not be suspended. Probation, suspended imposition of sentence may not form the basis for reducing the mandatory time of incarceration required by this section. SDCL 22-42-2</p> <p>Punished by a mandatory sentence in the state penitentiary of at least fifteen year, which sentence may not be suspended. Probation, suspended imposition of sentence, or suspended execution of sentence may not form the basis for reducing the mandatory time of incarceration required by this section. SDCL 22-42-2</p>
Schedule III	These drugs have an abuse potential less than those in Schedules I and II, and include compounds containing limited quantities of certain narcotic drugs and non-narcotic drugs such as derivatives of varbituric acid except those that are listed in another schedule, glutethimide (Doriden), methypylon (Noludar), chlorhexadol, sulfondiethymethane, sulfonmethane, nalorphine, benzphetamine, sulfondiethymethan, sulfonmethan, nalorphine, clortemine, mazindol, and paregoric.	<p>Except as authorized, no person may manufacture, distribute or dispense; possess with intent to manufacture, distribute or dispense; create or distribute a counterfeit; or possess with intent to distribute a counterfeit substance listed in Schedule III. Violation of this section is a Class 5 felony. SDCL 22-42-3</p> <p>DISTRIBUTION TO A MINOR: The distribution of a substance listed in Schedule III to a minor is a Class 3 felony. SDCL 22-42-3</p>	<p>Punished by a mandatory sentence in the state penitentiary or county jail of at least 30 days, which sentence may not be suspended. SDCL 22-42-3</p> <p>Punished by a mandatory penitentiary or county jail sentence of at least 90 days, which sentence may not be suspended. SDCL 22-42-3</p>	<p>Punished by a mandatory penitentiary or county jail sentence of at least 1 year, which sentence may not be suspended. SDCL 22-42-3</p> <p>Punished by a mandatory penitentiary or county jail sentence of at least 2 years, which sentence may not be suspended. SDCL 22-42-3</p>
Schedule IV	The drugs in this schedule have an abuse potential less than those listed in Schedule III and include such drugs as methylphenobarbital, chloral betaine (Beta Chior), chloral hydrate, triazolam, any substance which contains any quantity of a benzodiazepine, or salt of benzodiazepine, except those substances which are specifically listed in other schedules, buprenorphine, cathine, fencamfamine, fenproporex, mefenorex, pyrovalerone, propoxyphene, pentazocine, mazindol, mephobarbital, premoline, petrichloral, zolpidem, butorphanol, and dextropropoxyphene (Darvon).	<p>No controlled drug or substance included in Schedule II, III or IV may be distributed or dispenses other than for a medical purpose. SDCL 22-42-4.2</p> <p>Any person who knowingly obtains a controlled substance from a medical practitioner and, knowingly, withholds information that he has obtained a controlled substance of a similar therapeutic use in a concurrent time period from another medical practitioner is guilty of a Class 1 misdemeanor. SDCL 22-42-17</p> <p>Any person who intentionally ingests, inhales breathes or otherwise takes into the body any substance, except alcoholic beverages as defined in SDCL 35-1 1, for purposes of becoming intoxicated, unless such substance is prescribed by a practitioner of the medical arts lawfully practicing within the scope of their practice, is guilty of a Class 1 misdemeanor. SDCL 22-42-15</p> <p>Except as provided, no controlled drug or substance included in Schedule III or Schedule IV may be dispensed without a written or oral prescription. A violation is a Class 5 felony. SDCL 22-42-4.1</p>		<p>Punished by one year imprisonment in a county jail or \$1,000 fine, or both. SDCL 22-6-2</p> <p>Punished by five years imprisonment in the state penitentiary. In addition, a fine of \$5,000 may be imposed. SDCL 22-6-1 (7)</p>
Schedule V	The drugs in this schedule have an abuse potential less than those listed in Schedule IV and consist of preparations containing limited quantities of certain narcotic drugs generally for antitussive and antidiarrheal purposes.	Any person who knowingly obtains possession of a controlled drug or substance by theft, misrepresentation, forgery, fraud, deception or subterfuge is guilty of a Class 4 felony. SDCL 22-42-8		<p>Punished by ten years imprisonment in the state penitentiary and/or a fine of \$10,000</p>
	<p>Any person who inhabits a room knowing that any controlled drug or substance is being illegally stored or used therein, is guilt of a Class 1 misdemeanor. SDCL 22-42-11</p> <p>No person may deliver or possess with intent to deliver or knowingly manufacture any noncontrolled substance which he represents to be a substance controlled under the provisions of South Dakota law. A violation of this section is a Class 6 felony SDCL 22-42-16</p> <p>Any person who makes, distributes or possesses any punch, die, plate, or other thing designed to print or reproduce the trademark, trade name or other identifying mark of another on any drug, container or label thereof so as to make such drug a counterfeit controlled drug or substance is guilty of a Class 5 felony. SDCL 22-42-9</p> <p>Restrictions on alcohol to persons eighteen years or older but under twenty-one. It is a Class 2 misdemeanor to sell or give for use as a beverage any alcoholic beverage to any person who is eighteen years of age or older but less than twenty-one years of age unless it is done in the immediate presence of a parent or guardian or spouse over twenty-one years of age or by prescription or direction of a duly licensed practitioner or nurse of the healing arts for medicinal purposes. SDCL 35-9-1.1</p> <p>Furnishing of beverage to child as misdemeanor - Minimum ages - Exceptions. It is a Class 1 misdemeanor to sell or give for use as a beverage any alcoholic beverage to any person under the age of eighteen years unless it is done in the immediate presence of a parent or guardian or spouse over twenty-one years of age or by prescription or direction of a duly licensed practitioner or nurse of the healing arts for medicinal purposes.</p>			<p>Punished by one year imprisonment in a country jail or \$1,000 fine, or both SDCL 22-6-2(1).</p> <p>Punished by five years imprisonment in the state penitentiary. In addition, a fine of \$5,000 may be imposed. SDCL 22-6-1(7)</p>

Federal Trafficking Penalties

CSA	Penalty			Drug	Penalty		
	2nd Offense	1st Offense	Quantity		Quantity	1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	$\begin{cases} \geq 10 \text{ gm} \\ \geq 100 \text{ gm} \text{ mixture} \end{cases}$	<i>Methamphetamine</i>	$\begin{cases} 100 \text{ gm or more of 1 kg} \\ \text{or more mixture} \end{cases}$	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			$\geq 100 \text{ gm}$	<i>Heroin</i>	$\begin{cases} 1 \text{ kg or more} \\ \text{mixture} \end{cases}$		
			$\geq 500 \text{ gm}$	<i>Cocaine</i>	$\begin{cases} 5 \text{ kg or more} \\ \text{mixture} \end{cases}$		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life	$\begin{cases} \geq 5 \text{ gm} \\ \geq 10 \text{ gm} \\ \geq 100 \text{ gm} \text{ mixture} \end{cases}$	<i>Cocaine Base</i>	$\begin{cases} 50 \text{ gm or more} \\ \text{mixture} \end{cases}$	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			$\begin{cases} \geq 10 \text{ gm} \\ \geq 100 \text{ gm} \text{ mixture} \end{cases}$	<i>PCP</i>	$\begin{cases} 100 \text{ gm or more of 1 kg} \\ \text{or more mixture} \end{cases}$		
	Fine of not more than \$4 million individual \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	$\geq 1 \text{ gm}$	<i>LSD</i>	$\begin{cases} 10 \text{ gm or more} \\ \text{mixture} \end{cases}$	Fine of not more than \$4 million individual \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			$\geq 40 \text{ gm}$	<i>Fentanyl</i>	$\begin{cases} 400 \text{ gm or more} \\ \text{mixture} \end{cases}$		
$\geq 10 \text{ gm}$			<i>Fentanyl Analogue</i>	$\begin{cases} 100 \text{ gm or more} \\ \text{mixture} \end{cases}$			
	Drug	Quantity	First Offense		Second Offense		
III	Others*	Any	Not more than 20 years If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual		Not more than 40 years. If death or serious injury, life. Fine \$2 million on individual, \$10 million not individual.		
IV	All	Any	Not more than 5 years. Fine no more than \$250,000 individual, \$1 million not individual		Not more than 10 years. Fine no more than \$500,000 individual, \$2 million not individual		
V	All	Any	Not more than 3 years. Fine no more than \$250,000 individual, \$1 million not individual.		Not more than 6 years. Fine no more than \$500,000 individual, \$2 million not individual.		
	All	Any	Not more than 1 year. Fine no more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years. Fine no more than \$200,000 individual, \$500,000 not individual.		

Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

*Does not include marijuana, hashish, or hashish oil. (see separate chart)

Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more	Marijuana mixture containing detectable quantity**	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg;	Marijuana mixture containing detectable quantity**	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual. \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual. \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. fine \$1 million individual. \$5 million other than individual.	Not more than 40 years. If death or serious injury, life. Fine \$2 million individual. \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50 to 99 plants	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual. \$2 million other than individual.
Less than 50 kg or > 100 plants	Marijuana		
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

**Includes Hashish and Hashish Oil

(Marijuana is a Schedule 1 Controlled substance)