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

Index

Academic Advising .......................... 5
Academic Calendar .......................... 3, 4
Academic Integrity .............................. 31
Academic Programs .......................... 16
Activities ...................................... 24
Admission ...................................... 5
Alcohol/Drug Policy & Penalties .......... 31, 73
Alcohol/Drug Program ...................... 17, 32
Alumni Office .................................. 5
Appeals ....................................... 36, 41, 64
Assessment .................................... 12, 32
Bingo/Lottery Policy ......................... 24
Bookstore ..................................... 5
Business Office ................................ 5
Career Exploration ........................... 6
Career Services ................................ 6
Cashier ........................................... 6
Center of Excellence ........................ 6
CLEP Testing .................................. 12
Committees & Boards ....................... 70
Communicable Disease ..................... 34
Community Center ......................... 7
Student Fee .................................... 67
Computing Privileges ....................... 34
Credit Hours .................................. 41
Dakota Prairie Playhouse .................. 7
Disability Services ......................... 39
Disciplinary Sanctions ..................... 31
Diversity Services ........................... 11
Diversity Plan ................................ 24
Drama Activities .............................. 24
Emergencies .................................. 18
Extended Programs ......................... 8
FERPA .......................................... 71
Fieldhouse ................................... 8
Financial Aid .................................. 8, 40
Financial Aid Suspension & Probation ... 41
Food Service .................................. 9
Foundation .................................... 7
Graduate Studies and Research ........... 11
Housing Contracts .......................... 18
Immunization .................................. 42
Information Technology Services ....... 9
International Programs ..................... 10
Intramural Athletics ......................... 25
Judicial Policies .............................. 58
Library ......................................... 10
Lost & Found .................................. 11
Mail Service ................................... 11
Movie Policy ................................... 25
Music & Art .................................... 25
New Student Orientation ................... 11
Notification of Student Missing ......... 19
Organizational Chart ....................... 66
Parking & Traffic Regulations .......... 42
Physical Plant ................................ 12
President’s Office ............................ 12
Printing and Postal Services ............ 12
Proficiency Testing ......................... 33
Quiet Hours .................................. 20
Record Confidentiality .................... 38
Registration .................................... 12
Religious Activities ......................... 26
Reporting Violations ....................... 45
Residence Facilities ......................... 22
Residence Life ................................ 15
Residence Life Expectations .............. 18
Residence Security ......................... 22
Room Entry/Search Policy ............... 21
Safety and Security ......................... 45
Sales/Solicitation ............................. 46
Scheduling of Facilities ..................... 13
Sexual Assault Policy ....................... 47
Sexual Harassment Policy ................. 49
Smith-Zimmermann Museum ............ 13
Special Events ................................ 27
Storage of Personal Property ............ 22
Strategic Plan .................................. 68
Student Activities Board .................... 28
Student Affairs Office ...................... 17
Student Development Services .......... 13
Student Conduct Code ...................... 50
Student Employment ....................... 13
Student Government ....................... 28
Student Health Service ..................... 14
Student Organization Funding .......... 25
Student Organizations ...................... 24
Student Organizations Privileges & Responsibilities 29
Student Publications ....................... 30
Student Services Center .................... 15
Switchboard ................................... 6
Tobacco Use ................................... 50
Trojan Center ................................ 16
Trojan Gold ................................... 15
Tutoring Services ......................... 16
University Card ............................... 15
Veterans Affairs ......................... 16
Visitation Policy ......................... 23
Withdrawal from University .......... 43
Fall 2015 Academic Calendar

Aug 21 (Fri)  8:00 a.m. Residence Halls open for first year students only
             New Student Orientation activities begin

Aug 22-23 (Sat-Sun)  8:00 a.m. Residence halls open for all students

Aug 24 (Mon)  8:00 a.m. Classes begin

Sept 3 (Thurs)  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 received 100% refund

Sept 4 (Fri)  Tuition and Fees - deadline for payment or payment plan to avoid cancellation of registration and late fee assessment

Sept 7 (Mon)  Labor Day - no classes

Sept 17 (Thurs)  Constitution Day

Oct 1 (Thurs)  Last day to apply for Fall 2015 graduation

Oct 12 (Mon)  Native American Day - no classes

Oct 16 (Fri)  Last day of first half semester classes

Oct 21 (Wed)  Mid-term deficient grades due

Oct 26-Nov 13 (Mon-Fri)  Tentative - Continuing student pre-registration for spring 2016 and summer 2016

Oct 28 (Wed)  Last day a student can withdraw from the University and be eligible for a refund of University charges based on federal regulations and Board of Regents policy

Nov 6 (Fri)  Last day to withdraw from a full semester course or school and receive a grade of “W”

Nov 11 (Wed)  Veterans Day - no classes

Nov 25-29 (Wed-Sun)  Thanksgiving Holiday - no classes

*NOTE- Tuesday, November 24th, evening classes will be held

Nov. 30 (Mon)  Classes resume

Dec. 9 (Wed)  No classes

Dec. 10-16 (Thurs-Wed)  Final examination period Exam - SCHEDULE

Dec. 12 (Sat)  Commencement held at DSU Fieldhouse

Dec. 16 (Wed)  Semester ends
                Residence Halls close at 5:00 pm

Dec. 21 (Mon)  Final grades due

NOTE: Dates and events are subject to changes. Changes will be communicated to campus via email, campus newspaper, or other means as appropriate.
### Spring 2016 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9 (Sat)</td>
<td>8:00 a.m. Residence halls open for all students</td>
</tr>
<tr>
<td>Jan 11 (Mon)</td>
<td>8:00 a.m. Classes begin</td>
</tr>
<tr>
<td>Jan 18 (Mon)</td>
<td>Martin Luther King, Jr. Day - no classes</td>
</tr>
<tr>
<td>Jan 20 (Wed)</td>
<td>CENSUS DAY</td>
</tr>
<tr>
<td></td>
<td>Last day to register for any fall class to determine financial aid eligibility</td>
</tr>
<tr>
<td></td>
<td>Last day to add a full semester class</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a full semester class and received 100% refund</td>
</tr>
<tr>
<td>Jan 21 (Thurs)</td>
<td>Tuition and Fees - deadline for payment or payment plan to avoid cancellation of registration and late fee assessment</td>
</tr>
<tr>
<td>Feb 1 (Mon)</td>
<td>Last day to apply for Spring 2016 and Summer 2016 graduation</td>
</tr>
<tr>
<td>Feb 15 (Mon)</td>
<td>President’s Day - no classes</td>
</tr>
<tr>
<td>Mar 5-13 (Sat-Sun)</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>Residence Halls close at 5:00 pm on Friday, March 4 and reopen 8:00 am on Sunday, March 13</td>
</tr>
<tr>
<td>Mar 14 (Mon)</td>
<td>Last day of first half semester classes</td>
</tr>
<tr>
<td>Mar 17 (Thurs)</td>
<td>Mid-term deficient grades due</td>
</tr>
<tr>
<td>Mar 21-April 6 (Mon-Wed)</td>
<td>Tentative - Continuing student pre-registration for Fall and Summer 2016 and Spring 2017</td>
</tr>
<tr>
<td>Mar 23 (Wed)</td>
<td>Last day a student can withdraw from the University and be eligible for a refund of University charges based on federal regulations and Board of Regents policy.</td>
</tr>
<tr>
<td>Mar 25-27 (Fri-Sun)</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>Mar 28 (Mon)</td>
<td>8:00 am Classes Resume</td>
</tr>
<tr>
<td>April 5 (Thurs)</td>
<td>Last day to withdraw from a full semester course or school and receive a grade of &quot;W&quot;</td>
</tr>
<tr>
<td>May 2-6 (Mon-Fri)</td>
<td>Final examination period Exam - SCHEDULE</td>
</tr>
<tr>
<td>May 6 (Fri)</td>
<td>Semester ends</td>
</tr>
<tr>
<td></td>
<td>Residence Halls close - 3:00 p.m.</td>
</tr>
<tr>
<td>May 7 (Sat)</td>
<td>10:30 am Commencement - Fieldhouse</td>
</tr>
<tr>
<td>May 11 (Wed)</td>
<td>Final grades due</td>
</tr>
</tbody>
</table>

NOTE: Dates and events are subject to changes. 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.

**Activities Office** – See Student Services Center on Page 14

**Admission** (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 [dsu.edu/admissions](http://dsu.edu/admissions).

**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 online presence, reunions, activities, and collaboration with both internal and external groups. 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 offers a convenient location for required course materials, DSU-imprinted clothing & gifts, electronics, school & art supplies, and gaming supplies. We provide required course materials in a variety of formats including new, used, rental, and digital at competitive prices. Located on the main level of the Trojan Center, the bookstore is open weekdays from 8 a.m. to 5 p.m. We accept cash, check, Visa, Mastercard, Discover, and Trojan Gold. Visit the bookstore online at [www.dsubookstore.com](http://www.dsubookstore.com) to learn about the latest sales and promotions.

**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 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.

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 by 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 14.

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 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. 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.

Undergraduate students from all programs can be admitted into the Center of Excellence program provided they meet the Center’s admission standards. Those standards include an ACT Composite score of 24 or a cumulative GPA of 3.25. 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 program. Students who satisfactorily complete all of the requirements will be designated as graduates of the Center of Excellence program, and will have the minor added to their grade transcript. 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](http://www.communitycenter.dsu.edu).

Event and Conference Services
The Event and Conference 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 Event and Conference 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

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 programatically 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 is to raise money for scholarships. The Foundation also raises funds for, and maintains, the University endowment of approximately $6 million.
Extended Programs

Extended Programs is responsible for program planning, marketing, program implementation and overall management of courses and programs offered by alternative delivery (i.e., Internet, DDN) or at off-campus locations by Dakota State University. Working in partnership with the colleges and the institution's academic support areas. Extended Programs works to design and develop active and collaborative degree programs at a distance or at off-campus sites such as the University Center in Sioux Falls.

The Extended Programs staff is located in the Tunheim Classroom Building and consists of the Director of Extended Programs, an Instructional Design Specialist, a distance education specialist, and a senior secretary. This team serves the needs of students who are enrolled in the online and videoconferencing courses at DSU and in courses at off-campus locations. The office is the mainstay of distance services to students, working with the administrative offices of DSU to provide these services. The office staff assist faculty in the design and implementation of courses delivered by various forms of technology. Proctoring services for online courses are provided by the Extended Programs Office at DSU. Contact proctor@dsu.edu local 605-256-5049 for information. The office can be reached by calling 256-5049 or by email at distedinfo@dsu.edu. The Extended Programs website contains more information.

The videoconferencing classrooms on campus are located in the Tunheim Classroom Building (TCB). The public Dakota Digital Network (DDN) video classroom is TCB 103. TCB 109 is the TCB DDN classroom used by instructors. TCB 111 is a video classroom for instructors also. Anyone on campus who would like to schedule time in the video classrooms can contact Extended Programs at 605-256-5049. 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 [http://dsu.edu/admissions/financial-aid-tuition](http://dsu.edu/admissions/financial-aid-tuition). Application information, eligibility requirements, loan counseling, Federal Work-Study Job Listing and links to current loan information is accessible online. Eligibility is determined annually based on the results of the federal application-FAFSA, DSU scholarship application and 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. Elected officials determine aid appropriations and laws governing the financial aid programs available to students. See Voter Registration in the handbook.
Campus Services

Food Service (256-7310)
The University Marketplace, located in the Trojan Center and operated by Sodexo, is the dining room of the campus and a short walk from the surrounding residence halls. We now feature an all-you-care-to-eat style dining which allows you to pick and choose a variety of options with one payment upon entering. In order to meet the diverse interests of our customers, the Marketplace offers an expanded style of service including comfort, exhibition station, deli, soups, salads, pizza, grill options and fresh baked goods. Hours of service are Monday-Friday Breakfast 7:30am-10:45am, Lunch 11am-1pm, Light Lunch 1pm-4:45pm, Dinner 5pm-7:30pm (Friday close at 7pm); Saturday 11am-1:30pm, 5pm-6:30pm & Sunday 11am-1:30pm & 5pm-7pm. We have meal plans designed for this style of eating and also accept Trojan Gold, Faculty Flex, Meal Plan Flex, Cash and Credit Card at a casual door rate for each meal period.

While in the Trojan Center, stop by the Myxer’s Lounge where you will find Einstein Bros Bagels and Bits ‘n Bytes C-store. EBB is the place to get work done on your laptop or enjoy great conversation. Grab a fresh baked bagel with your favorite cup of Darn Good Coffee and more! Einstein Bros Bagel’s is open Monday-Thursday 7:30am-6:30pm, Friday 7:30am-5pm and closed Saturday and Sunday. 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 a snack in the middle of the afternoon. Hours of operation are Monday-Thursday 11am-11pm, Friday 11am-5pm, Saturday-Closed, Sunday 6:30pm-11pm. All Dining Services locations including concessions accept Meal Plan Flex, Faculty Flex, Trojan Gold, Cash, Visa, MasterCard and Discover.

MEAL PLANS:
All meal plans have the tax included in the total cost and are for each semester. All Meal Plan Meals are non-refundable and must be used within the semester of purchase. Fall Meal Plan Flex is transferrable to spring semester or forfeited if student is not attending spring semester. All Meal Plan Flex is non-refundable at the end of spring semester. Freshman living on campus are able to select the Big Blue, Dakota 150 or Dakota 125. Second year students can also select the Trojan Basic plan. The Trojan Advanced plan is available to students who have been out of high school for more than two years.

The Big Blue plan costs $1737.90/semester and has unlimited meal accesses with $100 in Meal Plan Flex.
The Dakota 150 plan costs $1389.65/semester and has 150 meal accesses with $200 in Meal Plan Flex.
The Dakota 125 plan costs $1389.65/semester and has 125 meal accesses with $335 in Meal Plan Flex.
The Trojan Basic plan costs $1227.20/semester and has 75 meal accesses with $525 in Meal Plan Flex.
The Trojan Advance plan is designed for 3rd year and beyond students living in the residence halls. The total cost is $375.15/semester and has no meals and $375.15 in Meal Plan Flex.
The Trojan Flex plan costs $1227.20/semester in Meal Plan Flex
The Commuter Meal Deal plan costs $314/semester and has 30 meal accesses with $100 Meal Plan Flex
The Trojan Apartments Plan is only for residents that will be living in the 8Plex apartments. This plan is $153.85 and gives the student $153.85 in Meal Plan Flex.

WITHDRAWALS:
For a student withdrawing from the University, the meal plan refund will be based upon the pro-rata unused portion of the plan up to the 60% point.

Suggestions/Questions
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 Food Service Director with questions and suggestions.

Information Technology Services (256-5875)
Information Technology Services (ITS) provides DSU students, faculty and staff with all technology-related systems and services. We provide computing services, network and multimedia services, web services, administrative programming, and instructional technology. Students are provided a Fujitsu tablet computer with access to all software necessary for their courses. Wireless technology is located everywhere on campus so that users have access to the Internet and other resources. Desire2Learn (D2L) is the learning management system that allows students to view their courses and interact with faculty. All students are provided with user accounts to access technology resources, including e-mail, D2L, and the student portal. ITS, including the Help Desk, are located in Lowry Hall. All students, faculty and staff are expected to comply with the DSU Computing Privileges policy, located at: http://dsu.edu/policies
International Programs (303, TCB, 256-5267) dsu.edu/admissions/international-admissions

The International Programs Office works to promote international diversity and houses all things international at Dakota State University. We welcome international students as well as offer Study Away opportunities!

The IPO advises F-1 international students on academics and immigration issues and offers full services to international students seeking admission, including I-20 issuance. We are certified by USCIS through the SEVIS system to enroll qualified international students.

Dakota State University is a member of National Student Exchange (www.nse.org) 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.

DSU is also a member of the Magellan Exchange (www.magellanexchange.org), a non-profit consortium of universities worldwide providing an opportunity for students to study in another country at an affordable cost. You can study on a short-term program, for a summer, semester or academic year!

We also offer short-term faculty led programs and semester and academic year programs. In addition we cooperate with all of the Regental institutions in South Dakota for study away opportunities that work for them and their majors.

The Dakota English Language Institute (DELI) 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. The Club has many activities and social events.

Karl E. Mundt Library and Learning Commons (256-5203) library.dsu.edu/library-homepage

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. Whether on-campus or off-campus, Library services available to you, the student, include: our helpful staff, the online library catalog, a wide range of online research databases that deliver full articles and e-books to your computer, web-based tutorials and guides, interlibrary loans, and research skills training.

For those on-campus, 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. 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. The library has a growing recreational collection of ebooks and audio books (self-contained devices called Playaways) so you can listen to a book while you do other things. We also have a nice selection of recreational reading and DVDs. We have big comfy seats to lounge in and relax. We rely on student suggestions for what we should purchase for recreational materials.

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. Link to the Library from the DSU website or in the DSU Portal (mydsu.dsu.edu) to search for information, request services, and learn more about the Library and what it can do for you! Become a fan and add the Mundt to your Facebook, Twitter or Pinterest accounts. There is also a link to the Mundt on every D2L course site.

During the academic year, the library building is open Monday – Thursday 8 AM to midnight, Friday 8AM – 5PM, and Sunday 2PM – midnight.

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 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, 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).

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. Please avoid overdue fines by returning your materials on time or by renewing them.

Renewal of library materials. You may 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 Physical Plant 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 inter-campus mail. Residential students may send packages at the Production Center and pick up UPS or Fed Ex items at the Student Services Center.

Inter-campus mail is intended for the use of campus personnel and organizations. Mail drops for inter-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 inter-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 strategic 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 and ACCUPLACER), 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.

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 Student Affairs, Executive Director of the Foundation, Associate Director of Marketing, Chief Information Officer, Director of Human Resources and Director of Athletics, among others. 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. She is also available to students wishing to see him.

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 contact Dan Friedrich at dan.friedrich@dsu.edu.

Physical Plant (Tyrell Building, 256-5222)
Supervision of University buildings and grounds (including maintenance and custodial services), central receiving and distributing, dispatching of University vehicles, parking permits and campus security are among the responsibilities of the Director of Physical Plant. Payments for permits and parking fines are to be made at the Cashier's Office.

Printing and Postal Services (Print Shop - Heston Hall, 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 safe keeping of student academic records and the conducting of registration activities. Official copies of transcripts are available upon written request by students for $9.00 per copy. 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-Adviser.
Residence Life Office  -  See Student Services Center

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 interpet 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. 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.

Starfish Early Alert – Starfish EARLY ALERT is a software program designed to provide a rounded approach to student success and retention at Dakota State University. Via Starfish, DSU faculty and staff can:  
- Identify and inform the students who need help  
- Promote support resources  
- Communicate concerns to the right people immediately  
- Track and document student progress, and  
- Increase access to support services through online scheduling  

Starfish allows instructors to send academic status updates to their students. Instructors raise “flags” to let their students know that
they may need additional support in the class to be successful. These flags generate notification to the student within the Starfish platform, as well as by e-mail. Academic advisors, Student Success Center staff, and if appropriate, athletic advisors, residence hall staff, and other staff, are also informed, and can connect with the students to offer additional advice and support. Also, instructors can raise “kudos” to congratulate students on their success!

Starfish CONNECT provides an easy and efficient way to set up office hours and make appointments to ensure an environment that allows students, faculty, and advisors to stay connected. Appointments can be made with instructors and advisors who have office hours recorded in Starfish.

For questions regarding Starfish, contact Patti Beck, Student Success Coordinator, at 256-5900 or patti.beck@dsu.edu

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 - Alcohol and Other Drugs (AOD) Prevention Program – The AOD prevention 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 that 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 Success Center at 605-256-5121.

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 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 assist with 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 (Madison Regional Health Clinic/Hospital, 323 10th St SW, 256-6951)
http://www.madisonregionalhealth.org/

Health services for students at Dakota State University have been contracted with the Madison Regional Health. 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.

Clinic – Clinic hours are 8:30am to 4:00pm Monday through Friday and urgent care from 5:00-8:00pm only. Only current DSU students with a valid student ID are eligible for services. Students must identify themselves as a DSU student when calling to make the appointment and they must also present a valid DSU student ID upon check-in on the day of the appointment. If a valid student ID is not presented or the student’s name is not on the directory provided by DSU, the student will be directly billed for the services. Students with the appropriate ID will meet with a designated RN/LPN in the nurse’s station. Students judged by the nurse as needing to see a physician will be referred to a physician or a physician assistant for evaluation. Under this plan, a student will be provided up to three such physician diagnostic office calls per year. If a student misses a scheduled appointment for any reason, the missed appointment will be counted as one of the three visits. 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.

Hospital – Current DSU students with a valid ID will receive a limit of one (1) emergency room visit per student, per year, providing the care is deemed medically necessary as an emergency by the university or attending physician. Only in the event that a student has no insurance coverage and care is deemed an emergency, will that visit be counted as one of the three office visits provided them each year with this contract. 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 Vice President/Vice President/Dean of Student Affairs for situations which are highly unusual and compelling. Students seeking information regarding exemption procedures should contact the Residence Life Office.

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 Vice President/Dean of Student Affairs.

Campus housing includes both men's and women's residences with a total capacity of 655. 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 Assistant Dean of Student Affairs.

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 Office (256-5225)

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 acts as a meal plan card, and also provides a prepaid, stored-value debit program called Trojan Gold. Funds stored as Trojan Gold may be used at the Bookstore, the Production Center, vending machines, laundry machines, copier in the library, concessions, the Marketplace, Einstein Brothers Bagels, and Bits 'n Bytes. It can also be used at various locations off campus, including, Pizza Ranch, Taco John's, Classic Corner Convenience, Dairy Queen, The Pub House, Scooby's Convenience Store, Stadium Sports Grill, The Community Center, and Mochavino. Funds may be added at any time by means of cash, check or credit/debit card. You are also able to register your account on the E-Accounts site at https://dsucardservices-sp.blackboard.com/eaccounts/AnonymousHome.aspx. On this site you are able to add funds to your card via credit/debit card, deactivate/reactivate your card if lost or stolen, look at transactions of your purchases for your funds, and see monthly statements.

If a card is lost or stolen, it should be reported immediately to the University Card Office in the Student Services Center or go on to E-Accounts and deactivate your card. Once deactivated, funds are protected. The account balance, which can be verified at each point of sale in the Student Services Center or online, 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. There is a Mobile App feature that can be installed on Android and Apple devices that works the same as the online eaccounts site. Just search for "Blackboard Transact Mobile Accounts" in the app store to install it on your device.

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. 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, Military Resource Center and the Student Success Center. Student organization offices located in the facility include the Student Senate, and KDSU and the Student Activities Board.

The meeting rooms are available for use by DSU groups and may be scheduled by contacting the Student Services Center or using the online R25 Room Reservation System. 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 FYRE Tutoring Center, located in Higbie Hall. 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 Online tutoring via Collaborate 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 Veterans Benefit Coordinator is located in the office of Enrollment Services, on the first floor of Heston Hall. The Veterans Affairs Office, located in the lower level of Heston Hall, Room 11, is staffed by students who are associated with the military. These individuals serve as Veterans Administration-funded work-study to assist the Veteran Benefit Coordinator.

To view benefits that the VA provides, visit their website at www.benefits.va.gov. If you have any military student related questions contact the Veterans work-study at: Veteran.Assistant@dsu.edu or Call 605-256-5648 or 605-256-5815.

You can also visit the DSU website at: http://dsu.edu/admissions/admissions-requirements/veteran-affairs. DSU also provides a Military Resource Center for military and veteran students attending and commuting to campus.

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://dsu.edu/arts-sciences/index.aspx)
- College of Business and Information Systems (101 East Hall, 256-5165, http://dsu.edu/bis/index.aspx)
- College of Education (150 Kennedy Center, 256-5177, http://dsu.edu/educate/index.aspx)
Vice President/Dean Student Affairs (Heston Hall 206/256-5124)
The Vice President of Student Affairs is the chief student affairs officer for the University. The division of Student Affairs provides many resources to help students attain success during their DSU journey. The support students receive actually begins from the moment they become a prospective student and continues even after graduation. The departments that compose student affairs are Admissions, Financial Aid, Residence Life, Dining Services, Trojan Bookstore, Student Development, Disability Services, Student Activities, Alcohol and Other Drug Programs, Student Success and Retention, Veterans Affairs, Card Services, Career Services, Diversity Services, and the Dakota Prairie Playhouse. Feel free to contact our offices whenever the need arises. The Vice President also serves as an advisor to, and works closely with, the Student Senate.

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 use affects the entire campus community in terms of an increased drop-out rate, academic failure, campus crime, disciplinary problems and progression to addiction.

The primary goal of the Wellness/AOD program is to provide all students with the necessary information about alcohol and drugs and consequences that come with use. DSU assists students in reevaluating their behaviors and offers support services to help achieve and maintain healthy lifestyles. As part of our comprehensive AOD prevention program, Dakota State University expects each member of the first-year class to complete online training in alcohol prevention, sexual violence prevention, respect and consent and bystander intervention. This online program is a non-opinionated, science-based program taken by hundreds of thousands of students each year. In addition there are a variety of resources used with students who violate the alcohol and other drugs policy including screening and brief intervention tools.

DSU’s Student Success Center 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.
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 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 be referred for code of conduct action. 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 be referred for code of conduct action and should expect stiff sanctions.

Furnishings and Facilities
Each room is provided with study desks and chairs, single beds with mattress, 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 Vice President/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 semester break and spring break. 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 DSU Vice President/Dean of Students or any campus security authority. 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 (e.g., 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 24 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 18 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.

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. The cost per resident will be added to their billing statement.
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 Assistant Dean of Student Affairs. Hall officers and committees are also involved in the planning of hall educational, social, and recreational 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. 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, gender identification or disability. Continuing students indicate their room preference for the following term in the latter part of each semester. Following the close of this process, remaining rooms are assigned according to the date each housing contract and Room Deposit are received by the Department of Residence Life. Whenever possible, mutual requests for roommates will be honored, as will other special requests.

Room changes within a residence hall during the semester may be made only upon approval of the Department of Residence Life. 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 two weeks of the fall semester.

Single occupancy of a two-person room is permitted if sufficient space is available in the residence hall and the student is willing to pay the single occupancy fee. Priority for a single occupancy room is offered first to students on a waitlist from the previous housing selection process; then based upon total number of credit hours completed. 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 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 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. In order to search a room without the occupants’ presence or in situations where the students responsible for the room do not voluntarily produce the items sought, the residence staff must obtain a Room Entry/Search Authorization from the Vice President/Dean of Student Affairs or his/her designee. 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. Searching is defined as looking into or under anything within the domain.

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 inter-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 immediately. 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.

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 unless otherwise approved by University officials, 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. 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 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.

**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 [https://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx](https://sdsos.gov/elections-voting/voting/register-to-vote/default.aspx). If your home state is other than South Dakota, you may use the national form which is available at [https://registertovote.org/](https://registertovote.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.
Student Organizations & Activities

Mission
Student Activities is an energetic student-led, student-driven office. We are dedicated to furthering the relationship between the institutional mission and the holistic needs of the student community. We enhance DSU by engaging students and preparing individuals to become responsible graduates and citizens.

Vision
Establish a dynamic, impactful, community that defines the enriched co-curricular experience at Dakota State University.

Activities Fair
Conducted during the second week of the fall and spring semesters, 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 North Star Athletic Association (NSAA). 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 organization’s 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 https://portal.sdcor.edu/dsu-student/athletics/intramurals/Pages/default.aspx.

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 Pep Band will play at 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.

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:

**Co-Curricular**
- Animation Club
- Computer Club
- English Club
- Exercise Science Club
- Game Design Club
- Health Information Management Club
- DSU Information Systems Student Chapter
- Phi Beta Lambda (PBL) Business Club
- Physical Education & Coaching Club
- Respiratory Care Club
- Teachers of Tomorrow
- Woman in Science and Technology (WIST)

**Special Interest**
- The Alliance (Gender & Sexuality Alliance)
- ANIME Club
- Armed Forces Club
- Campus Crusade for Christ (CRU)
- Colleges Against Cancer (CAC)
- Dakota State University Diver Student Union (DSU2)
- Emry Hall Council
- “Fear the Turkey” (Drama Club)
- Gaming Group
- Higbie Hall Council
- International Club
- InterVarsity Christian Fellowship (IVCF)
- Lights, Camera, Action Film Club
- Lost & Found (Suicide Awareness & Prevention)
- Newman Club
- Paintball Club
- Photography Club
- Richardson Hall Council
- DSU Soccer
- DSU Spikeball Club
- Ultimate Frisbee
- Working to Help Others (W.H.O.)
- Zimmermann Hall Council

**Honor Societies**
- Delta Mu Delta
- Kappa Sigma Iota (KSI)
- Phi Eta Sigma
- Sigma Tau Delta

**Institutional Organizations**
- DSU Live
- DSU Pep Band
- Student Activities Board
- Student Ambassadors
- Student Association Senate

**Student Media Organizations**
- KDSU (Online Radio Station)
- Trojan Times (Online Newspaper)

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.
**Student Organizations & Activities**

**Scheduling of Activities**

All student organizations should check the campus Master Calendar located on the World Wide Web (accessed via the DSU Home page) before determining the date for an event. All events must be registered through the Portal. You can access this on the main page under Today's Events and then click Submit Event or visit this link https://dsu.wufoo.com/forms/qwntt2f1mu3cr7/.

The Student Services Center will then place the event on the Master 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 facilities, the Student Services Center can assist the organization in arranging use of any other facility on campus. 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 Vice President/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 Vice President/Dean of Student Affairs will be consulted and ultimately asked to make a determination regarding challenging reservation requests.

**Special Events**

**Trojan Days (Homecoming)** - Conducted in the fall, events begin early in the week and build toward the conclusion the following Saturday. Although the Athletic Department and Alumni Office 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, 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 inviting 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
- 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. 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.

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 Vice President/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://dsu.edu/assets/uploads/policies/03-30-00.pdf and/or the Academic Integrity policy found at http://dsu.edu/assets/uploads/policies/03-22-00.pdf). 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://dsu.edu/assets/uploads/policies/03-30-00.pdf).

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://dsu.edu/assets/uploads/policies/03-22-00.pdf.

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.

For information related to 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, refer to SD Codified Law Chapter 22-42 found at: http://legis.sd.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Statute=22-42&Type=Statute


Disciplinary Sanctions
Minimum sanctions for an initial infraction involving possession or use of alcohol or possession or use of illegal controlled substances or paraphernalia absent any other infraction of the Student Conduct Code will be a written warning along with a reflection paper and discussion with the appropriate staff member about decision making. Minimum sanctions for a second offense will be a letter of reprimand, participation in the Directions Program, disciplinary probation and discussion with the appropriate staff member about decision making. Minimum sanctions for a third offense may include suspension for a minimum of one traditional academic year and/or assessment at the student's expense and/or treatment at the student's expense along with discussion with the appropriate staff member about decision making. 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 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 and Drug Abuse Programs and Resources
Counseling, treatment and rehabilitation programs for alcohol and drug abuse and dependence are available in the Madison area. Students may contact the Student Success Center at 605-256-5121 for information, appointments with a counselor and/or referral to treatment agencies. Employees may also contact the Student Success Center for referral information. Some of the additional resources available to students and staff are listed below:

<table>
<thead>
<tr>
<th>Community Counseling Services</th>
<th>Emergency Medical Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>914 NE Third St</td>
<td>Madison Regional Health</td>
</tr>
<tr>
<td>Madison, SD 57042</td>
<td>323 SW 10th Street</td>
</tr>
<tr>
<td>(605) 256-9656</td>
<td>Madison, SD 57042</td>
</tr>
<tr>
<td></td>
<td>(605) 256-6551</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Counseling Services</th>
<th>Avera Behavioral Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huron Office</td>
<td>4400 W 69th St #100</td>
</tr>
<tr>
<td>357 Kansas Ave SE</td>
<td>Sioux Falls, SD 57108</td>
</tr>
<tr>
<td>Huron, SD 57350</td>
<td>(605)322-4065</td>
</tr>
<tr>
<td>(605) 352-8596</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Keystone Treatment Center</th>
<th>Madison Alcoholics Anonymous Open Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010 E 2nd St</td>
<td>SUN – 9 am and 7:30 pm</td>
</tr>
<tr>
<td>Canton, SD 57013</td>
<td>M T TH – 8 pm</td>
</tr>
<tr>
<td>(605) 987-2751</td>
<td>SAT – 10 am and 9 pm</td>
</tr>
</tbody>
</table>

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 or complete the ACCUPLACER in the areas of sentence skills, reading, comprehension, and algebra.

Non-Degree-Seeking
All non-degree seeking students enrolling in English or math courses must provide ACT or SAT scores or take the necessary COMPASS or ACCUPLACER exams. Students 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 and are unable to complete the ACT on one of the national testing dates. 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

ACCUPLACER / COMPASS:
The ACCUPLACER and COMPASS are internet-based placement tests. There is no time limit on the ACCUPLACER or COMPASS exams, the scores do not affect admission to DSU, and there are no pass or fail scores. Students do not receive course credit for these exams, but can use them to challenge their ACT or SAT course placement. Students can complete the ACCUPLACER or COMPASS test during a regularly scheduled registration session at DSU or in the Institutional Effectiveness and Assessment office (OIEA). Students can also schedule placement testing at one of the other state universities in South Dakota or arrange for testing with a proctor. There is no fee for these exams if the testing is required by the Board of Regents (Students who do not have ACT or SAT score or took them more than 5 years ago.) Students who challenge their initial placement must pay a $18.00 challenge fee. Students are only allowed one challenge using either the ACCUPLACER or COMPASS test. Sample questions are available on the DSU OIEA site at http://public-info.dsu.edu/testing-services/placement-testing-2/. Students are not allowed to use a calculator on the ACCUPLACER exams, but will be provided with scratch paper. Calculators can be used on the COMPASS math exam. Please contact the OIEA at 605-256-5101 or by e-mail at assessoffice@dsu.edu for additional information or to schedule a test appointment on the Madison campus.

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.

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. Starting in the Spring 2015 semester, the SD Board of Regents implemented criteria to waive students from the proficiency exam requirement by demonstrating competency by other methods. For detailed information on these other methods of demonstrating competency, visit the Testing Services Portal page: https://portal.sdbor.edu/dsu-student/academics/testing-services/Pages/default.aspx#results

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
Current students are asked to assess the University’s programs and services using various measures throughout their educational program. 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. Overall results are published on the OIEA website: [http://public-info.dsu.edu/institutional-research/survey-results/](http://public-info.dsu.edu/institutional-research/survey-results/)

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
This policy is intended to provide direction for the use of computing hardware and software, networking and other information technology resources, including video-conferencing facilities, associated with or accessible from Dakota State University. Within the context of this policy, networking refers to the University’s wired and wireless environments. The term classrooms refers to both traditional classroom facilities as well as classroom labs and specialty labs.

Policy
The use of computers and related technologies, including all hardware and software, is a privilege. The University’s CIO/Director of Computing Services is authorized to extend access to the University’s computing services and related hardware and software to members of the faculty and staff; members of the student body; participants in workshops, short courses and similar approved activities and projects; or members of an entity that has contracted for the use of DSU’s computing resources. Charges for the use of computing services may be assessed by the CIO/Director of Computing Services with the approval of the President. (See DSU Policy 01-76-00 Facility Use and Rental and DSU Policy 03-62-00 Tablet Repair Services/Replacement) Software available at Dakota State University includes copyrighted programs licensed from a variety of vendors, including those which may have been modified by Dakota State University computing staff for use within the University’s computing environment. It is expected that all faculty, staff, students and campus guests will use any software (whether or not it is supplied by Dakota State University) only in accordance with license agreements and copyright provisions applicable to the specific software package. While use of the University’s computing hardware, software and facilities is not restricted solely to faculty, staff, and students, the priority of user access is dependent on many factors, including class schedules and user status. Generally, DSU computing hardware and software, networking, and video-conferencing facilities are available for use by authorized users except when reserved for class usage. However, some University computing facilities may only be available to a specific subset of authorized users. Classes scheduled by the University take priority over all other usage. (See DSU Policy 01-84-00 Classroom Scheduling.) All users of the University’s computing hardware and software, networking, and video-conferencing facilities must comply with all pertinent DSU and Board of Regents policies and local, state and federal laws. The use of DSU facilities by any individual whose sole purpose is to make a profit is prohibited, except as outlined in DSU Policy 01-76-00 Facility Use and Rental. Individuals who physically damage computing hardware and facilities are subject to University fines, sanctions and discipline, as appropriate and as detailed below. (See DSU Policy 03-62-00 Tablet Repair Services / Replacement.)
Responsibilities

All persons who use computing facilities and services provided through Dakota State University must comply with the
following rules:

1. Users will comply with all provisions of software or courseware copyrights.
2. Users will utilize computing, network, and video-conferencing resources only for authorized administrative, educational,
   research or other scholarly activities, or a project approved by the CIO/Director of Computing Services.
3. Users will abide by University directives relative to consumption of bandwidth.
4. Users will comply with all applicable local, state and federal laws as well as DSU and Board of Regents policies.
5. Users will abide by the EDUCOM Code of Ethical Behavior, which has been adopted by Dakota State University. (See
   Attachment A below.)
6. Users will also abide by the “acceptable use” policy of any organization or agency whose network is accessed through the
   University’s computing and communications environment.

Unacceptable Behavior

As indicated above, individuals accessing the University’s computing services and computing resources are expected to exhibit
ethical use and behavior relative to those services and resources. Unacceptable behavior includes, but is not limited to, the
following items. (Approval to conduct one of the uses or behaviors listed below may be granted by the CIO if it is needed to
support an academic activity.)

1. Excessive consumption of bandwidth or excessive email traffic, particularly during high usage times.
2. Modifying, attempting to modify, or removing computer equipment, software, or peripherals.
3. Modifying or attempting to modify operating systems or system directories and files without proper authorization.
4. Establishing or attempting to establish server or server-like functions on any equipment connected to the University’s
   network or housed in University facilities.
5. Accessing or attempting to access computers, computer networks, computer software, or computer files of any other
   user without the explicit, prior consent of the other user. This includes taking advantage of operating systems vulnerabilities or
   another user’s naiveté or negligence to physically or digitally gain access to any computer account,
   data, software, or files. Authority to access, create, modify, or delete information contained in those files must be granted
   explicitly. The capability to access does not imply the authority to access. This prohibition applies, regardless of whether the
   computer used for access or the computer accessed is owned by the University. (See related DSU Policy 04-05-00 Academic
   Integrity) Any willful, unauthorized access is a violation of the ethical standards of Dakota State University (see Attachment A)
   and may also be a violation of state or federal statutes. Violations will be subject to the penalties listed in those statutes.
6. Circumventing or attempting to circumvent normal resource limits, login procedures, and security regulations.
7. Using computing facilities, computer accounts, or computer data for purposes other than those for which they were in
   tended or authorized.
8. 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.
9. Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software,
   data or reports without proper, recorded authorization.
10. Using the University’s computing, network, and video-conferencing resources to harass or threaten others. (See DSU
    Policy 02-81-00 Sexual Harassment, BOR Policy 1:17 Sexual Harassment and BOR Policy 3:4 Student Disciplinary Code)
11. Physically interfering with or encroaching on another user’s authorized access to the University’s computing, networking,
    and video-conferencing facilities.
12. Excessive printing of documents, files, data, or programs.
13. Damaging or vandalizing University computing facilities, hardware, software or computer files. (See DSU Policy 03-62-00
    Tablet Repair Services / Replacement)
Consequences of Unacceptable Behavior
Dakota State University will take appropriate disciplinary action against any employee, student or facility user who knowingly violates any provision of this policy. Such discipline shall not exempt the individual from applicable civil or criminal remedies available through federal or state judicial proceedings.
Dakota State University faculty, staff, students and facility users who learn of any misuse of computing facilities, hardware, software or related documentation, unauthorized information access, or inappropriate behavior should immediately notify the CIO/Director of Computing Services. The CIO/Director of Computing Services will take immediate steps to verify the facts associated with the reported misuse and ascertain the circumstances of the reported or observed incident.
Upon notification of the misuse, the CIO/Director of Computing Services may immediately suspend the computing privileges of any/all persons involved in the incident and a report of that suspension will be provided to the appropriate institutional vice president (as indicated below) within two (2) working days of the suspension action. Within seven (7) working days, the appropriate institutional vice president (as indicated below) must either initiate formal disciplinary proceedings or reinstate the computing privileges. The CIO/Director of Computing Services may ask other campus personnel for assistance in preparing a report of the misuse or suspected misuse to the appropriate institutional vice president.
Any formal disciplinary action will be taken following appropriate policies including, but not limited to, BOR Policy 3:4 Student Disciplinary Code, BOR Policy 4:14 Faculty Code of Professional Conduct, BOR Policy 1:17 Sexual Harassment and/or Administrative Rules of South Dakota 55:01:12 Disciplinary Actions for Career Service Employees. The Director of Human Resources will be involved in discussions and decisions relative to formal disciplinary proceedings.

Additional Notifications
• If the misuse or suspected misuse involves students or student services personnel, the CIO/Director of Computing Services shall also notify the Vice President for Student Affairs immediately.
• If the misuse or suspected misuse involves faculty or academic support staff, the CIO/Director of Computing Services should also notify the Vice President for Academic Affairs immediately.
• If the misuse or suspected misuse involves other campus staff, the CIO/Director of Computing Services should also notify the Director of Human Resources immediately.

Appeals
To appeal a disciplinary decision, students should refer to DSU Policy 03-30-00 Appealing Academic and Administrative Decisions. Faculty/staff should refer to the Board of Regents policies on grievances: BOR Policy 4:7(faculty), 4:8 (non-faculty exempt) or 4:9 (CSA).

Using Software:
A Guide to the Ethical and Legal Use of Software for Members of the Academic Community
Source: www.cni.org/docs/infopols/EDUCOM.html
Software enables us to accomplish many different tasks with computers. Unfortunately, in order to get their work done quickly and conveniently, some people justify making and using unauthorized copies of software. They may not understand the implications of their actions or the restrictions of the U.S. copyright law.
Here are some relevant facts:
1. Unauthorized copying of software is illegal. Copyright law protects software authors and publishers, just as patent law protects inventors.
2. Unauthorized copying of software by individuals can harm the entire academic community. If unauthorized copying proliferates on a campus, the institution may incur a legal liability. Also, the institution may find it more difficult to negotiate agreements that would make software more widely and less expensively available to members of the academic community.
3. Unauthorized copying of software can deprive developers of a fair return for their work, increase prices, reduce the level of future support and enhancement, and inhibit the development of new software products. Respect for the intellectual
work and property of others has traditionally been essential to the mission of colleges and universities. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, data bases and code. Therefore, we offer the following statement of principle about intellectual property and the legal and ethical use of software. This “code”--intended for adaptation and use by individual colleges and universities--was developed by the EDUCOM Software Initiative.

Software and Intellectual Rights

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Questions You May Have About Using Software

What do I need to know about software and the U.S. Copyright Act?

Unless it has been placed in the public domain, software is protected by copyright law. The owner of a copyright holds exclusive right to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate or distribute software or its documentation without the permission of the copyright owner. If you have purchased your copy, however, you may make a back-up for your own use in case the original is destroyed or fails to work.

Can I loan software I have purchased myself?

If your software came with a clearly visible license agreement, or if you signed a registration card, read the license carefully before you use the software. Some licenses may restrict use to a specific computer. Copyright law does not permit you to run your software on two or more computers simultaneously unless the license agreement specifically allows it. It may, however, be legal to loan your software to a friend temporarily as long as you do not keep a copy.

If software is not copy-protected, do I have the right to copy it?

Lack of copy-protection does not constitute permission to copy software in order to share or sell it. "Non-copy-protected" software enables you to protect your investment by making a back-up copy. In offering non-copy-protected software to you, the developer or publisher has demonstrated significant trust in your integrity.

May I copy software that is available through facilities on my campus, so that I can use it more conveniently in my own room?

Software acquired by colleges and universities is usually licensed. The licenses restrict how and where the software may be legally used by members of the community. This applies to software installed on hard disks in microcomputer clusters, software distributed on disks by a campus lending library, and software available on a campus mainframe or network. Some institutional licenses permit copying for certain purposes. Consult your campus authorities if you are unsure about the use of a particular software product.

Isn't it legally “fair use” to copy software if the purpose in sharing it is purely educational?

No. It is illegal for a faculty member or student to copy software for distribution among the members of a class, without permission of the author or publisher.

Alternatives to Explore

Software can be expensive. You may think that you cannot afford to purchase certain programs that you need. But there are legal alternatives to unauthorized copying.
Site Licensed and Bulk-Purchased Software
Your institution may have negotiated agreements that make software available either to use or to purchase at special prices. Consult your campus computing office for information. Software available through institutional site licenses or bulk purchases is subject to copyright and license restrictions, and you may not make or distribute copies without authorization.

Shareware
Shareware, or “user-supported” software, is copyrighted software that the developer encourages you to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registration fee if you like the software and plan to use it. By registering, you may receive further documentation, updates and enhancements. You are also supporting future software development.

Public Domain Software
Sometimes authors dedicate their software to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely.
Software without copyright notice is often, but not necessarily, in the public domain. Before you copy or distribute software that is not explicitly in the public domain, check with your campus computing office.

A Final Note
Restrictions on the use of software are far from uniform. You should check carefully each piece of software and the accompanying documentation yourself. In general, you do not have the right to:
1. Receive and use unauthorized copies of software, or
2. Make unauthorized copies of software for others.

If you have questions not answered by this brochure about the proper use and distribution of a software product, seek help from your computing office, from the software developer, or publisher.

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
   - Returning the Disability Notification card that comes with our registration materials
   - 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. 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

<table>
<thead>
<tr>
<th>Type of Degree</th>
<th>Hours to Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate – Health Care Coding (34-hour program)</td>
<td>51</td>
</tr>
<tr>
<td>Teacher Certification (44-hour program)</td>
<td>66</td>
</tr>
<tr>
<td>Associate of Arts in General Studies (60-hour program)</td>
<td>96</td>
</tr>
<tr>
<td>Associate of Science (60-hour program)</td>
<td>96</td>
</tr>
<tr>
<td>Associate of Science in Health Information Technology (67-hour program)</td>
<td>101</td>
</tr>
<tr>
<td>Associate of Science in Respiratory Care (69-hour program)</td>
<td>104</td>
</tr>
<tr>
<td>Bachelor of Science in Cyber Operations (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science in Information Systems (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science in Professional &amp; Technical Communication (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Business Administration (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of General Studies (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science in Education (120-hour program)</td>
<td>180</td>
</tr>
<tr>
<td>Bachelor of Science in Education in Physical Education (120-hour program)</td>
<td>195</td>
</tr>
<tr>
<td>Bachelor of Science in Education, Elem Education/Special Education (140-hour program)</td>
<td>210</td>
</tr>
<tr>
<td>Bachelor of Science in Professional Accountancy (150-hour program)</td>
<td>225</td>
</tr>
<tr>
<td>Master of Science in Information Systems (30-hour program)</td>
<td>45</td>
</tr>
<tr>
<td>Master of Science in Health Informatics (33-hour program)</td>
<td>50</td>
</tr>
<tr>
<td>Master of Science in Information Assurance &amp; Computer Security (30-hour program)</td>
<td>45</td>
</tr>
<tr>
<td>Master of Science in Education in Educational Technology (36-hour program)</td>
<td>54</td>
</tr>
<tr>
<td>Master of Business Administration in General Management (36-hour program)</td>
<td>54</td>
</tr>
<tr>
<td>Doctor of Science in Information Systems (88-hour program)</td>
<td>132</td>
</tr>
</tbody>
</table>

### 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 [https://portal.sdbor.edu/dsu-student/financial/financial-aid/pages/default.aspx](https://portal.sdbor.edu/dsu-student/financial/financial-aid/pages/default.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 The University Center 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 Regulations/Policy
Dakota State University extends the privilege of parking on campus to those persons who abide by the Parking Regulations/Policy.

Parking Regulations/Policy
http://dsu.edu/assets/uploads/policies/01-80-00.pdf

General Parking Information
https://portal.sdbor.edu/dsu-student/campus-community/parking/Pages/default.aspx

Parking Regulations are in effect five days a week (Monday-Friday) from 6 a.m. to 5 p.m. in most areas. Refer to policy for exceptions.

Permits must be displayed on the driver’s side in the lower corner of the front windshield with the permit number facing out. Blue permit holders may park in blue or green spaces. Green permit holders may only park in green spaces.

There is no overnight parking in the Library lot.

The hashed lines adjacent to the handicap spaces are part of the handicap spaces and cannot be used for loading/unloading. Visitor permits are available at the Physical Plant.

Snow removal alerts will be announced by the Physical Plant Director via an All-Staff and All-Student email. Student Services will announce snow removal alerts issued by the City of Madison. Management of the DSU Parking Program is the responsibility of the Director of Physical Plant. Questions should be directed to the Physical Plant at 256-5222 or email parking@dsu.edu.

Management of the DSU Parking Program is the responsibility of the Director of Physical Plant. Questions should be directed to the Physical Plant at 256-5222 or email parking@dsu.edu

Withdrawal from the University and Return to Title IV Policy
Withdrawal Process:

Class –
A student may withdraw from a class any time from the end of the official drop/add period until the date published as last day to withdraw in the academic calendar. Students who withdraw during this time period earn a "W" in the course. The "W" grade does not affect the student’s grade point average. Students are not allowed to withdraw from specific classes after that time.
University Regulations & Policies

except under extenuating circumstances and only with the approval of the Vice President for Academic Affairs. Anticipated course failure does not constitute an extenuating circumstance. Students can withdraw from a class in several ways-

- **DSU main campus:**
  Contact your Dean's Office, Admissions & Records (605) 256-5144, toll-free 1-888-378-9988 or use Drop Sections feature on WebAdvisor

- **Students taking a DSU course, but degree-seeking at another institution:**
  Contact your home university

- **University Center students:**
  Contact the University Center you are attending (Sioux Falls, Pierre, Rapid City)

- **Distance students:**
  Contact Extended Programs at (605) 256-5049, toll-free 1-800-641-4309 or email distedinfo@dsu.edu

- **Graduate students:**
  Contact DSU Graduate Office at (605) 256-5799, toll-free 1-888-378-9988 or email gradoffice@dsu.edu

University –
When a student withdraws from all their courses in any academic term, they also withdraw from the University. If a student is 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, students contact one of the following offices:

- **DSU main campus:**
  Contact the Vice President/Dean of Student Affairs Office at (605) 256-5124 or toll-free 1-888-378-9988 or email marie.johnson@dsu.edu

- **University Center students seeking a DSU major:**
  Contact the University Center you are attending (Sioux Falls, Pierre, Rapid City)

- **Distance students seeking a DSU major:**
  Contact Extended Programs at (605) 256-5049, toll-free 1-800-641-4309 or email distedinfo@dsu.edu

- **Graduate students:**
  Contact DSU Graduate Office at (605) 256-5799, 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 may result in failing grades, 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.

Refund Policy:
Refunds for room are based on the percent of the enrollment period remaining after the date of withdrawal. Board refunds are based on the account balance as of the date of withdrawal. No refunds for room or board will be issued after 60% of the enrollment period has been completed.

Students who withdraw, drop out, or are expelled from the University within the drop/add period receive a 100% refund of tuition and related fees. The drop/add period is 10% of the number of calendar days between the first and last day of the class. Breaks of five or more days are not included when counting the total number of days but Saturdays, Sundays and holidays are. Students who withdraw, drop out, or are expelled from the University after the 60% point of the enrollment period will receive no refund. Students who withdraw, drop out, or are expelled from the University after the drop/add period and before 60% of the enrollment period has been completed will have a refund calculated on the percentage of the enrollment period remaining after the withdrawal date. The percentage is determined based on the date of withdrawal divided by the days in the enrollment period (minus breaks of 5 days or more). For example, if a student withdraws with 20% of the enrollment period completed, 80% of the tuition and fee charges will be refunded.
Students Who Do Not Receive Federal Title IV Financial Aid

The refund shall be determined by computing the percentage of the enrollment period remaining after the date of withdrawal times the tuition and fees originally assessed the student. At no time will refunds be awarded after the 60% point of the enrollment period.

Students Who Receive Federal Title IV Financial Aid (R2T4 Policy)

General Information: The U.S. Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from a University who receive Title IV financial aid. Title IV funds include the following financial aid programs: Direct Stafford Loans, Direct PLUS Loans, Federal Perkins Loans, Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants, and other Title IV assistance. The requirements for Title IV program funds when withdrawing are separate from the DSU refund policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. DSU may also charge the student for any Title IV program funds that were required to be returned that were initially used to cover institutional charges.

A student who withdraws after the 60% point of a semester is entitled to retain all Title IV aid for that semester. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the various programs. These funds must be returned even if the University provides no refund to the student. This means the student could owe the University and/or the U.S. Department of Education a significant amount of money.

Post Withdrawal Disbursement: If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. DSU may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination.

Determining Earned Aid: Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. The University is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned, or return funds in excess of the amount earned which the student has already received. If an amount to be returned is determined to be a federal program is determined, then a further calculation is made to determine how much of the amount needs to be returned by the University and how much, if any, needs to be returned by the student.

For example: If $1,000 in federal aid is disbursed, and the student withdraws at the 30% point of the term, $700 of the aid is unearned and needs to be returned to the identified aid program.

Order of Aid to be Returned: The amount to be returned is distributed in a specified order - Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG, TEACH Grant, Iraq & Afghanistan Service Grant, other Title IV assistance, and last to the student.

Grant Overpayment: Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. Arrangements must be made with DSU or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

Timeframe for Returning Title IV Aid: The Return of Title IV Funds calculation will occur as soon as possible but no later than 45 days after the date the University determined the student withdrew.

Notification to Student: Once the Return to Title IV Funds calculation has occurred, the DSU Business Office will notify the student of the results of the calculation, the aid that was returned, and any outstanding balance now due to the institution as a result. The University strongly encourages students and parents to consult with the Financial Aid Office to determine the financial impact of withdrawing before making a final decision.

Unofficial withdrawals (all failing unearned grades): Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. Either the last day of academically related activity or mid-point of the term will be used to determine the amount of Title IV assistance that must be returned. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. The last date of attendance for unofficial withdrawals is calculated within 30 days of determining the student was an unofficial withdrawal and the Return of Title IV funds is processed within 45 days.
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. Whether a victim or a witness to a crime, students, employees, and visitors are encouraged to report all crimes and public safety related incidents in a timely manner. To report a crime in progress or an emergency on the DSU campus, call 911 (or 9-911 if using a campus phone). To report a non-emergency security or public safety related matter, residence hall students should contact the Resident Assistant on-call cellular phone at (Emry, 605-291-9213; Higbie, 605-291-9602; Richardson, 605-291-9930; Zimmermann, 605-291-9959; 8-Plex, 605-291-9335).

Non-residential students and/or employees should contact the Physical Plant at 605-256-5222, or the night watchman after hours at 605-480-3348.

Other contacts include:
- Assistant Dean of Student Affairs – Student Union – 605-256-5146
- Vice President of Student Affairs/Dean of Students – Heston Hall – 605-256-5124
- Associate Vice President of Student Affairs – Heston Hall – 605-256-5123
- Title IX Coordinator – Heston Hall – 605-256-5129
- Title IX Deputies and Campus Security Officials – see Title IX Website for various locations and numbers – [https://apps.dsu.edu/hr-apps/title-ix-coordinators/](https://apps.dsu.edu/hr-apps/title-ix-coordinators/)

Actions - Any person encountering an immediate, life-threatening situation on campus should call 911 or 9-911 if utilizing a landline 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. 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 to Sexual Assault and Consent Policy

Sexual assault means any offense that constitutes rape, fondling, incest, or statutory rape:
- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by SDCL 25-1-6.
- **Statutory Rape** means sexual intercourse with a person who is under the statutory age of sixteen.

Consent may be implied from the facts and circumstance surrounding the commission of an act. Consent will not be found where an act has been done through the use of force, coercion, or threats of immediate and great bodily harm. Submission does not equal consent, and to establish consent, a party charged must utterly negate any element of force, coercion, or threat. Consent, once given, may be retracted. Consent will not be found under any of the following circumstances:
1. If the victim is less than thirteen years of age; or
2. Through the use of force, coercion, or threats of immediate and great bodily harm against the victim or other persons within the victim's presence, accompanied by apparent power of execution; or
3. If the victim is incapable, because of physical or mental incapacity, of giving consent to such act; or
4. If the victim is incapable of giving consent because of any intoxicating, narcotic, or anesthetic agent or hypnosis; or
5. If the victim is thirteen years of age, but less than sixteen years of age, and the perpetrator is at least three years older than the victim.

Additional information regarding University consent policy may be found at: https://sdbor.edu/policy/1-Governance/documents/1-17-1.pdf

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 Affairs officer or campus security authority. 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 involving a DSU student and will cooperate fully with any such investigation by local authorities.

Sanctions for sex offenses will be determined according to University Student Conduct Policy (see SD Board of Regents Student Disciplinary Code 3:4 at http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf) 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.
- 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 privacy.
- Upon request, the victim's academic schedule and/or residential arrangements can be altered to accommodate their sense of well-being. Such requests will be handled internally between the departments of Student Affairs and Academic Affairs.
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. Students may contact the Student Development Office at 605-256-5121 for information, appointments with a counselor and/or referral to off-campus counseling agencies. Employees may also contact the Student Development Office for referral information. Some of the additional resources available to students and staff are listed below:

Community Counseling Services
914 NE Third Street
Madison, SD 57042
(605) 256-9656
http://www.ccs-sd.org

Madison Domestic Violence Network
312 SW 1st Street
Madison, SD 57042
(605) 427-7233
http://www.domesticviolencenetwork.com/index.html

Avera Behavioral Health Center
Huron Office
357 Kansas Ave SE
Huron, SD 57350
(605) 352-8596
http://www.averas.org/behavioral-health-center/
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 40-45 of this Handbook. The University policy regarding Sexual Harassment may be found at http://www.ris.sd bor.edu/policy/1-Governance/documents/1-17.pdf. 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. The University policy regarding Prevention of Sexual Assault, Domestic Violence and Stalking can be found at https://www.sdbor.edu/policy/1-Governance/documents/1-17-1.pdf.

Students who feel they have been subjected to sexual harassment on campus should report the incident to the VP/Vice President/Dean of Student Affairs, Associate VP of Student Affairs, Director of Human Resources, faculty member, academic advisor or other campus authority. 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.

Equal Opportunity, Non-Discrimination, Affirmative Action

Dakota State University pledges itself to continue its commitment to the achievement of equal opportunity. DSU prohibits discrimination based on the arbitrary consideration of such characteristics as race, color, religion, creed, national origin, gender, age, marital status, sexual orientation, or disability, except to the extent allowed by law. Discrimination will not be tolerated in any aspect of the access to admission, or treatment of students in its programs and activities, or in the terms, conditions, or privileges of employment (including but not limited to recruitment, hiring, assignment, training, promotion, tenure, transfer, compensation or termination). Furthermore, University policy includes prohibitions of harassment of students and employees, including racial harassment, sexual harassment, and retaliation for filing complaints of discrimination. The complete University policy regarding Equal Opportunity, Non-Discrimination and Affirmative Action can be found at http://www.dsu.edu/hr/policies/02-80-00.aspx. The SD Board of Regents affirms its commitment to the objectives of equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of BOR Policy 1:19. The complete Board of Regents policy regarding Equal Opportunity, Non-Discrimination and Affirmative Action can be found at https://www.sdbor.edu/policy/1-Governance/documents/1-19.pdf.

Human Rights Complaint Procedures

The SD Board of Regents has a legal obligation to implement federal, state, and local laws and regulations prohibiting discrimination in employment, in the delivery of educational services and in the other activities carried on under its authority. Inherent in its function as constitutional governing board for publicly funded higher education is the additional duty to assure all individuals in its employ or attending institutions under its jurisdiction equal access to the employment and educational opportunities it controls. For the complete Board of Regents policy regarding Human Rights Complaint Procedures refer to https://www.sdbor.edu/policy/1-Governance/documents/1-18.pdf.
Tobacco Use
There shall be no smoking 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. The tobacco use policy may be found at http://www.dsu.edu/hr/policies/02-75-00.aspx

Withdrawal from the University –
Please see “Withdrawal from the University and Return to Title IV Policy”

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

SOUTH DAKOTA BOARD OF REGENTS
Policy Manual
SUBJECT: Student Conduct Code

NUMBER: 3:4

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.

J. The phrase “student conduct body” means any institutional employee or employees or independent contractor 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).
Student Conduct Policies & Procedures

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 2015 APPENDIX A TO SUBPART D 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 A TO SUBPART D OF 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. 668.46, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions From the Summary Reporting System (SRS) User Manual From the FBI's UCR Program

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide--Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide--Murder and Nonnegligent Manslaughter

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

Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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.)

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling--The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. Incest--Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape--Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions From the Hate Crime Data Collection Guidelines and Training Manual From the FBI’s UCR Program

Larceny-Theft (Except Motor Vehicle Theft)

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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 1:17, 1:17.1 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. Additionally, Board Policy No. 1:17.1 proscribes conduct that would constitute sexual assault, domestic violence and stalking, as defined under law.

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) Failure to comply with emergency response measures as communicated by institutional officials, including measures adopted in response to, or in anticipation of, pandemic illness or other public health emergencies;

13) 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;

14) Violation of published Board or institutional policies, rules, or regulations;

15) Violation of federal, state, or local law on institutional premises or at institutionally-sponsored or -supervised activities;

16) Making bomb threats;

17) 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 and in guidelines for alcohol usage set out in Board Policy 4:27;

18) Unauthorized possession of containers with the original purpose of containing or holding alcohol, or drug paraphernalia as defined in SDCL § 22-42A-1;

19) 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;

20) 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;

21) Obstruction of the free flow of pedestrian or vehicular traffic on institutional premises or at institutionally-sponsored or supervised functions;

22) Conduct classified under state law or local ordinance as disorderly, lewd, indecent, or a breach of peace;

23) Aiding, abetting, inviting, or procuring another person to breach the peace or to violate the Student Conduct Code;

24) 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 send obscene or abusive messages or 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.

25) 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.

26) 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, 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
Student Conduct Policies & Procedures

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 workings 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 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.

4) 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.

5) 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 higher education, expulsion shall be mandatory.

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.

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 relevant facts not brought out in the original hearing, where 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.

7. Contested Case Review

After exhausting disciplinary procedures on campus, students may challenge some disciplinary actions as provided in chapter 1-26 of the South Dakota Codified laws.

A. The review will be permitted where:
1. A student has been expelled or suspended based upon alleged violations of Board Policy No. 3:4; or
2. A disciplinary action allegedly deprived the student of a right or privilege protected by a specific term or provision of Board policy or state or federal constitution, law or regulation.

B. Contested case proceedings will be conducted under protective orders entered pursuant to SDCL §§ 1-26-19 and 15-6-26(c), in order to implement rights guaranteed under the Family Educational Rights and Privacy Act of 1974.

C. Students who have exhausted institutional procedures, including a request for discretionary administrative review, may challenge an institutional disciplinary action by mailing a written request for a review under chapter 1-26 with the Executive Director within thirty (30) days after the institution transmits notification of its final decision by sending a written electronic notice to the students' official institutional address and by depositing with the United States Postal Office written notice addressed to the students' last known mail address.

1. The notice will not be effective unless the student attaches all documentation provided to the students by the institution detailing the charges, supporting allegations, findings and conclusions that supported imposition of the discipline.

D. The Executive Director will have fifteen (15) working days within which to attempt, at his discretion, a resolution through informal means.

E. If no resolution has been effected within the time allowed under paragraph VII (D), the Executive Director will refer the matter to a hearing examiner for reconsideration pursuant to chapter 1-26 of the codified laws and formulation of recommendations for the disposition of the matter by the Board.

Students Fees

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, per-credit-hour institutional fees, the University Support Fee and the General Activity Fee.

The University Support Fee 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.
- Enhances faculty and non-faculty exempt salaries.
- Addresses the pressing M&R needs of the facilities at each campus. Each campuses project list is brought forward for Board approval funds.
- M&R Bond Payment for critical M&R projects (New FY08). and science facilities and lab upgrades (New FY 09).
- Funds campus IT needs and Regents’ IT plan.

The General Activity Fee The majority of funds the organizations and programs listed in the following table. A portion of the fee revenue is used for bond and interest payments for the Trojan Center expansion ($2.57/Credit Hour) and the Community Center ($3.70/Credit Hour). 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.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>FY14 RECOMMENDATION</th>
<th>FY14 REQUEST</th>
<th>2013 ALLOCATION</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOD</td>
<td>$14,795.00</td>
<td>$14,795.00</td>
<td>$15,000.00</td>
<td>$(205.00)</td>
</tr>
<tr>
<td>Art</td>
<td>$6,000.00</td>
<td>$12,300.00</td>
<td>$7,500.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Athletics</td>
<td>$148,000.00</td>
<td>$148,000.00</td>
<td>$148,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Cheerleaders</td>
<td>$500.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Choral</td>
<td>$3,080.00</td>
<td>$3,080.00</td>
<td>$4,630.00</td>
<td>$(1,550.00)</td>
</tr>
<tr>
<td>Comm Center</td>
<td>$11,000.00</td>
<td>$11,000.00</td>
<td>$11,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Diversity</td>
<td>$8,500.00</td>
<td>$11,500.00</td>
<td>$8,500.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Drama</td>
<td>$9,000.00</td>
<td>$13,900.00</td>
<td>$9,000.00</td>
<td>$4,900.00</td>
</tr>
<tr>
<td>DSU Live</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Instrumental</td>
<td>$5,000.00</td>
<td>$24,900.00</td>
<td>$15,000.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>Intramurals</td>
<td>$25,800.00</td>
<td>$25,800.00</td>
<td>$25,800.00</td>
<td>-</td>
</tr>
<tr>
<td>KDSU</td>
<td>$1,340.00</td>
<td>$1,340.00</td>
<td>$1,200.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SAB</td>
<td>$29,500.00</td>
<td>$27,500.00</td>
<td>$2,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
<td>-</td>
</tr>
<tr>
<td>Student Health</td>
<td>$64,000.00</td>
<td>$64,000.00</td>
<td>$64,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Student Senate</td>
<td>$18,500.00</td>
<td>$21,390.00</td>
<td>$20,500.00</td>
<td>$890.00</td>
</tr>
<tr>
<td>TC</td>
<td>$210,455.00</td>
<td>$204,232.00</td>
<td>$6,132.00</td>
<td>-</td>
</tr>
<tr>
<td>Trojan Times</td>
<td>$8,000.00</td>
<td>$8,430.00</td>
<td>$8,000.00</td>
<td>$430.00</td>
</tr>
<tr>
<td>Tutors</td>
<td>$11,700.00</td>
<td>$15,700.00</td>
<td>$11,700.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Club Funding (vending)</td>
<td>$22,500.00</td>
<td>$32,000.00</td>
<td>$32,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Resp. Care</td>
<td>$5,700.00</td>
<td>$5,700.00</td>
<td>$5,700.00</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total requested:</td>
<td>$601,170.00</td>
<td>$662,090.00</td>
<td>$627,653.00</td>
<td>$34,437.00</td>
</tr>
</tbody>
</table>

Other Fees

Students will be assessed specific fees for services and may pay additional fees for higher cost disciplines. There services could include processing applications, testing for edit assessment fees, room and board plans, and parking fees. Program fees are used to support high cost disciplines in the areas of salaries and/or operating expenses. Students may also pay lab fees for certain courses that have consumables or have equipment replacement needs.
DSU’s Strategic Plan

Strategic Plan

Mission: Dakota State University provides learning that integrates technology and innovation to develop graduates ready to contribute to local, national, and global prosperity.

Vision: Building upon its distinctive mission, DSU will become:
- The university of choice for those seeking a student-centered institution that offers innovative programs grounded in teaching, research, technology, scholarship, and service excellence.
- An academic community that serves as an economic engine in local, national, and global markets.
- A campus recognized for its achievements in continuous quality improvement.

Values: At Dakota State University, we value
- Student Success.
- University-wide Excellence.
- Distinction in Teaching, Scholarship, and Service.
- Academic Freedom and Integrity.
- Diversity, Respect, and Inclusion.
- Community, Collaboration, and Communication.
- Technology and Innovation inside and outside the classroom.

Goals and Initiatives:

Educate to Inspire: Dedicated to Academic Quality and Excellence.
Offer innovative and robust academic programs that link to our mission.
Advance inquiry, scholarship, research, and creative activity.
Provide opportunities for experiential learning within the curriculum.
Infuse innovative technology in the delivery of academic programs.
Support clear and defined learning outcomes to ensure that DSU graduates are competitive in their fields.

Grow to Thrive: Dedicated to Student Access and Success.
Optimize undergraduate and graduate enrollment.
Recruit a more diverse student, faculty, and staff population.
Support a quality co-curricular educational experience.
Create a campus environment that supports student engagement and learning.

Innovate to Transform: Dedicated to Continuous Improvement.
Focus on maximizing cost-effectiveness and supporting the development of new revenue sources to support the university’s mission.
Through continuous quality improvement, DSU will evaluate university-wide processes to promote a student-friendly environment.
Create a campus culture that promotes transparent decision making, effective communication, and shared governance.
Improve brand awareness regionally, nationally, and globally.

Collaborate to Lead: Dedicated to Internal and External Partnerships.
Develop a robust University Advancement program that increases resources for scholarships, facilities, and faculty/staff development.
Expand industry, government, and K-12 partnerships to enhance the student educational experience.
Increase alumni involvement through university-wide programs that engage both current and former students.
Campus Diversity Plan
Dakota State University is committed to providing an opportunity to learn in a rich environment free of intolerance and bigotry, one that teaches and honors the importance of the acceptance of differences in others. All members of the community have a responsibility to make DSU campuses and classrooms welcoming and respectful of each member’s differences and/or abilities. An investment in diversity is more than the act of recruiting diverse peoples to campus or celebrating ethnically themed events or holidays.

Diversity Mission Statement:
The Dakota State University community asserts these fundamental beliefs:
- Individuals who differ in age, creed, culture, exceptionalities, ethnicity, gender, race, sexuality, and social-economic status all contribute to the diversity which we value in the university community.
- Respect for all individuals and interaction with people different from oneself are essential components of a university education.
- The university community pledges to promote an atmosphere, which encourages the development of potential and promotes the value of diversity.

Dakota State University’s History
Dakota State University has enjoyed a long and proud history of leadership and service since its founding in 1881 as the first teacher education institution in the Dakota Territory. For most of its history, DSU has been identified with teacher preparation, first as a normal school and later as a four-year public college. The University has had several different names, among them Madison Normal, Eastern Normal, and General Beadle State College. The name, Dakota State College, was adopted in 1969. On July 1, 1989, Dakota State College became Dakota State University. The University title was conferred on the institution by the South Dakota Legislature in order to better reflect its purpose in the total scheme of the state’s higher education system. Prospective elementary and secondary teachers continue to be educated here. To this traditional emphasis, DSU added business and traditional arts and science programs in the 1960s and two health services programs, Health Information Management and Respiratory Care, in the late 1970s. In 1984, the South Dakota Legislature and the South Dakota Board of Regents turned to Dakota State University to educate leaders for the information age. In response, Dakota State University developed leading-edge computer/information systems degree programs. The graduates of these programs enjoy enviable status in the national marketplace. As a leader in computer and information systems programs, DSU has pioneered the application of computer technology to traditional fields of academic endeavor. This thrust has led to the development of unique degree programs in biology, English, mathematics, and physical science. Dakota State University continues to serve the needs of a changing society in its second century. In order to provide its academic programs to a broader audience, DSU has promoted the use of distance education to deliver academic courses and programs. Dakota State University has been recognized nationally for innovative curriculum. In Spring 2004, DSU was one of ten colleges in the country named a National Center of Academic Excellence in Information Assurance Education by the National Security Agency. The university recently installed the first iris recognition system in the state of South Dakota as part of a biometrics initiative that is tied to academic programs in computer security. DSU is the first university in the state and one of the few in the country to implement a wireless mobile computing initiative using the Notebooks. DSU was ranked first in the Top Public Comprehensive Colleges - Bachelor’s Division in the Midwest region by U.S. News and World Report magazine in 2007, 2008, 2009, 2010 and 2011. As society’s educational needs change, Dakota State University will continue to evolve to meet these needs with education, scholarship and service.

Equal Opportunity
Dakota State University is committed to a policy of non-discrimination and equal educational opportunity in all student services and in all staff and faculty employment actions, without regard to age, race, color, religion, sex, national origin, or disability.
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:** Approximately 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.

**CQI Leadership Committee**
- **Purpose:** The CQI Leadership Committee supports and encourages the campus community to engage in quality improvement activities.
- **Composition:** Faculty-4, Staff-6, Students-1

**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:** As necessary

**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.

**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.

**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:

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

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 Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty</th>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>2nd Offense</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Methamphetamine</td>
<td>Not less than 10 years.</td>
<td>Not less than 10 years.</td>
</tr>
<tr>
<td></td>
<td>and</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>Heroin</td>
<td>Not more than 40 years.</td>
<td>Not more than 40 years.</td>
</tr>
<tr>
<td>II</td>
<td>1st Offense</td>
<td>Fine of not more than $5 million individual, $10 million other than individual.</td>
<td>Cocaine</td>
<td>Not less than 5 years, not more than 40 years.</td>
<td>Not less than 5 years, not more than 40 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100 gm or more mixture</td>
<td>Cocaine Base</td>
<td>Not less than 10 years.</td>
<td>Not less than 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>PCP</td>
<td>Not more than 5 years, not more than life.</td>
<td>Not more than 5 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td>LSD</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine of not more than $2 million individual, $5 million other than individual.</td>
<td>Fentanyl</td>
<td>Not less than 10 years.</td>
<td>Not less than 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not more than 40 years.</td>
<td>Fentanyl Analogue</td>
<td>Not more than 5 years.</td>
<td>Not more than 5 years.</td>
</tr>
</tbody>
</table>

*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

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

**Includes Hashish and Hashish Oil (Marijuana is a Schedule 1 Controlled substance)**