MISSION

Valley City State University is a public, regional university offering exceptional programs in an active, learner-centered community that promotes meaningful scholarship, ethical service, and the skilled use of technology. As an important knowledge resource, the University offers programs and outreach that enrich the quality of life in North Dakota and beyond. Through flexible, accessible, and innovative baccalaureate and master's programs, VCSU prepares students to succeed as educators, leaders, and engaged citizens in an increasingly complex and diverse society.

VISION

Valley City State University will be nationally recognized for advancing important collaboration, fostering innovative engagement, and promoting noteworthy transformation. Through effective use of best practices in technology, teaching, and learning, VCSU will be a destination university for students in North Dakota and throughout the region, extending its reach and influence beyond the campus boundaries.

EQUAL ACCESS/EQUAL OPPORTUNITY STATEMENT

Valley City State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age or Vietnam-era veteran’s status.

More specifically, the University abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106, and 104 respectively), the Americans with Disabilities Act of 1990 and North Dakota Human Rights Act of 1983.

Inquiries concerning compliance may be directed to the VCSU Office of Human Resources, (McFarland 211, 845-7401) or to the Office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8th Floor, 07-6010, Kansas City, MO 64153-1367.
# STUDENT HANDBOOK

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ACADEMIC CALENDAR
2014-2015

FALL SEMESTER 2014
August 25  Fall Semester Registration for new or returning students
           Fall Semester Evening classes begin at 4 pm
August 26  Fall Semester first full day of classes
September 1  Holiday – Labor Day
September 9  Excess Financial Aid Disbursal begins at 10:00 am
September 10  Tuition Due Date
November 11  Holiday – Veteran’s Day
November 11-12  Spring Semester registration begins for currently enrolled students
November 13  Spring Semester registration begins for new and returning students
November 27-28  Holiday – Thanksgiving
December 1  Last Day to Apply for Spring Semester Graduation
December 15-19  Final exams
December 23  Grades due

SPRING SEMESTER 2015
January 12  Spring Semester Registration for new or returning students
           Spring Semester Evening classes begin at 4 pm
January 13  Spring Semester first full day of classes
January 19  Holiday – Martin Luther King Jr. Day
January 27  Excess Financial Aid Disbursal begins at 10:00 am
January 28  Tuition Due Date
February 16  Holiday – Presidents’ Day
March 16-20  Spring Break
March 23  Summer Semester registration begins
April 3  Holiday – Good Friday
April 6  Holiday – Easter Monday
April 7-8  Fall Semester registration begins for currently enrolled students
April 9  Fall Semester registration begins for new and returning students
May 1  Last day to apply for Summer and Fall Semester Graduation
May 11-15  Finals Week
May 16  Commencement at 10 am
May 19  Grades Due

The Last Day to Add and Last Day to Drop will vary for regular semester-length classes, ten week classes, eight week classes, six week classes, and five week classes. The specific Add/Drop Dates for each Term/Session are published at www.vcsu.edu/registrar/.
ADMINISTRATION

Dr. Margaret Dahlberg                   Interim President
Dr. Vitaliano Figueroa                 Vice President for Student affairs
Doug Dawes                             Vice President for Business Affairs
Dr. Steven King                       Dean of Curriculum and Assessment
Dr. Brenda Finger                     Dean of Academic Planning and Budget
Dr. Julee Russell                     Dean of Faculty and Student Academic Affairs
Dr. Gary Thompson                    Dean of the School of Education and Graduate Studies

ADMINISTRATIVE SERVICES

Jack Denholm                          Director of Athletics
Todd Rogelstad                        Bookstore Manager
Marcia Foss                           Director of Career Services
Joe Tykwinski                         Chief Information Officer
Dr. Erin Klingenberg                  Director of Counseling Services
Erik Kringlie                         Director of Data Center and Virtualization
Dr. Nadja Johnson                     Coordinator of Diversity & Inclusion
Charlene Stenson                      Director of Enrollment Services
Brad Mills                            Director of Enterprise Applications
Patrick Horner                        Assistant Director of Facilities Services
Ron Pommerer                          Director of Facilities Services
Betty Kuss Schumacher                 Director of Financial Aid
Pat Egeberg                           Director of Health Services
Stephanie Roelfsema                   Director of Housing
Jennifer M. Larson                    Director of Human Resources
Greg Vanney                           Director of Marketing & Communications
Mike Nix                               Director of Microcomputer Services
C.J. Kotta                            Director of Network Services & IT Security Officer
Jody Klier                            Registrar
Dr. Nadja Johnson                     Coordinator of Retention
Jessica Frerich                       Safety Officer
Jan Drake                             Director of Student Academic Services
Kari Stricklin                        Director of Student Center & Student Activities
Larry Robinson                        Director of University Advancement & Alumni Relations
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<td>McFarland 208</td>
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*All VCSU phone numbers start with 701-845-*
VCSU STUDENT CENTER

STUDENT CENTER SCHEDULE

BUILDING HOURS
    Monday – Thursday  7:00 am – 11:00 pm
    Friday             7:00 am – 7:30 pm
    Saturday           11:15 am – 7:00 pm
    Sunday             11:15 am – 11:00 pm

BOOKSTORE
    Monday – Friday    8:00 am – 4:00 pm
    Saturday – Sunday  Closed

CAFETERIA
    The cafeteria is open for organized activities Monday through Sunday except for the times board
    contract meals are being served and when maintenance work is being done.

BOARD CONTRACT HOURS
    Monday – Friday
    Breakfast         7:30 am – 9:00 am
    Lunch             11:00 am – 1:30 pm
    Dinner            5:00 pm – 7:00 pm

VIKING I
    Monday – Thursday 7:30 am – 10:45 pm
    (fryer/dining closes @ 10:30 pm, grill shuts off @ 10:15)
    Friday            7:30 am – 3:30 pm
    Saturday           11:30 am – 2:00 pm & 5:00 pm – 6:30 pm
    Sunday             11:30 am – 2:00 pm & 5:00 pm – 10:45 pm

INFORMATION DESK
    Monday – Thursday 7:45 am – 11:00 pm
    Friday            7:45 am – 7:30 pm
    Saturday           11:15 am – 7:00 pm
    Sunday             11:15 am – 11:00 pm

SWIMMING POOL
    Lap Swim
    Monday – Friday   12:00 pm – 12:50 pm
    Tuesday – Thursday 6:30 pm – 7:30 pm
    Saturday – Sunday 1:00 pm – 2:00 pm
    Open Swim
    Monday – Thursday 7:30 pm – 10:00 pm
    Saturday – Sunday 2:00 pm – 4:00 pm

FIELDHOUSE HOURS
    Monday – Friday    Open until 7:00 pm (Fall & Spring Semesters)
INTRODUCTION
The Valley City State University Student Center and its many services is an important part of your experience at VCSU. The Student Center serves as the “center stage” of the entire campus. By design, and especially because of its unique location, the Student Center is naturally one of the busiest buildings on campus. A recent survey found that nearly 3,500 separate and distinct activities are held within the confines of the Student Center each academic year. To you, it may mean coffee, meeting a friend, studying, swimming, watching TV, reading, dancing, dreaming, laughing, resting, getting your mail, thinking, shopping at the bookstore, or playing in the game room.

The Student Center provides conference rooms, a complete food service, bookstore with mail service, game room, ATM, swimming pool, and a number of lounge areas. The Student Center strives to create and administer programs which serve the best interests of the students. Programs and activities are planned and administered by student groups, the Viking Campus Activities Board, and the Director of Student Activities.

INFORMATION DESK & LOST AND FOUND
The Information Desk serves as the administrative office for the Student Center, and all Student Center/student activities. The Information Desk provides information about VCSU and the various campus activities. Information about the Student Center operation and the use of the Center facilities may be obtained from the Student Center Information Desk.

The Information Desk also serves as a lost and found center for the university community.

BOOKSTORE
The Bookstore, located on the main level of the Student Center, carries a variety of trade books, reference books, computer supplies, office supplies, VCSU giftware and apparel. Regular Bookstore hours are 8:00 AM to 4:00 PM Monday through Friday during the regular academic year. VCSU apparel and giftware may be purchased online at http://bookstore.vcsu.edu. Contact the Bookstore at (701) 845-7141. Textbook and book buyback policies are managed by the Bookstore. The text area is located in the lower level of the Student Center. Questions or comments should be directed to the Bookstore Manager.

MAIL SERVICES
Mail Service is handled by the Bookstore. Incoming mail is distributed daily, Monday through Saturday, and outgoing mail is picked up Monday through Friday by 3:30 pm. All students living in the residence halls will be assigned a campus mailbox by the Bookstore. Off campus students may also request a campus mailbox by contacting the Bookstore. The mailboxes, as well as a drop for outgoing mail, are located in the lower level of the Student Center. Packages and other mail that is too large for the student mailboxes will be held at the Bookstore located in the upper level of the Student Center, and will be available for pick-up during regular business hours. Students will be notified by email when they have a package at the Bookstore.

Stamps are available at the Bookstore and the Information Desk in the Student Center. The Bookstore also offers shipping through U.S. Postal Service, UPS and Fed Ex.

Any questions regarding mail services should be directed to the Bookstore at (701) 845-7141.

FOOD SERVICE
The food service department at VCSU is managed by Sodexo Campus Services, a commercial food service company which specializes in college and university food service. Sodexo manages the food service departments in hundreds of colleges and universities. The entire program is designed with the student in mind. The ultimate goal is to provide high quality food at a low cost to the entire college community.

According to VCSU regulations, all residence hall students are required to be on a board contract program. Upon payment of fees at the VCSU Business Office, students will be issued their official VCSU Viking Card. The student’s Viking Card includes a number which will serve as their board contract account number for the entire academic year. Each time the student enters the cafeteria, he/she will be required to present the Viking Card for payment of the food purchase. At that point, the checker will enter into the computerized cash register system the student’s card number and the amount of the food purchased. The system will automatically subtract a meal swipe from students account. You may also purchase Flex dollars for your student account to
be used in all Sodexo owned retail outlets on campus and in the cafeteria. Any money placed on students account over 50 dollars will be given an additional 8%. Students will not be admitted to the cafeteria without their Viking Card. Students who lose their card must report the loss to the Student Center Information Desk. There is a $25.00 charge for a replacement Viking Card. Students can also use their contract program for the purchase of food in the Viking I, Viking Grounds, pizza sales, etc.

Students are encouraged to give serious consideration to the board contract program. Convenience, high quality, low cost nutritional foods are good reasons to purchase a board contract plan. In addition, the program offers unlimited seconds and the flexibility to use the plan in the snack bar on evenings and weekends. Students purchasing the upper level plans receive free credit dollars as an additional incentive.

The board contract hours of operation are posted at the entrance to the cafeteria. Students interested in purchasing a board contract plan should inquire at the Student Center Information Desk.

LOWER LOUNGE GAME ROOM
The VCSU Game Room is equipped with a pool table, ping pong table, foosball table and large screen TV. There is a study cove available for students to work on homework or gather for group projects. Questions regarding the game room should be addressed to the Student Center Information Desk.

IDENTIFICATION SYSTEM
The official university identification system is administered by the Student Center Information Desk. All VCSU students must carry a current official VCSU Viking Card. The Viking Card is the property of Valley City State University and must be surrendered upon request by school officials. The card provides access to your residence hall, board meal plan and university sponsored events. It is unlawful to allow another person to use your Viking Card or to counterfeit or alter your Viking Card. Viking Cards are issued upon initial enrollment at VCSU. Lost, mutilated, or stolen Viking Cards should be reported to the Student Center Information Desk. A replacement card will result in a $25.00 charge.

VEHICLE BOOSTER CABLES, BATTERY CHARGER AND EXTENSION CORDS
As a service to VCSU students, the Student Senate has purchased one battery charger, extension cords, and battery booster cables for use by students. These items are available for your use at no charge and may be checked out from the Student Center Information Desk. Students are asked to limit their usage to one hour so others may use the equipment. Students must provide their Viking Card to use the equipment.

CHECK CASHING
Students wishing to cash checks may do so at the Student Center Information Desk during operational hours. A maximum of $25.00 per check can be cashed and the regular Canadian exchange rate in effect is charged on all Canadian currency. Students must have a valid state issued ID in order to cash checks. Students cashing NSF checks will have their check cashing privileges suspended. Checks may also be cashed at the Business Office located in McFarland Hall.

ATM MACHINE
An ATM machine is located on the main floor of the Student Center next to the Information Desk.

CONFERENCE ROOMS AND STUDENT CENTER FACILITIES
Students or student groups wishing to use a Student Center conference room or a Student Center facility such as the swimming pool or game room should make the necessary arrangements in advance with the Student Center Information Desk.
SWIMMING POOL
The VCSU swimming pool is located in the Student Center. In its 46th year of existence, the Student Center pool has developed into one of the finest recreational facilities in the area. As well as providing year-round recreational swimming for Valley City and the surrounding communities, the Student Center pool has developed and implemented numerous instructional and rental programs.

The Student Center staff has been able to maintain well qualified and experienced lifeguards for the pool users’ safety. A Student Center pool lifeguard must have a lifeguard certificate. Many of the pool guards hold Water Safety Instructor’s Certificates.

The Student Center’s swimming program provides instruction in water safety. It is possible to progress from a beginner swimmer to a Water Safety Instructor in the program. In addition to the excellent lifeguard provisions at the Student Center pool, the pool is expertly maintained by a certified pool operator who has been trained in regulating proper water chemistry.

The safety, instructional and recreational value of the VCSU Student Center Pool has been reflected in the large number of users. The Student Center’s pool instructional and rental program is geared toward maximizing college and community use. The pool is available for rentals by contacting the Information Desk. A schedule of swim classes is available at the Information Desk.

CAMPUS VENDING OPERATIONS
The VCSU campus vending operation is administered by the Student Center Information Desk. Students with suggestions or concerns, regarding the campus vending operation should report them to the Information Desk. Change machines are located in each of the residence halls and at University Apartments.
STUDENT ACTIVITIES

With student activities sponsored by the Viking Campus Activities Board (VCAB), a student group of volunteers who organize events on campus, over thirty student organizations and honor societies, and intramural sports from golf to volleyball, there’s always something going on. And if there’s an organization that we don’t have, you can form it; there’s bound to be other students interested in the same thing. One of the biggest challenges you’ll face is how to balance all of the fun of extra-curricular activities with the hard work and fun of your academic coursework. The numerous VCSU student organizations and activities include but are not limited to:

GOVERNMENT
  • Student Senate
  • Viking Campus Activities Board (VCAB)
  • Finance Commission

HONOR SOCIETIES
  • Alpha Delta Theta
  • Alpha Lambda Delta
  • Delta Epsilon Chi (DEX)
  • Phi Alpha Theta
  • Phi Beta Lambda
  • Pi Omega Pi
  • Sigma Tau Delta

INTRAMURAL ACTIVITIES
  • Co-Ed 7 on 7 Flag Football
  • Co-Ed 4 on 4 Volleyball
  • Co-Ed 6 on 6 Volleyball
  • 5 on 5 Men’s Basketball
  • 5 on 5 Women’s Basketball
  • Co-Ed Dodgeball
  • Co-Ed Kickball

STUDENT INTEREST ORGANIZATIONS
  • Art Alliance
  • American Fisheries Society
  • Band
  • Choir
  • China Club
  • Christian Student Fellowship
  • DECA
  • EBC Fraternity
  • English Club
  • Fellowship of Christian Athletes
  • Fisheries & Wildlife Conservation Club
  • Gay Straight Alliance
  • History Club
  • Improv Club
  • Inter-Residence Hall Council
  • Philomathian Sorority
  • Pre-Professional Club
  • Psychology Club
  • Student North Dakota United
  • Society for Human Resource Management
  • Spanish Club
  • Student Nurse Organization
  • Substance Abuse Task Force
  • Swing Club
  • Tennis Club
  • Theatre Club
  • VCSU Table Tennis Association
  • Viking Ambassadors
STUDENT GOVERNMENT

STUDENT SENATE
The Student Senate is the governing body for the Student Association and includes all Valley City State University students. The Senate is composed of the following elected officers: President, Vice President, Treasurer and Secretary. Officers are elected each spring semester along with a number of at-large student senators and departmental representatives. The Student Senate appoints students to numerous Student Senate committees and campus academic/administrative committees and task forces. All student organizations are directly responsible to the Student Senate. The Student Senate, through the Student Senate Finance Commission, administers a large portion of the student activity fee for other organizations and departments on campus that request funds.

VIKING CAMPUS ACTIVITIES BOARD (VCAB)
The Viking Campus Activities Board (VCAB) is the governing body of student-related activities: e.g., dances, coffeehouse singers, movies, game nights, comedians, bands, weekend activities and informative speakers.

VCAB is responsible for formulating and executing a broad range of social, recreational, and cultural programs through the use of publicity of various forms.

VCAB works closely with an advisor in implementing such events. Every year the Board requests a budget from the Student Senate Finance Commission in order to provide a wide range of events.

VCAB consists of a President, Vice President, Secretary, Coordinators of Special Events, Recreation, Social Issues, Coffeehouse, Late Night and Publicity. Also included is a board of student volunteers that help to plan and implement events.

Meetings are held every Tuesday at 9:10 pm in the Skoal Room. All the meetings are open for everyone to attend.

INTER-RESIDENCE HALL COUNCIL
The Inter-Residence Hall Council consists of representatives from each floor of each residence hall. The council exists to provide a quality living environment for all residents and to oversee a social, recreational, and financial program in order to establish an atmosphere conducive to the overall educational experience at VCSU. The council financially supports the programming efforts of the residence assistants and makes necessary and proper suggestions for the management of, and improvements to, the residence halls. In addition, the IRHC serves as an advisory group to the campus food service department.
STUDENT ORGANIZATIONS

STUDENT ORGANIZATIONS: POLICIES AND REGULATIONS
Students of Valley City State University are free to organize and join associations to promote their common interests. Student organizations wishing to be affiliated with Valley City State University must form and operate in compliance with college policy. The following is a guide pertaining to the formation and operation of student organizations.

I. Student Organization Recognition Procedure
   A. Persons seeking to form a recognized student organization should contact the Vice President for Student Affairs for information and instruction on how to proceed.
   B. Any new group wishing to organize must file an Intent to Organize form with the Vice President for Student Affairs. The Vice President for Student Affairs may grant pending status to groups awaiting formal recognition, allowing the following privileges:
      1. Temporary right to reserve university facilities.
      2. Temporary right to publicize meetings
      3. Temporary right to attract memberships
   C. Within 30 days of completing the Intent to Organize, the group must submit ten copies of its constitution and the name of faculty or staff advisor to the President of the Student Senate.
   D. The Student Senate will review the constitution and will vote to determine if the group shall be recognized.
   E. Once an organization has been recognized, it must maintain that status by registering with the Student Senate within the first thirty days of Fall Semester each academic year.
      1. Registration is completed by presenting to the President of the Student Senate:
         a. A current copy of the organization constitution.
         b. A roster of active members.
         c. The name of an advisor.

II. Rights of Recognized Student Organizations
   A. Recognized organizations are entitled to the following rights:
      1. The use of university facilities.
      2. The right to invite membership.
      3. The right to publicize or make announcements on campus about group meetings and other events.
      4. Permission to conduct fund raising events.
      5. The establishment of an account with the Business Office.
      6. The use of a college mailing address.
      7. The use of the college name, logo, or abbreviation.

III. Duties of Recognized Student Organizations
   A. Recognized Student Organizations must:
      1. Register with the Student Senate during the first 30 days of each Fall Semester.
      2. Notify the Student Senate of any change of name, constitution, or advisor of the group.
      3. Comply with all applicable laws and college policies and regulations.
      4. Report periodically to the Student Senate, outlining the activities and accomplishments of the group.
      5. Monitor the academic progress of the members, and require a minimum of a 2.00 cumulative GPA for all officers of the organization.
      6. Keep all funds (dues, fees, fundraising proceeds, etc.) on deposit in an account at the VCSU Business Office. Exceptions to this policy may be granted for investment accounts. Exceptions must be approved by the Vice President for Student Affairs.

Student organizations in violation of university rules are subject to the same sanctions as are individual students according to the Student Code of Conduct. Included are suspensions or revocation of recognition. Procedures for the handling of disciplinary cases are outlined in the Student Code of Conduct.
STUDENT ORGANIZATIONS: FUND RAISING
The raising of funds through events, sales, or solicitation is a sensitive matter involving legal issues as well as campus and community relations. The purpose of this policy is not to prohibit or prevent student organizations from conducting fund-raising projects, but to ensure that the proposed projects are lawful, properly planned, and not unacceptable or disruptive of campus and community relations.

Any recognized student organization wishing to conduct a fund raising project will fill out an application with the VCSU Advancement Office PRIOR TO ANY PUBLIC ANNOUNCEMENT OF THE EVENT. The application will be countersigned by the organization’s faculty or staff advisor. The application will state the nature of the event and the purpose for which the funds are being raised. The project may proceed when it has been approved by the Advancement Office.
STUDENT LIFE POLICIES

CODE OF STUDENT CONDUCT
Students of Valley City State University are entitled to fair and equal treatment in access to the program, facilities, and activities of the university, in accordance with the constitution and laws of the United States, the constitution and laws of North Dakota, and the policies of the State Board of Higher Education. Students of the university are entitled to competent academic instruction and fair treatment in academic evaluation. In matters of campus discipline, students are entitled to prompt and fair procedural due process.

Valley City State University is committed to the view that an important purpose of higher education is to develop mature responsible adult citizens and community leaders. Likewise, the university expects that, on or off campus, students will conduct themselves with courtesy, truthfulness, respect for law, and a thoughtful concern for the rights of others.

The VCSU Student Code of Conduct shall apply to conduct that occurs on VCSU premises, at VCSU sponsored activities, and to off-campus conduct that adversely affects the VCSU community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off-campus on a case by case basis.

1. BEHAVIOR SUBJECT TO UNIVERSITY DISCIPLINE
   1.1 Infringement of the rights of other persons:
      .1 Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
      .2 Behavior infringing upon the health or safety of self or other persons.
      .3 Conduct that is disorderly, lewd or indecent.
      .4 Creating a public disturbance, or interfering with teaching, study, social activities, or recreational activities.
      .5 Assault or fighting.
      .6 Hazing, on the part of individuals or campus organizations. Hazing is an act which endangers the mental or physical health or safety of a student, or results in the destruction or removal of public or private property, or which causes physical or psychological discomfort, embarrassment, or humiliation, for the purpose of initiation or admission into, affiliation with, or confirming any form of affiliation, or continued membership in a student organization regardless of a student’s willingness to participate in the activity.
      .7 Attempted or actual theft of/or damage to property of the university or property of a member of the university community or other personal, or public property, on or off campus.
      .8 Sexual misconduct including sexual harassment, sexual assault, rape, relationship violence and stalking.
   1.2 Abuse or misuse of substances:
      .1 Possession, sale, dispensation, use or consumption of alcoholic beverages on land or in buildings owned or managed by VCSU or in connection with university sponsored events. Exceptions to the policy are provided for university apartments or as permitted by law with approval of the university president.
      .2 Use, possession, sale, or distribution of controlled substances or illegal drugs.
      .3 Behavior while in a state of intoxication that is loud, disruptive, potentially injurious to the health or safety of others or affecting the cleanliness or maintenance of university facilities.
      .4 Any violation of the VCSU Alcohol Violators Policy.
   1.3 Interference with university business, academic processes, or student activities.
      .1 Obstruction of teaching, disciplinary procedures, social activities, or other scheduled events.
      .2 Furnishing false information to any university official, faculty member or office.
      .3 Forgery, alteration, or misuse of any university document, record, or instrument of identification.
      .4 Misappropriation, or misuse of university property.
      .5 Vandalism or destruction of property.
      .6 Unauthorized entry into, or presence within, a university building.
1.4 Off Campus Behavior
   .1 Violation of local, state, or federal law may be treated as a violation of the Code of Student Conduct.
   .2 Behavior that poses an obvious threat or harm to the health and safety of self or others.
   .3 Behavior that impinges on the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder.

1.5 Violation of university residence hall rules and regulations.

1.6 Violation of VCSU Computer and Network Usage Policies.

1.7 Violation of the VCSU Firearms/Weapons Policy.

1.8 Students at Valley City State University have the responsibility to respond to policy violations and may be held responsible if found to be in the presence of a policy violation and fail to do one of three things:
   a. Leave the area where the violation is occurring.
   b. Intervene or confront the violation.
   c. Contact appropriate VCSU staff members.

2. UNIVERSITY DISCIPLINARY PROCEDURES

2.1 Citations:
   .1 A student may be cited for violation of Student Code of Conduct by another student or by a faculty or staff member of the university.
   .2 The complaint will be filed with the office of the Vice President for Student Affairs on the form supplied by the Vice President’s Office.
   .3 The complaint citation form will be signed by the person entering the complaint. Anonymous citations will not be accepted for entry into the disciplinary process.
   .4 Any student cited for violation of the Code of Student conduct will be assumed innocent until a properly constituted hearing process determines otherwise.

2.2 Citations filed in a university residence hall:
   .1 Citations filed in a university hall may be initially filed with the Head Resident. The Head Resident, after discussion with both parties and any witnesses in the matter may:
      a. Dismiss the allegation,
      b. Assess the appropriate sanction, or,
      c. Refer the matter to the Vice President for Student Affairs

2.3 Responsibilities of the Vice President for Student Affairs
   .1 When a complaint citation has been filed, the Vice President for Student Affairs will interview both the complainant and the student cited in the complaint.
   .2 The Vice President for Student Affairs, after discussion with both parties and any witnesses in the matter may:
      .1 dismiss the allegation.
      .2 assess the appropriate sanction, or,
      .3 refer the matter to the University Judicial Council.
   .3 The Vice President for Student Affairs will maintain complete records of all formal disciplinary proceedings.
   .4 The Vice President for Student Affairs will organize formal hearings of the University Judicial Council.

2.4 University Judicial Council
   .1 Any student who receives an official sanction from the Vice President for Student Affairs may request a hearing before the University Judicial Council to appeal the Vice President’s decision.
   .2 The Vice President may, after reviewing a complain citation, refer the matter directly to the University Judicial Council without making a decision on the complaint.
   .3 The University Judicial Council will consist of two faculty members appointed by the President and three students appointed by the Student Senate. The University Judicial Council will elect one student to chair the committee.
.4 Hearings of the University Judicial Council shall proceed as follows:
  .1 The Chairperson of the Judicial Council will schedule the meeting and will notify members of
     the committee and the student(s) involved of the time and place of the meeting.
  .2 No member of the University Judicial Council who has a personal interest or involvement in
     a particular case may sit in judgment in that meeting.
  .3 The Vice President for Student Affairs will attend the hearing and will present the statement
     of complaint and the supporting evidence.
  .4 In connection with presenting the case, the Vice President may present witnesses.
  .5 When the case has been presented, the student may respond and may present witness in
     his or her behalf.
  .6 Members of the council may ask questions of any witness.
  .7 Hearings of the University Judicial Council shall be closed to the public. Only members of
     the Judicial Council, the student, the Vice President for Student Affairs and the witness
     currently testifying may remain in the hearing room. The student and the witness are
     entitled to be accompanied by one personal advisor during the hearing. The personal
     advisor may not participate in the hearing. At the request of the Judicial Council, a member
     of the university counseling staff may attend the hearing as a non-voting member.
  .8 The standard of evidence used in Judicial Hearings shall be that of a “preponderance of
     evidence” or evidence which is of greater weight or more convincing than the evidence
     which is offered in opposition. In determining whether a student is responsible or not
     responsible for a violation, it is not necessary for evidence to meet the standard of “beyond
     a reasonable doubt”.
  .9 At the conclusion of the hearing, the council will meet privately to consider a decision and
     will notify the Vice President for Student Affairs and the students involved within twenty-four
     (24) hours of its decision.
  .10 The decision of the council will include the recommended sanction.

3. SANCTIONS
  3.1 Definition and purpose:
    .1 Sanctions are those penalties which may be imposed by the university upon persons who, in
        proper hearing processes, have been found to have committed violations of the Code of Student
        Conduct.
    .2 Sanctions are intended to teach students that certain kinds of behavior are unacceptable in the
        university community or among educated persons generally. The teaching purpose, rather than
        punishment, should guide the assignment of sanctions for particular offenses.
    .3 Consistent with the teaching purpose of sanctions, students should expect that sanctions will
        become more severe for repeated offenses.
  3.2 Sanctions which may be imposed by the university and assigned by the procedural hearing bodies
      established by Section 2. of this Code are:
    .1 Reprimand. Reprimand may be delivered either verbally or in writing. If the reprimand is in
      writing, a copy shall be retained on file in the office of the Vice President of Student Affairs.
    .2 Conduct probation. Conduct probation indicates that further violation may result in suspension.
      Conduct probation may not be imposed for more than one year.
    .3 Suspension from participation in university-sponsored organizations, events and activities.
    .4 University Suspension. A student who is suspended may not enroll for classes for a determined
      length of time.
    .5 University Expulsion. A student who is expelled from the university is permanently barred from
      the university.
    .6 Sanctions including but not limited to counseling, evaluation, restitution, community service,
      and compensation for theft and damage to person or property may be imposed along with an
      official university sanction.
  3.3 The university reserves the right to suspend immediately and remove from campus without hearing,
      any student that poses an immediate threat to the health or safety of persons on campus. A
      properly constituted hearing on the matter will take place as early as possible.
  3.4 Registration for subsequent terms or the conferral of academic degrees may be withheld pending
      the resolution of allegations of student misconduct or until sanctions have been concluded and any
      conditions imposed by the university have been fulfilled.
4. **LACK OF COOPERATION**
   4.1 If the student absents him/herself from campus or does not respond when requested to participate in the disciplinary process, the following steps will be taken.
      .1 The Vice President for Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
      .2 If the student cannot be located or does not respond, the Vice President for Student Affairs will initiate the normal disciplinary procedures in the student’s absence.

5. **STUDENT APPEALS**
   5.1 Students have the right to appeal a disciplinary action of the University Judicial Council to the University Hearing and Appeals Board. The University Hearing and Appeals Board shall not repeat the duties of the University Judicial Council. The appeal shall be limited to a review of the initial hearing and supporting documents (except as required to explain the basis of new evidence) for one or more of the following purposes:
      a. To consider new evidence which may alter the decision.
      b. To determine whether the original hearing was conducted fairly and in accordance with published procedures.
      c. To determine whether the sanction(s) imposed were appropriate for the violation.

6. **CONDUCT RECORDS**
   6.1 Conduct records are kept on file in the office of the Vice President for Student Affairs. All conduct records are confidential and may not be disclosed in whole or in part except as provided by law, or by the written authorization of the student. Conduct records shall be retained separately from the student’s educational record. The only disciplinary actions reflected on an official transcript shall be suspension or expulsion.
   6.2 Conduct records containing violations that resulted in sanctions of less than suspension or expulsion are retained for a period of three years after a student graduates, withdraws or transfers. In cases where students receive a sanction of suspension or expulsion, records may be retained indefinitely.

**ALCOHOL VIOLATORS POLICY**

Valley City State University, in accordance with ND State Board of Higher Education Policy 918, prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land, or in buildings owned by the Board or its institutions. Exceptions to the policy are provided for university apartments or as permitted with approval of the president. The VCSU Alcohol Policy applies to students while participating in off-campus university sponsored events including university sponsored travel to or from events.

Alcoholic beverages and the possession of empty alcoholic beverage containers are prohibited in the residence halls. Residence hall students found to be responsible for hosting events where alcohol violations occur, will be subject to additional sanctions. Hosting is defined as having more than one non-resident of the room or suite present at the time of the violation.

Behavior while in a state of intoxication that is loud, disruptive, potentially harmful to the health or safety of self or others, and/or affecting the cleanliness or maintenance of university facilities is considered a violation of the policy.

Students found to be in violation of any standard of conduct regarding alcohol will be subject to the following sanctions:

**1st Violation:**
   a. 8 hours of community service
   b. $200 fine
   c. Attend alcohol violator’s seminar
   d. E-Chug/Choices
2nd Violation:
   a. 15 hours of community service
   b. $350 fine
   c. Possible alcohol evaluation
   d. Conduct probation for 6 months

3rd Violation:
   a. 25 hours of community service
   b. $500 fine
   c. Alcohol evaluation required
   d. Conduct probation for 1 calendar year
   OR
   e. Suspension from the University

Hosting: $150 fine for each resident (present at the party) of the room. (Hosting would be defined as having
   any non-resident of the room present)

Protocol for dealing with non-VCSU affiliated minors:
Under 18: Director of Housing or VPSA facilitates phone call to parents to pick up minor
         Director of Housing or VPSA reports incident to high school official
Underage but over 18: Facilitate phone call to taxi or friend to pick student up

Contributions are used for substance abuse programming and awareness activities. Alcohol violations are
cumulative throughout the student’s enrollment at VCSU.

TOBACCO FREE CAMPUS

Valley City State University is committed to a healthy and safe environment for students, employees and
visitors. All tobacco use, including smoking and chewing tobacco, is prohibited in university owned or operated
buildings and on all campus property and grounds. Smoking and chewing tobacco are not permitted in
university owned, leased or operated vehicles. This policy applies to all employees, students, visitors and
contractors.

Enforcement of this policy will depend upon the cooperation of all faculty, staff and students to not only comply
with the policy, but also to encourage others to comply in order to promote a healthy environment in which to
work, study and live.

Violations of this policy should be referred to the appropriate administrative office for review and appropriate
action: for faculty, the Office of the Vice President for Academic Affairs; for staff, the Office of the Vice President
for Business Affairs; for students, the Office of the Vice President for Student Affairs.

ILLICIT DRUGS

The illegal possession of paraphernalia or use of compounds that produce hallucinations or illusions when
introduced into the body and all compounds covered under federal and state drug control laws are prohibited.
They are not allowed on campus or in the residence halls. Individuals who engage in such illegal acts are
subject to disciplinary and/or legal action.

To find out more about North Dakota drug laws, visit www.legis.nd.gov.

Students found to be in violation of any standard of conduct regarding illicit drugs will be subject to the
following sanctions:

1st Violation:
   a. Parent notification
   b. Conduct probation for six months
c. $250 contribution to the Substance Abuse Education Fund  
d. 20 hours of community service  
e. Complete e-toke program  

2nd Violation:  
a. Parent Notification  
b. $375 contribution to the Substance Abuse Education Fund  
c. 30 hours of community service  
d. Conduct probation for one academic year  
   OR  
e. Possible suspension  
f. Possible removal from housing  

3rd Offense:  
a. Suspension from the University  

PARENTAL NOTIFICATION POLICY  

The Vice President for Student Affairs has the authority to notify parents or guardians when students under the age of 21 are found to have committed violations of university policies related to the possession, use, or distribution of alcohol or drugs. The notification of parents is warranted in any of the following cases:  
1. The violation involved harm or threat of harm to persons or property.  
2. The violation involved an arrest in which the student was taken into custody.  
3. The violation resulted in or could result in the student being suspended from the university and/or dismissed from the residence halls.  
4. The student has shown a pattern of violations.  
5. The student who committed the violation became ill and/or required medical intervention as a result of consumption of alcohol or drugs.  

When possible, students will be notified that parental notification will take place. Students will be encouraged to discuss the situation with their parent prior to notification. A record of the notification will be kept on file in the student’s record.  

SPECTATOR CONDUCT  

The NAIA (National Association of Intercollegiate Athletics) has launched a program entitled “Champions of Character Recognition Program.” Valley City State University, a member of the NAIA which totals over 300 in membership, has committed to the program. The main objective of the program is to encourage member institutions to establish goals that will enhance positive attitudes in athletics. Athletes and spectators are expected to exemplify good sportsmanship and maintain the highest standards of fair play. All VCSU students are asked to support the “Champions of Character” efforts by displaying appropriate conduct at sporting events. Students are expected to refrain from the use of profanity and other behaviors contrary to sportsmanship.  

Students attending university sponsored athletic events are governed by the Student Code of conduct and are subject to the disciplinary procedures outlined in that document.  

FIREARMS/WEAPONS  

Firearms, bow/arrows, hunting knives, ammunition, explosives and other dangerous weapons are not permitted within university owned or operated buildings and on all campus property and grounds including residence halls and student apartments. Included in the North Dakota Century Code definition of dangerous weapons are martial arts weapons and a number of other weapons capable of expelling a projectile. Pellet guns, BB guns, paint ball guns and other similar shooting sport supplies are prohibited.
POLICIES RELATED TO INFORMATION TECHNOLOGY SERVICES

Students must comply with all VCSU and NDUS (North Dakota University System) policies and procedures regarding information technology services. Related VCSU policies are located on the VCSU Technology Services web site at the following URL: http://technologyservices.vcsu.edu/vp.htm?p=2955

In particular, students should pay particular attention to the following policies:

V916.05 Viking Card Terms and Conditions
V1901.02.01 Full-Time Access to VCSU Laptop Computers (Procedures for part-time students to gain full-time access to a laptop computer)
V1901.06 Social Media Policy (Regulates VCSU’s presence on Social Media sites)
V1902 Emergency Notification Systems (Explains System policies and how students can participate)
V1902.2 Student Records – Directory Information (Explains what student information is considered directory information, how this information is used, and how you can restrict the use of this information.)
V1912.04 Electronic Surveillance (Regulates the implementation and use of electronic surveillance at VCSU)
V1901.2 Computing and Network Usage Procedures (Guide to appropriate use for all users)
V1901.02 Computing and Network Usage Procedures (This is actually an addendum to the North Dakota University System procedure 1901.2)

A few notable excerpts from the VCSU V1901.02 policy include the following:

**Appropriate use of electronic messaging systems at VCSU**
Sending an unauthorized message to a large group of users is prohibited. Students or recognized student organizations may request authorization to send electronic messages to groups of faculty, staff and/or students by contacting the Vice President for Student Affairs.

**Connecting computer or network devices to the VCSU network**
All computers and network devices must be registered with and approved by the VCSU Information Technology Security Officer, prior to being connected to the VCSU network. The IT Security Officer has discretion to immediately remove a device from the network, if necessary to maintain the integrity, security or functionality of other systems or data. VCSU does not assume any liability for damages to devices connected to the network, even in cases where connection to the network caused the damage.

**Authorized use for registered students and specially designated VCSU affiliates**
Registered students, Regional Technology Center Tenants, and organizations housed on the VCSU campus that pay fees to cover the cost of network services or computers are authorized to use the network services and computers for personal use, private business or compensated employment, provided such use does not impede the computer or network from performing intended, institutional purposes, and such use complies with all other polices set forth in this document and all state and federal laws.

**VCSU Email is an Official Means of Communication**
Recognizing the importance of timely, efficient, and consistent communication with students and employees, Valley City State University (VCSU) declares electronic mail or ‘email’ as an official means of communication. Each student and employee is responsible for information conveyed via an official email account assigned by VCSU, hereafter referred to as VCSU Email. Examples of information conveyed via VCSU Email include the following: policies/procedure changes, deadlines, event announcements, emergency notices, course schedule changes, and general course announcements.

VCSU Email accounts shall use the ‘vcsu.edu’ domain, e.g. firstname.lastname@vcsu.edu. Employees shall use the actual VCSU Email account. If a student chooses to forward email from the VCSU Email account to another account, he or she accepts full responsibility for the consequences of lost or corrupted email messages and attachments.
PROCEDURES FOR VIOLATIONS OF COMPUTER AND NETWORK USAGE POLICIES

The following is the VCSU procedure for administering sanctions for violations of the Computer and Network Usage Policies. The “Class” of a particular violation and the corresponding sanctions will be determined by the Vice President for Student Affairs in consultation with Technology Services personnel. Technology Services personnel will investigate allegations in an attempt to identify additional information that may assist in understanding the situation. Judicial procedures outlined in the VCSU Student Code of Conduct will be followed.

Classification of Offenses:

**Class A**
Serious violations of the Computer and Network Usage Policies that violate civil law. Examples include illegal distribution of software, distribution of malicious software (viruses), deliberately accessing restricted or confidential information, posting illegal material on the Internet, or possession of a notebook computer beyond the dates set forth in the student Computing Resources Contract.

**Class B**
Serious violations of the Computer and Network Usage Policies that are malicious in nature or that deliberately use excessive network resources, thereby denying these resources to others. Examples include the following: deliberately sending large volumes of data to multiple users via the computer network causing the network system to “crash”, deliberately exposing others to material that is lewd or otherwise offensive, or unauthorized use of another person’s network accounts. These examples become Class A offenses if they violate civil laws.

**Class C**
Common offenses that are not malicious in nature. Examples include the following: forwarding chain e-mail (letters), sending e-mail messages to large groups of users without permission of the Vice President for Student Affairs, displaying wallpaper backgrounds that are viewable and offensive to others, printing material that is viewable and offensive to others, sending unsolicited e-mail or network broadcasts without the permission of the Vice President for Student Affairs. These examples become Class B offenses if they are malicious in nature or Class A if they violate civil laws.

University officials will actively assist other agencies with prosecuting violations of state and federal laws. Individuals who repeatedly violate the computing resources policy or who have committed other violations involving the Student Code of Conduct will be assessed greater sanctions. Technology Services staff has the authority to immediately revoke network related privileges to contain threats or problems involving the integrity or security of network resources.

In addition to sanctions outlined in the VCSU Code of Student Conduct, students found to be in violation may also lose e-mail privileges and be denied access to the university computing network for a specified amount of time. Serious or re-occurring offenses may result in a loss of access to a notebook computer.
The University Hearings and Appeals Board (UHAB) is established for the purpose of providing an avenue of final appeal of a decision by a university official or by an established university committee. The UHAB also acts as a hearing body in matters dealing with alleged violations of the Student Bill of Rights.

All action of UHAB are advisory to the President of the University.

In the case of appeal of an action of an established university committee, the appeal shall be limited to a review of the record of the initial hearing and supporting documents (except as required to explain the basis of new evidence) and for one or more of the following reasons.

a. To consider new evidence which may alter the decision.
b. To determine if the original hearing was conducted fairly and in accordance with published procedures.
c. To consider whether the sanctions imposed by the committee were appropriate and in accordance with policy.

OPERATING GUIDELINES
1. The University Hearings and Appeals Board will include one (1) administrator, two (2) faculty members, and two (2) students appointed each year by the President of the University from a list of nominees recommended by the Administrative Council (administrative nominees), Faculty Senate (faculty nominees), and the Student Senate (student nominees). The Board will meet prior to the end of the month of September each year to select a chairperson.
2. A student who wishes to appeal a decision of a college committee or the decision of an administrator of the college may request a hearing of the Board within one week of the decision under question.
3. Requests for a hearing should be made to the Director of Student Academic Services.
4. The Chairperson of the Board has the responsibility of instructing the person requesting the hearing in regard to the information required. Format for the information must include:
   a. General Purpose
   b. Specific statement of charge, and the grounds for the appeal
   c. Background pertinent to the charge
   d. Previous action taken and the result
5. Notification of a request for a hearing must be made to all parties within two (2) class days. This notification is the responsibility of the Chairperson of the University Hearings and Appeals Board.
6. The Board will consider the request and inform the parties involved of the hearing date if a hearing is deemed advisable. The hearing must be held within four (4) class days of the Board decision to hold the meeting.
7. All parties involved in a hearing must present any printed materials that will clarify the case to the Chairperson of the Board within one (1) day of the hearing. The Chairperson of the Board has the responsibility for the distribution of these materials to the other members of the Board.
8. All matters upon which the decision may be based must be introduced at the proceedings before the Board.
9. The findings and recommendations of the Board will be sent to the President of the University for consideration.
10. The President will announce his/her decision to all involved parties within five (5) days of the receipt of the complete and final committee report.
11. A written report of the proceedings will be kept confidentially on file in the President’s Office for a period of one (1) year or until any further appeals are completed.
STUDENT GRIEVANCE POLICY

I. INTRODUCTION
The university’s commitment to academic quality and integrity, as well as to academic freedom, rests upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties - students, faculty, committees, and administrators. This section on academic concerns addresses procedures for resolving academic grievances. (It is presumed that the student will have already tried to work out the problem with the faculty, committee or administrator with whom there is a concern.)

II. STUDENT GRIEVANCES
A. DEFINITION
The term “student grievance” is defined as: A statement lodged by a student expressing a complaint, resentment, or accusation about a university circumstance which is thought by the student to be unfair or inappropriate.

Academic issues subject to grievance procedures differ from those subject to the academic petition process. The petition process includes a request by the student to have a university or program requirement waived or modified. It may include the right to appeal under circumstances outlined in the petition process. The substance of petitions and appeals is under the jurisdiction of individual programs or designated university committees. If a student thinks that the petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue.

B. GRIEVANCE PROCESS
1. The procedures of the Grievance Process are to begin with discussion between the student and the faculty member, committee, or administrator with whom the student has a grievance. A written statement, by the student, regarding the grievance should accompany the discussion. The director of Student Academic Services will accompany the student through the process. (An expiration period of one calendar year from the incident will apply to this policy.)
2. a. if the student has a grievance with a faculty member, and the student does not resolve the grievance with the faculty member to the student’s satisfaction with discussion between the two parties, the student will advance the grievance to the department chair. The department chair will arrange a meeting within ten class days of the student’s requires. Notification of the meeting will be sent to all parties involved.
   b. If there is no department chair; or, if the faculty member is the department chair and the grievance Is not resolved to the student’s satisfaction, the student will advance the grievance to the division chair of the academic division involved. The division chair will arrange a meeting within ten days of the student’s request. Notification of the meeting will be sent to all parties involved.
   c. If the grievance is not resolved to the student’s satisfaction at the department chair level; or, if the faculty member is the department chair, and the grievance is not resolved to the student’s satisfaction, the grievance will be referred to the Vice President for Academic Affairs (VPAA). The Vice President for Academic Affairs will arrange a meeting within ten class days of the student’s request. Notification of the meeting will be sent to all parties involved.
   d. If the grievance is with a committee or administrator and the grievance cannot be resolved to the student’s satisfaction at that level, the grievance will be referred directly to the Student Grievance Committee. (Section C.) The Student Grievance Committee will have a meeting within ten class days of the student’s request. Notification of the meeting will be sent to all parties involved.

C. STUDENT GRIEVANCE COMMITTEE PROCESS
1. a. The grievance must be presented in writing to the chair of the Student Grievance Committee. This written statement should describe the grievance, indicate how it affects the individual
or unit, and include the remedy sought from the committee.

b. After the grievance has been filed, it is the committee’s charge to review the academic grievance, consult with all parties significantly involved in the grievance, document its findings, and make a final decision within a reasonable length of time (not to exceed 20 school days).

c. The Student Grievance Committee has the authority to recommend or require action in these cases either with faculty or the administrators or to require changes in classroom, administrative, or committee procedures. The Student Grievance Committee also has the authority to uphold an earlier decision or require a re-examination or re-review.

d. A copy of the decision will be sent to the originator of the grievance, the division chair of the division involved, and those against whom the grievance originated.

e. The decision of the Student Grievance Committee may be appealed to the University Hearings and Appeals Board, which is the final step in the University Academic Grievance process, and will follow the procedures specified in the VCSU Student Handbook.

III. STUDENT GRIEVANCE COMMITTEE MEMBERSHIP

The Student Grievance Committee shall consist of:
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Three faculty members
- Three student members

The Vice President for Academic Affairs (VPAA) shall serve as the non-voting chairperson of the Student Grievance Committee. In case of a tie, the VPAA will cast the deciding vote. The chair of the Student Grievance Committee shall also select the members to serve on the committee for each case. The Vice President for Student Affairs will serve in an ex-officio, nonvoting, advisory capacity. Also, in case that the VPAA is absent for the proceedings, the Vice President for Student Affairs will serve as chair of the Student Grievance Committee, with the same duties for the chairperson as stated above.

Each division shall select one faculty member to serve on the committee, for a total of six. Three faculty members will serve on the committee for any case. There shall not be a faculty member that is directly involved with the grievance, on the Student Grievance Committee. Any faculty member from the department or division involved in the grievance may not vote on the committee, but may be present.

The six student members will be chosen by the Student Senate Executive Officers. Only three student members will serve on the committee for any one case. There shall not be a student member that is directly involved in the grievance on the Student Grievance committee.

In cases in which any member of this committee has a conflict of interest in a particular case, that member will be asked to remove him/herself from the Student Grievance Committee for that case. The student or faculty members will be placed in accordance with the above guidelines.

The student and faculty members to the Student Grievance Committee will serve for one academic year. Student or faculty members will have the option to withdraw from the committee for a particular case if that person sees fit. That member will be replaced by another member in accordance with the guidelines above.

INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS

In keeping with federal regulations, Valley City State University maintains records of all formal, written student complaints filed with the Offices of the President, the Vice President for Academic Affairs and the Vice President for Student Affairs. The records include the date the complaint was filed, the nature of the complaint, the steps taken to resolve the complaint, the institutions final decision regarding the complaint and any other external actions taken by the student to resolve the complaint. Institutional records of student complaints are maintained in the Office of the President.
STUDENT BILL OF RIGHTS

A. Freedom of Access to Higher Education
   Valley City State University makes clear in the Bulletin its expectations regarding the characteristics of students which it considers relevant to success in the university programs. No student is barred on the basis of race, sex, creed, color, or national origin from the university. The academic facilities and services of the university are open to all enrolled students, subject to departmental limitations.

B. In the Classroom
   The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

   1. Protection of Freedom of Expression
      Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

   2. Protection Against Improper Academic Evaluation
      Students have protection through orderly procedures as directed by the VP for Academic Affairs against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

   3. Protecting Against Improper Disclosure
      Information about students' views, beliefs, and political associations which the professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge of the student.
STUDENT RECORDS

1. Introduction

Student records maintained by the university fall into two general categories – directory information and educational records. As custodian of student records in compliance with the Family Educational Rights and Privacy Act of 1974, the university assumes the trust and obligation to ensure full protection of student records which includes maintaining the confidentiality of education records. The administrative procedures outlined in this section are to be completed by university personnel who have or accumulate educational records which are in a personally identifiable form. The term “student” in this Section means an eligible student under FERPA (a student at VCSU). Students may review a copy of FERPA and the regulations at the Office of the Registrar.

2. Directory Information

A. Directory information is information concerning a student which may be released publicly. Valley City State University defines Directory Information, as required under the ND State Board of Higher Education Policy 1912. It includes the following:
   1. Name (all names on record)
   2. Address (all addresses on record)
   3. E-mail address (all electronic addresses on record)
   4. Phone Number (all phone numbers on record)
   5. Height, weight and photos of athletic team members
   6. Date of birth
   7. Place of birth
   8. Major field of study (all declared majors)
   9. Minor field of study (all declared minors)
   10. Class level
   11. Dates of attendance
   12. Enrollment status
   13. Names of previous institutions attended
   14. Participation in officially recognized activities and sports
   15. Honors/awards received
   16. Degree earned (all degrees earned)
   17. Date degree earned (dates of all degrees earned)
   18. Photographic, video or electronic images of students taken and maintained by the institution

B. A student may request that any or all of their directory information not be made public by officially requesting a restriction in the Office of the Registrar between the first and tenth day of class in a term. The specified directory information will then be treated the same as educational records information. In response to public inquiries, the university will verify only whether or not an individual is currently enrolled at the university, unless student name is restricted. This request will remain in effect until revoked in writing by the student.

The university receives inquiries for ‘directory information’ from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. VCSU has no responsibility to contact a student for subsequent permission to release directory information after the student has requested a restriction. Student requests to withhold directory information will be honored until the student specifically and officially requests to lift these restrictions.

3. Educational Records

A. Educational records are those records, files, documents, and other materials which contain information directly related to a student’s academic progress, financial status, medical condition, etc., and are maintained by Valley City State University or a party acting on behalf of the university. Educational records include more than academic records. Educational records, with the exception of
those designated as directory information (see Section 2), may not be released without the written consent of the student to any individual, agency, or organization other than the following authorized personnel:

1. University personnel who have legitimate educational interest;
2. Officials of other institutions in which the student intends to enroll, with the condition that the student be notified of the request in advance so as to have the opportunity for a hearing to challenge the record if so desired. The student is also entitled to a duplicate of the record which will be sent to the institution requesting the information;
3. Parents of a dependent student as defined by Section 152 of the Internal Revenue Code of 1954;
4. Authorized representatives of the Comptroller General, the Secretary of Education, the administrative head of an educational agency, or state education authorities;
5. Officials responsible for acting in conjunction with the student’s application for, or receipt of, financial aid;
6. Authorized individuals or organizations conducting studies for or on behalf of the university for the purpose of developing, validating, or administering a predictive test; for administering student aid programs; and for improving instruction. These studies must be conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of the university or such organizations. This information is to be destroyed when it is no longer needed for the purpose for which it was collected. Authorization for such activities will come from the Vice President for Academic Affairs.
7. Educational records, including but not limited to a student’s academic transcript, may be released by an NDUS institution without prior written consent, provided the student has applied for admission to the second institution.

B. The disclosure of educational records to family members in response to subpoenas will be carried out as follows:

1. University officials are expected to comply with judicial orders and subpoenas. Students affected by such action shall be notified of the university’s intention to comply with court orders.
2. Spouses or other family members of students may receive student’s record information when a written consent form is submitted.
3. Records of former students, including deceased students, are confidential except that records of deceased former students may be released or disclosed at the request of a personal representative, or other qualified representative of the student’s estate, or pursuant to a court order to subpoena.

C. Upon written request, the university shall provide student access to a student’s own educational records with the exception of:

1. Financial aid records of the student’s parents or guardian;
2. Confidential letters of recommendation where the student has signed a waiver of right-of-access, or letters of recommendation written prior to January 1, 1975, providing such letters are used only for the purpose for which they were specifically intended.

D. Students may waive their access to records.

1. A student may sign a waiver of right-of-access to confidential recommendations concerning admission, application for employment, and/or application for an honorary recognition. In such cases the student, upon request, shall be notified of the names of individuals making such confidential recommendations. These recommendations are to be used solely for the purpose for which they were intended;
2. In the event a student refuses to sign a waiver of access, such an act may not be considered as a condition for admission, receipt of financial aid, or any other service or benefit from the university.

E. Since the university does not maintain a central repository for student records, inquiries for access to specific educational records should be made to the university office or agency responsible for a particular record. Requests for assistance in locating individual educational records may be directed to the Office of the Vice President for Student Affairs.

4. Official Transcripts of Academic Records

A. The Registrar compiles, maintains, and administers official transcripts of records.

B. Each student’s official transcript of record contains the following information:

1. Name of student;
2. Date of birth;
3. Transfer credits, if any;
4. Courses taken, hours completed, grades received, grading system, and grade point average;
5. A statement indicating scholastic suspension or academic honors, if any;
6. Academic degree(s) granted by the University;
7. Date of graduation from the university;
8. Major(s) and Minor(s) earned.

C. The Office of the Registrar shall send, issue, or release a student’s official transcript or record:
   1. At the student’s request through the National Student Clearinghouse or in writing; or,
   2. In accordance with Section 3.A.

D. A transcript or record shall contain only the information described in Section 4.B., and shall not be furnished in part or with information omitted.

E. The Registrar shall maintain a register of request for official transcripts. This register of requests is part of the student record.

F. A student who fails to pay a debt to the university may have his/her official transcript withheld until the debt is paid.

G. The Vice President for Student Affairs may withhold the issuance of an official transcript pending a hearing against a student who violates a rule or regulation of Valley City State University.
SEX OFFENSE POLICIES

DEFINITIONS
Rape is generally defined as forced sexual intercourse that is perpetrated against the will of the victim. The most prevalent form of rape on college campuses is acquaintance rape. Acquaintance rape is a sexual assault committed by someone the victim knows. Other forms of sexual assault such as sexual battery, which is generally an unwanted touching of an intimate part of another person are also violations of the law. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. A complete University Policy on Sexual Harassment is included in the VCSU Student Handbook and the VCSU Policy Manual. For the purpose of reporting sex crimes, Valley City State University will document and report statistics in the categories of “forcible sex offenses” and “non-forcible sex offenses.”

DISCIPLINARY PROCEEDINGS AND THE CRIMINAL PROCESS
Campus sexual assault is both a violation of the Student Code of Conduct and a violation of local, state, and federal laws. A sexual assault offense can lead to two proceedings: 1) a campus disciplinary hearing as outlined in the Student Code of Conduct; and 2) a criminal court case against the assailant. In criminal proceedings, the same laws and penalties applies to sexual assault by a stranger as by an acquaintance of the victim. Because the standard of proof requirements differs between criminal proceedings and campus judicial hearings, a student could be found guilty by a campus hearing body even though charges are not filed in a criminal court. Students are to refer to the VCSU Student Handbook for complete description of the Student Code of Conduct and the University Judicial Council.

RIGHTS OF VICTIMS
In order to encourage students to report sexual offenses and in order to ensure fairness in the university judicial process, victims of sexual assaults are entitled to the following rights:
1. The right to privacy and the treatment of sensitive information in a confidential manner.
2. The right to be free from campus or community pressure in reporting or not reporting a sexual assault.
3. The right to have a person or persons of choice accompany him/her throughout the disciplinary process.
4. The right to expect a prompt and thorough investigation by law enforcement and/or campus personnel.
5. The right not to have past sexual/relationship history included in judicial proceedings.
6. The right to expect the university to commit reasonable resources to protect the victim from the actions or presence of the perpetrator.
7. The right to expect meaningful support and advocacy from campus and community organizations and agencies.
8. The right to be informed of the results of any disciplinary proceeding of an alleged offender of any crime of violence or sex offense.

REPORTING PROCEDURES
It is very important for students to know that if they are the victim of a sexual assault, there are a number of options available for reporting the incident. By reporting the incident to any of the following parties, you will receive support, encouragement and assistance with the options available to you.
1. Report the assault to campus authorities. The report can be made to any campus counselor, a Resident Assistant, a Head Resident, the Student Affairs Office (701-845-7301), or campus security (701-845-7710 or for 24-hour service 701-845-7708).
2. Report the assault to the police at 701-845-3110 or 9-1-1. Reporting the assault is not the same as prosecuting. You can decide later if you want to prosecute.
3. Report the assault to the Valley City Abused Person Outreach Center at 701-845-0072.
4. Go to a hospital for treatment of any injuries and for other tests, which can provide important medical evidence. You can have a friend accompany you or meet you there. Reporting to the hospital does not mean you have to press charges.
5. Seek counseling. Regardless of whether or not you press charges, you should consult a trained counselor to help you sort out your options and support you in your decision making. The campus counselor can be reached at 701-845-7424.
EDUCATIONAL PROGRAMS
Educational programs and activities that promote awareness of rape, acquaintance rape, and other sex offenses are offered on campus each year. Programs are specifically designed for residence hall staff training and presentations are made in the residence halls and for the general campus population throughout the year. Materials, posters, and brochures are available throughout the campus. The Barnes County Abused Persons Outreach Center provides a half-time Campus Advocate staff member to VCSU. The Campus Advocate provides direct services to victims as well as educational programs and activities for the campus.

UNIVERSITY POLICY ON SEXUAL HARASSMENT
Valley City State University’s commitment to equal opportunity includes an assurance to its employees and students that they will not be subjected to sexual harassment, and such conduct is hereby prohibited at the university.

This policy is in compliance with the November 1980 EEOC final guidelines which define sexual harassment as: “Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature” that take place under any of the following circumstances:

1. When submission to the sexual advance is a condition of keeping or getting a job, whether expressed in explicit or implicit terms.
2. When a supervisor or boss makes a personnel decision based on an employee’s submission to or rejection of sexual advances.
3. When sexual conduct unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment.

While this definition refers only to employment-related sexual harassment, similar actions directed to students are also prohibited by the university policy.

Employees or students concerned about violations of this policy may request assistance from the university Human Resources office, the office of Student Academic Services, or an appropriate administrator. Grievance procedure shall be available for a person who wishes to file a complaint alleging a violation of this policy.

CAMPUS VIOLENCE INTERVENTION ADVOCATE
The Campus Violence Prevention Office educates people on subjects such as relationship violence, sexual assault, sexual harassment and stalking. An advocate is available on campus to provide support and choices to students, staff, faculty and others in the campus community who have been affected by violence against themselves or a loved one. The VCSU Campus Advocate is sponsored jointly by VCSU and the Valley City Abused Person’s Outreach Center.

CONSENSUAL RELATIONSHIPS
A. Consensual Relationships that are of concern to Valley City State University are those romantic or sexual relationships in which both parties appear to have consented, but where there is a definite power differential within the university between the two parties. These relationships are of concern for two reasons.

1. First, there is a potential conflict of interest when individuals evaluate the work or academic performance of other individuals with whom they have intimate relationships. It is a generally accepted ethical principle in our society that one avoids situations in which one makes official evaluations of relatives, family members, spouses, or other persons with whom one has an intimate relationship. Such a relationship combined with a responsibility for evaluation is considered a “conflict of interest.” In a university, examples of such evaluations are the assignment of grades, and participation in decisions to hire, retain, promote, discipline or determine salaries.

2. Second, any relationship involving a power differential has the potential for serious consequences because the relationship may exist only as a result of the power differential. This may lead to sexual harassment charges at a later time.

B. Consenting romantic and sexual relationships between instructor (meaning all who teach at the university – faculty members, other instructional personnel, and graduate or undergraduate students with teaching, advising, or tutorial responsibilities) and student (meaning any person studying with or receiving advising from the instructor); between supervisor (meaning any person in a position of authority over another—to hire and fire, to grant raises and oversee task performance) and employee (meaning any person working
for the supervisor); and between employee and student (where there is an instructional, advisory, or an employment relationship between them) have the potential for extremely serious consequences and ought to be avoided. This list is not all-inclusive, but gives examples of the types of relationships that are covered by this policy.

C. Codes of ethics for most professional associations forbid professional-client sexual relationships; the relationships enumerated above should be viewed in this context. In the case of instructor and student, for example, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, thesis advice, evaluations, and recommendations for further study and future employment may greatly diminish the student’s actual freedom of choice concerning a romantic or sexual relationship.

D. Because of the possible difficulties associated with the power differential and because of potential conflicts of interest, Valley City State University discourages all such consensual relationships. HOWEVER, IF A ROMANTIC OR SEXUAL RELATIONSHIP EXISTS OR DEVELOPS BETWEEN INDIVIDUALS HAVING A POWER DIFFERENTIAL WITHIN THE UNIVERSITY, THE PERSON WITH GREATER POWER SHALL REPORT IT TO AN APPROPRIATE SUPERVISOR. For example, an instructor shall report the matter immediately to the department chair; a teaching assistant shall report it to the professor in charge of the course; and an employee shall report it to his/her supervisor. In each case, the administrative supervisor shall make suitable arrangements for the objective evaluation of the student’s, employee’s, or prospective employee’s academic or job performance and for the protection of individual and university interests.

E. All instructors, supervisors, and other employees should understand that there are substantial risks in consenting relationships where a power differential exists. Even if the conflict of interest issues are resolved, charges of sexual harassment may develop. An instructor’s or supervisor’s protection under state law and representation by the Attorney General may not apply because such relationships may be outside of the scope of one’s employment. Furthermore, in administrative actions or lawsuits resulting from allegations of sexual harassment, consent may be very difficult to prove where a power differential exists. Even relationships in which there is not direct power differential may cause difficulties because faculty or staff engaged in such a relationship may, in the future, be placed in a position of responsibility for the student’s or employee’s instruction or evaluation.

SEXUAL MISCONDUCT POLICY

1. INTRODUCTION: Valley City State University (VCSU) strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, VCSU commits to:
   a. Taking action to stop sexual misconduct;
   b. Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior;
   c. Taking action to prevent recurrences;
   d. Educating individuals and promoting discussions on interpersonal abuse and violence; and
   e. Conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

2. POLICY: This policy is required by federal law and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights.
   a. In accordance with Title IX, VCSU does not discriminate on the basis of sex in VCSU’s educational program and activities.
   b. Sexual misconduct is prohibited in all forms, regardless of intent to harm. Sexual assault, sexual exploitation, coercion and sexual harassment are examples of sexual misconduct, and all are prohibited.
   c. Also prohibited under Title IX is any rule violated on the basis of the recipient of the behavior’s sex/gender which is severe enough to cause discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence, and stalking.)

3. DEFINITIONS: For the purpose of this policy, the following definitions apply:
   a. Consent is:
      1. Words or actions showing a clear, knowing and voluntary agreement to engage in mutually

agreed upon sexual act; or
2. An affirmative decision given by clear actions or words.
3. Consent may not be inferred from:
   i. Silence, passivity, or lack of active resistance alone.
   ii. A current or previous dating or sexual relationship.

NOTE: It is important to obtain explicit consent from any sexual partner and not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Consent to one form of sexual act does not imply consent to other forms of sexual act(s).

b. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

c. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

d. Intimidation is implied threats or acts that cause an unreasonable fear of harm in another.

e. Responsible employees are:
   1. Those with authority to address and remedy sex and gender-based discrimination and harassment;
   2. Those with responsibility to report sexual misconduct to a supervisor, and/or
   3. Those who a student would reasonably believe to have such authority or obligation.

f. Retaliation: Any adverse action taken against a person because of their participation in a protected activity. Retaliation against an individual for allegation of sexual misconduct, supporting a complainant or for assisting in providing information relevant to a claim of sexual misconduct will be treated as another possible instance of harassment or discrimination. Any acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. VCSU is prepared to take appropriate steps to protect individuals who fear that they may have been subjected to retaliation.

g. Sexual Acts include, but are not limited to the following actions:
   1. Sexual intercourse;
   2. Sodomy (oral and/or anal);
   3. Sexual penetration with any object;
   4. Sexual touching of a person’s intimate parts (genitalia, groin, breasts, buttocks, mouth or other bodily orifice or the clothing covering them); or
   5. Compelling a person to touch his or her own or another person’s intimate parts.

h. Sexual Assault: Any sexual act between two or more people to which one person does not or cannot consent. This includes sexual acts or contacts with others that can involve:
   1. Compelling a person to submit to sexual acts or contacts by force, threat of force, or intimidation;
   2. Use of intoxicants to substantially impair the person’s power to give consent;
   3. Engaging in such acts when the person suffers from a mental state that renders him or her incapable of understanding the nature of the contact. This includes, but is not limited to, situations when an individual is intoxicated, “high”, scared, physically or psychologically pressured or forced, passed out, unconscious, intimidated, coerced, mentally or physically impaired, beaten, isolated, or confined; or
   4. A victim under fifteen (15) years of age. (Do note the age of consent may vary depending on the ages of the individuals involved in the act).

i. Sexual Exploitation: Taking sexual advantage of another person without consent. Examples include but are not limited to:
   1. Causing the incapacitation of another in order to take sexual advantage of the person;
   2. Distributing or publishing sexual information;
   3. Engaging in indecent exposure;
   4. Engaging in voyeurism (the viewing of another for sexual gratification);
   5. Invasion of sexual privacy;
   6. Knowingly exposing another to an STD or HIV;
   7. Prostituting another person; or
8. Recording, photographing, or relaying sexual sounds or images.

j. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
   1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic achievement;
   2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
   3. Such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidation, hostile, or offensive environment.

k. Sexual Misconduct: Any non-consensual behavior of a sexual nature that is committed by force, intimidation, or is otherwise unwelcome that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from a VCSU program or activity. Depending on the circumstances, a single incident of sexual misconduct may be sufficient to limit a student's ability to participate in or benefit from a VCSU program or activity.

4) REPORTING/CONFIDENTIALITY: Students are encouraged to report incidents or information related to sexual misconduct as soon as possible. If criminal activity is involved, students are encouraged to contact the Valley City Police Department at (701) 845-3110. VCSU employees who became aware of a complaint or violation of this policy and have the authority to take action on the complaint or violation shall report the complaint or violation to the Title IX Coordinator:

Dr. Erin Klingenberg
Director of Counseling Services
McFarland 424
701-845-7424
erin.klingenberg@vcsu.edu

The guiding principle in accepting reports of sexual misconduct is to avoid re-victimizing the recipient of the behavior by forcing them into any plan of action. VCSU will make every attempt to safeguard the privacy of the complainant and/or recipient of the behavior; however, it is important that complainants recognize that VCSU cannot ensure confidentiality in all cases. VCSU must weigh the request for confidentiality against its obligation to protect the safety and security of the entire campus. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), VCSU may be required to respond to an incident, even if confidentiality has been requested. Therefore, VCSU employees cannot guarantee absolute confidentiality. Individuals desiring confidentiality should be encouraged to contact one of the following:
F-M Rape & Abuse Crisis Center: 701-293-7273 (Available 24 hours) www.raccfm.com

Michelle Grebel       Dr. Erin Klingenberg
Campus Violence Advocate     Director of Counseling Services
701-845-7147       McFarland 424
701-845-7424
erin.klingenberg@vcsu.edu

5) FORMAL/INFORMAL RESOLUTION: VCSU offers both formal and informal resolution of sexual misconduct complaints involving VCSU students, faculty or staff. Regardless of the path chosen by the recipient of the behavior, VCSU will conduct an impartial, fair, and prompt investigation into the allegations, and ensure that actions will be taken to prevent similar actions in the future. Typically, investigation/resolution of the complaint will occur within 60 days. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. Investigation/resolution of the allegations shall include:

a. The complainant and the accused having equal opportunities to present relevant witnesses and other evidence;

b. Providing both sides with similar and timely access to any information that will be used during the process;

c. Equal opportunity to have a support person present, and equal restrictions on how a support person may participate during the process;

d. The right of the complainant and the accused to be informed of the outcome of the
investigation/resolution, and the right of either party to appeal; and
e. The right of the complainant and the accused to receive periodic status updates throughout the investigation/resolution process.

6) FORMAL RESOLUTION: Formal resolution of sexual misconduct complaints will be resolved as follows:
a. If the alleged perpetrator is a student, the University will follow the procedure outlined in the VCSU Student Handbook: Code of Student Conduct.
b. If the alleged perpetrator is a VCSU employee, the University will follow the applicable policy for the circumstances (Policy V520.03: University Policy on Sexual Harassment).
c. All sexual misconduct cases shall use a “preponderance of the evidence” standard; meaning that in order for the accused to be held responsible, the hearing officer must determine that it is more likely than not that the sexual misconduct occurred.

7) INFORMAL RESOLUTION: Except in cases of sexual assault which always require a formal resolution, complainants may choose to pursue informal resolution of their complaint. Informal resolution is entirely voluntary and the complainant may end informal resolution at any time. Complainants should never attempt to resolve the complaint directly with the accused. In cases of informal resolution, the Title IX Coordinator shall assign a school official with the authority to remedy the alleged violation (e.g. Vice President for Student Affairs, the alleged perpetrator’s supervisor, etc.) to oversee the informal resolution process. Informal resolution provides the complainant with a forum to confront the accused; to express how the alleged behavior has impacted them and those close to them; and to communicate to the accused and VCSU how this behavior needs to be addressed so that they, or anyone else at VCSU, are not victimized again by the behavior.
   a. In cases where the accused acknowledges their involvement in the sexual misconduct, the school official shall impose an appropriate sanction for the misconduct. If the sanction is agreeable to the parties, the informal resolution is complete, and the sanction is imposed. No appeal is allowed.
   b. In cases where the accused does not acknowledge responsibility, the school official may impose a sanction warranted by the information gathered during the informal resolution, and any supporting information known to VCSU. The sanction may be appealed either to the Title IX Coordinator, who shall have the final decision on the appropriate sanction.

8) ANONYMOUS COMPLAINTS: Anonymous complaints will be accepted by Valley City State University. VCSU’s ability to investigate and resolve anonymous complaints will be limited if the information contained in the anonymous complaint cannot be verified by independent facts. Anonymous complaints may be filed by any of the following means:
a. Complete the VCSU Watch anonymous form online: www.vcsu.edu/vcsuwatch

9) INTERIM MEASURES: When warranted by the circumstances surrounding a complaint of sexual misconduct, VCSU may implement interim measures until its investigation concludes. Violation of these interim measures may be considered grounds for additional complaints of sexual misconduct or as retaliation for the ongoing investigation of sexual misconduct. Potential interim remedies include, but are not limited to:
a. Providing an escort to the complainant so that he/she may move safely on campus;
b. Issuing a no contact order to the parties, prohibiting any contact between them;
c. Moving the complainant and/or accused to different on-campus housing;
d. Altering the class schedule of the parties so that they do not attend the same classes;
e. Providing counseling services; and
f. Providing academic support services.

10) PREVENTION: VCSU considers both physical surroundings and educational programming in addressing prevention of sexual misconduct. Valley City State University continually reviews and modifies the physical surroundings to foster security and safety, including but not limited to such factors as emergency phones, lighting, and locking procedures. For further safety information, contact Jessica Frerich, Safety Coordinator at (701) 845-7710.

11) INTERVENTION: The VCSU Community actively supports individuals who experience sexual misconduct through a coordinated response system that attends to their physical and emotional well-being. VCSU’s disciplinary efforts respect the personal rights of all parties. For further information, see the VCSU Student
Handbook: Code of Student Conduct. All reports/notices of sexual assault and sexual misconduct are handled in a manner designed to respect the privacy of the involved individuals, to the extent permitted by law. Incidents are reported to appropriate Departments and agencies in consideration of safety concerns and investigative needs. In addition, VCSU publishes and disseminates annual statistics on incidents of sexual assault in the annual Safety and Security publication (available in printed and online form).

http://www.vcsu.edu/studentservices/

12) FALSE COMPLAINTS: Knowingly submitting a false report of sexual misconduct is prohibited. Anyone submitting a false report is subject to disciplinary action.

FOR MORE INFORMATION on sexual assault and sexual assault prevention programs, please contact:
Dr. Erin Klingenberg
Director of Counseling Services
McFarland 424
701-845-7424
erin.klingenberg@vcsu.edu

POLICY ON INFECTIOUS DISEASES
Valley City State University will follow the policies and recommendations of the Center for Disease Control of the U.S. Public Health Service and will work in cooperation with state and local health authorities to prevent the spread of significant infectious diseases, and further such prevention through education. Significant infectious diseases for the purpose of this policy are defined as Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Hepatitis B.

A. AIDS: Prohibiting discrimination against faculty/staff, students, or others using university services:
   1. Notification to the university
      A university employee or student diagnosed as having AIDS and who wishes to be covered by this policy or who requests accommodations to special disease related conditions, should notify the Vice President for Student Affairs.
      The Significant Infectious Disease (SID) Committee shall be convened to review the specific disease situation.
   2. Significant Infectious Disease Committee
      a. The Significant Infectious Disease Committee shall review and make recommendations regarding any reasonable accommodation for work place restrictions on a faculty or staff member diagnosed as having AIDS. Similarly, the SID Committee shall review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other university activities of a student, faculty, or staff member diagnosed as having AIDS. The university shall abide by the recommendations of the SID Committee, subject to approval by the President of the University.
      b. The SID Committee shall be composed of the following:
         1. The Vice President for Students Affairs
         2. The university nurse
         3. The county health doctor
         4. Human resources
         The Vice President for Student Affairs shall serve as chairperson of this committee.
      c. The Committee shall consult with, or request assistance from, those university administrators most closely related to the accommodation requested by the individual. Additional assistance or information may be requested from the individual’s physician and from the ND State Health Officer.
   3. Faculty/Staff
      Faculty or staff members diagnosed as having AIDS shall be protected from discrimination in their employment and shall be considered as disabled persons with a life-limiting disease, as defined by the Rehabilitation Act of 1973.
   4. Students
      Students diagnosed as having AIDS shall be protected from discrimination in their educational program, housing accommodations, food service, and related student services or opportunities. They shall be considered as disabled persons with a life-limiting disease.
   5. Services Provided by the University
University faculty/staff or students, as part of their educational program, shall not discriminate against AIDS-diagnosed individuals, in the services offered, rendered, or provided by the university.

6. Protocol
   AIDS-related protocol established by the Center for Disease Control, USPHS, shall serve as a primary, but not exclusive, source of information in reviewing individual cases. Applicable federal and state laws, rules, and regulations as well as university equal opportunities policies covering disabling conditions shall be followed in applying this policy.

B. AIDS-Related Complex
   No special employment or educational discrimination provisions are recommended for persons with AIDS-related complex (ARC).

C. Hepatitis B

D. Preventive Medical Protocol
   The university shall adopt standard medical preventive protocol procedures to protect specific employee groups or students who may have potential exposure to such significant infectious diseases. Included shall be specific academic departments and laboratories, individuals participating or supervising athletic activities, and individuals involved in the maintenance of college facilities. Recommended protocol to aid in the prevention and spread of significant infectious diseases shall be followed.

E. Confidentiality
   Information regarding any person affected by an infectious disease within this policy shall be treated with the same confidentiality as provided for all medical records under university policy.

IMMUNIZATION POLICY
1. Documentation for immunization is required at VCSU. Acceptable forms of documents are: (a) evidence of two doses of measles, mumps, and rubella vaccine no less than one month apart from a licensed physician or authorized representative of a state or local health department; (b) proof of a positive serologic test for measles, mumps, and rubella; or (c) proof of date of birth prior to 1957.

2. Documentation for meningococcal conjugate vaccine is required at VCSU. Acceptable forms of documents are: (a) evidence of at least one dose of meningococcal conjugate vaccine in the five years prior to enrollment or (b) evidence of two doses of meningococcal conjugate vaccine administered at age 10 or older and at least eight weeks apart.

3. Students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from SBHE Policy 506.1. In addition, NDUS benefited employees are exempt from the policy. Campuses shall grant additional exemptions upon application to and approval by the authorized institution official, under established campus procedures, when: (a) immunization is contraindicated by illness, pregnancy, allergies, or other medical condition certified by a licensed physician; (b) the student has had one immunization and agrees to have a second one no less than one month later; or (c) the student's beliefs preclude participation in an immunization program.

UNIVERSITY RESIDENCE POLICY
All full-time, first-time freshman students will be required to reside on campus and be on a board plan for a period of one full academic year or two full semesters. The only exceptions to this policy are as follows:

   1. The student is living at home providing the home residence is within 35 miles of Valley City.
   2. The student is 21 years of age.
   3. The student is married or the single head of a household.

Students and parents will be asked to provide written verification of any off-campus residence. Students determined to be in violation of this policy will be considered in violation of the VCSU Student Code of Conduct and will be subject to disciplinary action.
ACADEMIC AFFAIRS

HOW DO I GET ACADEMIC ADVISING
When applying to Valley City State University, there is a question asking a student to indicate an academic major/program. It is from the application information that the Office of Student Academic Services makes advisor assignments.

The Office of Student Academic Services assigns advisors from the major area designated on the admissions application during the first semester. Many students at the time of application are undeclared regarding an area of study. Undeclared students are entered in the university system as Bachelor of University Studies. Students are assigned an advisor who is prepared to help plan a schedule and enable career exploration while completing the general education requirements.

Students are strongly advised to get to know their advisor as soon as possible to begin building a relationship. An advisor is a valuable academic resource.

CHANGING AN ADVISOR
Students may change advisors anytime. Students change for a number of reasons including: a change of major or a comfort level with a professor they know. Students are to speak with the advisor they wish to change to before processing the change through the Office of Student Academic Services.

YOUR RESPONSIBILITY AS AN ADVISEE
The responsibility of an advisee is to meet with an advisor on a regular basis, become informed of the requirements for their chosen degree, and to learn the policies and procedures that will apply throughout the university experience.

It is important to remember that a student has primary responsibility for meeting all appropriate academic requirements of the chosen major program. The VCSU catalog lists the appropriate requirements by academic area. Deadlines for applying to selective admissions programs such as teacher education and other departmental guidelines are the responsibility of the student.

An advisor will help students interpret academic requirements, policy and procedures, assist with establishing educational goals, and assist in the scheduling of courses to promote successful completion of educational goals.

HOW THE REGISTRATION SYSTEM WORKS
A student enrolling at Valley City State University will receive a Campus Connection account when accepted to the university. Students will use the account to access the term schedule, planning with an advisor, dropping and adding classes, completing term registration, viewing accounts and updating information.

Prior to registering each term, students must complete a Financial Obligation Agreement (FOA). The FOA is a commitment to pay all charges in full for the selected term. To complete the FOA, you will log into Campus Connection and go to Student Center>Finances>Financial Obligation Agreement.

Near the end of each semester, there is a registration for all currently enrolled students. Advisors may contact advisees regarding an appointment time or he/she may have a sign-up sheet on his/her door for students to schedule an appointment. In any case students must contact their advisor prior to registration. Once a desired class schedule is completed, including alternative classes, students are ready to register.

PLANNING THE FRESHMAN PROGRAM
In preparing to satisfy the requirements of a major degree, refer to the Valley City State University Academic Catalog for the requirements in the various departments.

Advisors will work with students in determining a wise course of study for the freshman year. A good first-year program is a carefully selected group of courses based on the students’ long-range plans and interests, not a random choice of courses which seem attractive.
1. Concentrate the first year on the completion of the General Education requirements.
2. Choose at least one course in major field during the first year if possible.
3. Don’t be afraid to experiment by trying new subjects, which will introduce other fields of interest.
4. Work with 100 or 200 level courses during the first year.
5. Complete any refresher courses that may be needed during the first year.
6. Don’t be in a big hurry! An overload of courses in the first year is not recommended for a student new to the college experience. Fifteen credit hours is an average course load.

WHAT IF I AM NOT SURE OF A MAJOR
Many students start their freshman year with uncertainty about a major course of study. Finding the right major may take time and students may change their mind about the major as they progress. An advisor and counselor are prepared to assist with educational and career plans. By spending the first year as a Bachelor of University Studies major and using the resources available in Career Services along with the advisor, one can find a degree program that is right for the individual.

Keep in mind that spending a semester as a Bachelor of University Studies major, pursuing general education requirements will not ordinarily deter completion of a degree program within a reasonable time period.

COURSE LOAD FOR STUDENTS
Full-time enrollment is twelve semester hours. Students in good standing may register for up to 19 semester hours. Students wishing to enroll in more than 19 hours must meet the appropriate grade point average standards.

In order to take 20 to 21 semester hours, the student must maintain a minimum cumulative grade point average of 3.00. The student wishing to take 22 or 23 semester hours must maintain a minimum cumulative grade point average of 3.50. No student will be allowed to enroll in more than 23 semester hours during any one semester.

Full-time status during the summer term is 6 credits; the maximum load is 9 concurrent credits for a student in good academic standing. If a student wishes to register for more than 9 credits that are not concurrent, she/he should contact the Office of the Registrar; in any case, no more than 14 semester hours in any Summer (total for all summer terms; this is the equivalent of one credit per week for the full summer).

STUDENT ATTENDANCE POLICY V530.08
Students are expected to participate in all class sessions of courses for which they are registered, including online sessions.

ADDING OR DROPPING A COURSE
Add: A student may add a semester-length course through the tenth calendar day of the Fall Term and the eleventh calendar day of the Spring Term. Courses within a shorter session and the Summer Term will have a proportional last day to add. Specific add dates for the term and each session can be found at www.vcsu.edu/registrar/.

Drop with No Record: A student may drop a semester-length course and no record of the course will appear on the student’s transcript if the drop is processed on or before the tenth calendar day of the Fall Term and the eleventh calendar day of the Spring Term. Courses within a shorter session and the Summer Term will have a proportional last day to drop with no record. Specific drop with no record dates for the term and each session can be found at www.vcsu.edu/registrar/.

Drop with Record: A student may drop a semester-length course at any time during the first twelve weeks of the semester. A grade of “W” will be recorded on the student’s transcript for all courses dropped after the Drop with No Record deadline. Courses with a shorter session and the Summer Term will have a proportional last day to drop with a record. Specific drop with a record dates for the term and each session can be found at www.vcsu.edu/registrar/.

Course schedule changes are not permitted after the Drop/Add deadlines except in documented extenuating, non-academic circumstances. Such changes require the student to submit a petition to the Academic and Scholastic Standing Committee for a decision on whether or not the change will be permitted.
Drop/Add cards and Petitions are available in the Office of the Director of Student Academic Services.

**ONE TIME DROP POLICY**

Each student may withdraw from a course after the deadline (up to and including the last day of the class for that course) without proof of extenuating circumstances one time during his or her undergraduate enrollment at Valley City State University. This “one-time-drop” must be processed using a petition available in the Office of the Director of Student Academic Services. A symbol of W will appear on the transcript.

Petitions are available in the Office of Student Academic Services. See the 2014-16 Catalog for Tuition Refund Policy.

**WITHDRAWAL FROM THE UNIVERSITY**

A student considering withdrawal from Valley City State University is strongly encouraged to contact the Office of the Retention Coordinator prior to finalizing a decision. If for any reason a student finds it necessary to withdraw from all courses during the semester, an official withdrawal must be filed with the Retention Coordinator. The last day to withdraw from the university is the last business day of the 12th week of classes. If the student is receiving financial aid, the student must contact the Office of Financial Aid to develop a repayment plan. If the student has been issued a computer, the student must return the computer within 24 hours unless prior arrangements are made with the Director of the Technology Service Desk. In case of an emergency withdrawal, it is the responsibility of the student to notify a university official.

Failure to follow withdrawal procedures may result in failing grades in all courses for the semester.

A student who fails to withdraw from all courses by the last business day of the 12th week of classes may be eligible for a late withdrawal. A late withdrawal must be for reasons beyond the student’s control, including but not limited to the following: medical, death of a family member, natural disaster, or other emergency. A petition for a late withdrawal must be filed with the Director of Student Academic Services. Third party documentation is required to support a petition for a late withdrawal.

**DISABILITY SUPPORT SERVICES**

Students with disabilities are encouraged to submit their documentation to the Office of Student Academic Services as soon as acceptance to Valley City State University has been received. Documentation must be on file to receive support services. Once documentation has been received or disclosed a request for services will be sent. academic.services@vcsu.edu

**THE LEARNING CENTER**

The Learning Center provides academic consultation and learning support as a free service to campus and online VCSU students. The Learning Center also provides test preparation for professional certification examinations and English language support for international students.

One-on-one tutoring is available to help with writing assignments for courses in all disciplines and in any phase of the writing process—prewriting (including research), writing and revising. One-on-one tutoring is also available to help with math and accounting assignments.

To schedule a face-to-face or online tutoring session, students have three options:

1. Stop in the Learning Center in the Lower Level of the Library
2. Email us at learningcenter@vcsu.edu
3. Call us at 37461 or 701-845-7461

For more information about services, including one-on-one tutoring, please visit the Learning Center website at http://www.vcsu.edu/academics/learning/.

**ACADEMIC INTEGRITY V530.01**

Academic integrity in students is recognized as a fundamental objective of higher education. Traditionally, it has been a highly regarded ideal in colleges and universities. Academic dishonesty contradicts this fundamental value. Academic dishonesty among students can take many forms including copying from
another test, stealing examinations or gaining unauthorized access to them, using crib notes, turning in
inauthentic term papers, plagiarizing, sabotaging laboratory experiments, dry-labbing, padding bibliographies,
falsifying transcripts and letters of recommendation, and facilitating another person’s dishonest act. In order
to foster academic integrity and encourage responsibility toward that end, academic dishonesty must be
discouraged by the administration, by the faculty, and by the students themselves.

To ensure that academic integrity is more than a theoretical principle at Valley City State University, certain
processes and sanctions regarding academic dishonesty are set forth. However, simply imposing sanctions
upon students falls short of fulfilling institutional responsibilities. The underlying object is that students will
ultimately internalize standards of academic integrity, so that they do not have to be moved toward that
integrity by fear of sanction.

**Institutional Process**
1. All instances of academic dishonesty will be reported to the Vice President for Academic Affairs.
2. The Vice President for Academic Affairs will have first jurisdiction in allegations regarding violations
   that occur outside the classroom.

**Possible Sanctions**
Any one or more of the following actions may be imposed on a student who has violated the ideal of academic
integrity:
1. After confronting a student with the evidence, a faculty member may lower a student’s grade, grant no
   credit or assign a grade of F for the particular test or assignment, or give a grade of F for the course in
   question.
2. The Vice President for Academic Affairs may impose academic warning, academic probation,
   academic suspension or expulsion, depending on the severity of the offense. Any such action may be
   reflected on the student’s transcript.
3. Should a violation under this policy include violations of the Student Code of Conduct, further action
   may be taken according to the operating guidelines of that policy.

**Student Appeals**
All appeals must be made within ten school days of student notification of the imposition of sanctions; any
attempt to carry the appeal outside of the procedure set forth may negate the entire process for that case.
The procedure to be followed by a student seeking an avenue of appeal for cases in which the student feels
sanctions were unjustly imposed or unduly harsh is as follows:
A. In most cases the student’s first step of appeal is to the instructor of the class involved, or, in the case
   of an alleged violation occurring outside of the classroom, to the Vice President for Academic Affairs.
   If such discussions fail to resolve the complaint satisfactorily, the next step of appeal is to the Director
   of Student Academic Services, who will advise the student through the appeal process below.
B. For the appeal to progress, the student must then submit, in writing, the nature of the complaint to the
   Director of Student Academic Services. At that point, that Director will schedule a meeting between
   the student and either the appropriate department head or superior. If the situation is not resolved to
   the satisfaction of the student at this point, he/she may appeal to the Vice President for Academic
   Affairs (or to the President in cases of sanctions imposed by the Vice President for Academic Affairs).
C. The Vice President for Academic Affairs (or the President), after consultation with all parties involved,
   will make a final decision on the matter.
D. Appeals to the Vice President for Academic Affairs’ (or the President’s) decision are directed to the
   University Hearings and Appeals Board (UHAB). A request for a hearing by that board may be made by
   the student and all operating guidelines set forth by the UHAB (V530.4; VCSU Student Handbook) will
   be followed.
SCHOLASTIC STANDING

CREDIT
Valley City State University operates an academic calendar on the semester system. One semester hour of credit represents one academic hour of class instruction or two or more academic hours of laboratory work for a period of fifteen weeks or the equivalent.

CREDIT HONOR POINTS
Grades are reported in letter symbols. Each grade carries a value in honor points per credit hour. The system used is as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>SIGNIFICANCE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.00</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>WAU</td>
<td>Withdrawal-Audit</td>
<td>0.00</td>
</tr>
</tbody>
</table>

INCOMPLETES
The grade of incomplete is negotiated between instructor and student. This infrequently used option accommodates the student who was affected by conditions beyond his/her control (e.g. prolonged illness, family death) and who could not reasonably complete the course work during the term of enrollment, but who has in other respects done passing work for the semester. Whether or not a grade of I is assigned is entirely the prerogative of the course instructor. The student and instructor will develop a written contract detailing the assignments which remain to be completed and the time frame for completion. The grade of incomplete must be removed by the tenth week of the regular semester following the term in which it was reported. If the deficiency is not made up within the specified time, the incomplete will revert to the grade earned at the time the incomplete was negotiated. The instructor may request an extension of the time period by emailing the Office of the Registrar.

S-U GRADES
A limited number of courses are graded on a satisfactory-unsatisfactory academic basis. No grade points are assigned. To encourage students to explore interests in areas where they might not otherwise take a course, students may enroll in courses that are not required for their graduation on a satisfactory-unsatisfactory basis. A sophomore or higher may elect to take one course per semester graded on a S-U basis. A maximum of fifteen semester hours of non-required S-U graded courses may count toward graduation. Work of "C" level or better is required to receive an "S" grade.

AUDIT
Audit means to register and participate in class activities at the discretion of the instructor. No credit is awarded for an audited course. The student must notify the Office of the Registrar of his or her intent to audit a course no later than the tenth calendar day in the Fall Term and the eleventh calendar day in the Spring Term. Cost of audit is one half tuition plus applicable fees.

REPEATING A COURSE
A student may repeat a course to improve a grade. The original and repeated course grade will appear on the transcript. Only the most recent grade will be calculated in the cumulative grade point average.

GRADE POINT AVERAGE
The grade point average is determined by calculating the total number of honor points earned and dividing by
the number of credit hours in which a letter grade of A, B, C, D, or F was received. Other letter grades such as I, S, U, AU, W and WAU carry no grade point value and are not included in the calculation of the grade point average.

GRADE COMPLAINTS V530.07

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

The following is the procedure to be followed by a student seeking an avenue of appeal for cases in which the student feels an evaluation was prejudicial or capricious.

All appeals must be made within ten business days of the evaluation; final grades must be appealed within ten business days of the regular semester following the term for which the final grade was reported. Fall and Spring Semesters are considered ‘regular’ semesters, for the purposes of this policy. Any attempt to carry the appeal outside of the procedure set forth may negate the entire appeals process for that case.

1. In all cases the student’s first step of appeal is to the instructor of the course involved. If the case is not resolved at this point, the student must then report his/her appeal to the Office of Student Academic Services.

2. The student must submit in writing to the Director of Student Academic Services the nature of the complaint. At that point a meeting will be scheduled between the student and the department chair. If the situation is not resolved to the satisfaction of the student at this point, he/she may appeal to the Vice President for Academic Affairs.

3. The Vice President for Academic Affairs, after consultation with all parties involved, will make a final decision on the matter.

4. Appeals of the Vice President for Academic Affairs’ decision are directed to the University Hearings and Appeals Board (UHAB). A request for a hearing by that board may be made by the student and all operating guidelines set forth by UHAB will be followed.

HONORS

Students who complete twelve semester hours of Valley City State University classes for which grade points are earned and who receive a grade point average of at least a 3.50 grade point average at the end of any semester will qualify for the Dean’s Honor Roll. Students who complete twelve semester hours carrying grade points with a 4.00 grade point average at the end of any semester will qualify for the President’s Honor Roll.

Students who will have achieved a cumulative grade point average between 3.50 and 3.74 at the time of graduation will qualify for the honor, cum laude. Students who will have achieved a cumulative grade point average between 3.75 and 3.89 will qualify for the honor, magna cum laude. Students who will have achieved a cumulative grade point average between 3.90 and 4.00 will qualify for the honor, summa cum laude.

ACADEMIC PROBATION AND SUSPENSION V530.5

Students not making satisfactory progress will be on academic probation. The following standards for satisfactory progress have been established and apply to all enrolled students at the undergraduate level.

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>1.60</td>
</tr>
<tr>
<td>30</td>
<td>1.80</td>
</tr>
<tr>
<td>60</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Any student who does not make satisfactory academic progress according to these standards is placed on academic probation. Until the student brings his/her cumulative grade point average up to the required level, the student is continued on probation, providing he/she achieves at least a 2.00 grade point average during the subsequent semester(s) of enrollment. The summer session is considered an equivalent to a semester.

Full-time students not accruing adequate credits may be placed on academic probation or suspension at the discretion of the Vice President for Academic Affairs. Adequate credits is defined as two-thirds of the hours attempted.

In order to increase the probability of future academic success, academic probation status restricts the student to a maximum course load of fourteen credits and requires the student to complete a one-hour course
in academic skills as part of the restricted course load. Satisfactory progress while on probation means achieving a grade point average of at least 2.00 or better during the semester. Failure on the part of the student to achieve a semester grade point of at least 2.00 while on probation or achieve the required cumulative grade point average results in academic suspension from the university.

A student who has been suspended from the university may submit a petition to the Academic and Scholastic Standing Committee for readmission. The Committee reviews the petition, considers the evidence, and makes a decision regarding the status of the student. Any student who is reinstated by this Committee is required to meet contractual obligations set forth by the Vice President for Academic Affairs.

A suspended student who returns after one calendar year may be readmitted on probation and is not required to follow the petition process. A transfer student who is not eligible to return to previous institution must submit a petition to the Academic and Scholastic Standing Committee for admission to VCSU.

ACADEMIC AND SCHOLASTIC STANDING COMMITTEE
The Academic and Scholastic Standing Committee is comprised of administration and faculty members. The Committee shall consider petitions and routine matters concerning student academic affairs and advise the Vice President for Academic Affairs in the areas of academic and scholastic standing. The student submitting a petition may be asked to appear for a hearing with the Committee. Decisions may be appealed as outlined in the VCSU Student Handbook.

STUDENT CLASSIFICATION
Regular student status applies to anyone whose objective is to complete a degree. The following classifications apply:
- Freshman – 24 credits
- Sophomore – 25 – 59 credits
- Junior – 60 – 89 credits
- Senior – 90 credits and more
A Non-Degree student status applies to anyone who had a degree and is enrolled for additional courses, or anyone who is enrolled for courses but not following an established program.

LANGUAGE PROFICIENCY FOR FACULTY
In accordance with North Dakota State Board of Higher Education Policy 609, VCSU has established a process for verifying communication skills, including the verbal and written English Language proficiency of all faculty. Proficiency in the English Language is determined prior to employment. In addition, any faculty member may be recommended for a language development program if sufficient evidence indicates a language proficiency problem. Students who have difficulty communicating with an instructor due to that person’s language proficiency may contact the Vice President for Academic Affairs to discuss the student’s concern or file a complaint. Administrators who receive formal complaints must respond and take action within 15 days; any retaliation against a student who files a complaint under this policy is subject to disciplinary action, up to and including termination.
A complete version of VCSU Policy 609 can be found in the VCSU Policy Manual and copies are available in the offices of the Vice President for Academic Affairs and the Vice President for Student Affairs.

ATHLETIC ELIGIBILITY
Eligibility of students to participate in university athletics is governed by the rules and bylaws of the associations in which the university holds membership.
ALLEN MEMORIAL LIBRARY

Information Desk: 845-7277
Donna James, Director: 845-7275
Sam Stover, User Services Librarian: 845-7287
Tuya Dutton, Electronic Resources Librarian: 845-7276
Benjamin Ferguson, Systems Specialist: 845-7285
Kristi Anderson, Library Assistant: 845-7280

Homepage: library.vcsu.edu
Facebook: www.facebook.com/library.vcsu
Twitter: @VCSULibrary

LIBRARY HOURS*:
Monday – Thursday 7:45 a.m. – 11:00 p.m.
Friday 7:45 a.m. – 4:00 p.m.
Saturday Closed
Sunday 5:00 p.m. – 11:00 p.m.

*End of semester hours: 7:45 am to midnight, Wednesday to Wednesday of Finals Week. Other holiday hours vary. Hours are subject to change. Check the Library’s Website for the most up-to-date hourly schedule.

Celebrate Library Week with us April 12-18, 2015!

LIBRARY OVERVIEW
Allen Memorial Library is centrally located on campus between McFarland Hall and the Student Center. The Library provides ample space for collaborative work and quiet study, along with four floors of books, films, scores, and periodicals. Current copies of popular magazines and local newspapers from around North Dakota, regional and national newspapers are available in the Browsing Room.

PROFESSIONAL LIBRARY ASSISTANCE
Library professionals offer assistance for all manner of research, electronic resource, citation and formatting needs. Professional research assistance is available on-site from 9:00 a.m. to 4:00 p.m. Monday — Friday and during designated evenings. Check the Reference Schedule on the Library’s Website for details. Reference questions may also be submitted via email, phone, chat, and text, and individual consultations are available by appointment.

STUDY AREAS
Casual seating areas are located throughout the Library. In addition, the second-floor contains a Student Lounge, a Group Study Room, and the Ramos 212 Study Room, all of which students may reserve online. The second-floor Lounge and Ramos 212 rooms contain equipment that may be used for viewing films assigned for class or for recreation. The Student Lounge is also equipped with an XBOX360 (with Kinect), beverage vending machine, and microwave.

QUIET STUDY ZONES
The Library has established several “Quiet Zones,” including a new area on the second-floor containing study carrels and single-user tables. We ask that users respect the rights of others in these spaces by observing the following guidelines: Users will please refrain from conversation, telephone use, and the use of audio devices without headphones while occupying a Quiet Zone space in the Library. Users should also be willing to relocate conversations and group work to other spaces in the Library intended for those purposes. Additionally, the Library requests that cell phones users respect the wishes of library users desiring a quiet location for study by changing the setting on their phones to a non-audible signal when in the Library, and by limiting telephone conversations in public areas.
THE COLLECTION
The Library offers a large collection of books, DVDs, musical scores, CDs, LPs, XBOX360 games, and many electronic devices for checkout from the Library building. In addition, online journals, databases, streaming films, ebooks, and audiobooks are accessible 24/7 from the Library’s homepage at library.vcsu.edu. Off-campus students can access all of these resources by logging onto Off-Campus Access using their Blackboard or Connect ND login/password. For access troubleshooting, contact our Systems Specialist.

Collections of note are the Curriculum Library, Teacher Center, and VCSU Learning Center, all of which are located on the Lower Level of the Library. All these resources are available for student, faculty, and staff use. Special collections in the Library include the Larry Woiwode Collection and the North Dakota Collection.

CIRCULATION LOAN PERIODS AND POLICY FOR STUDENTS
Books and Media: 4 weeks
iPads, eReaders, and other Gadgets: 7 days
Back Issue Magazines, Periodicals, and North Dakota Documents: 3 days
Reference Books and Current Issue Magazines: 1 day
Reserve Materials: Determined by the instructor

Fines for overdue items are not collected for 4 week loans (Books and Media). Most other items are charged a $1.00 late fee per day, unless otherwise noted. Following four late notices via VCSU email, any overdue item is declared lost and the patron will be billed the cost of the item plus a non-refundable $10.00 handling fee. If the item is returned after being billed for the loss, the patron will still be required to pay the handling fee, but the bill for the cost of the item will be dropped. Bills are sent to the VCSU Business Office for collection. Unpaid fines at the end of each semester are similarly submitted to the Business Office, along with a $10.00 handling fee, for collection.

INTERLIBRARY LOAN
The Library can borrow materials from other participating libraries around the world. Library Staff are happy to accommodate users needing items the Library does not own. Make an Interlibrary Loan (ILL) request by accessing your account on the Library’s website, or contact the User Services Librarian for assistance or more information.

FOOD & DRINK POLICY
Food and drink are allowed in the Library. Students are encouraged to use the recycle bins located near the North Door for plastics, cans, and paper.

LIBRARY SECURITY
All items in the Library are marked for security. Please remember to checkout all items at the Circulation Desk before exiting the Library. Items may be returned to the Circulation Desk or to the Book Drop outside the North Door of the Library unless otherwise advised.
STUDENT FINANCIAL AID

FINANCIAL AID/FEE PAYMENT
VCSU is currently on the crediting system. Since assistance will not be disbursed until approximately 7-15 days into each semester, students must make arrangements to cover immediate expenses such as off-campus living arrangements and personal expenses.

FINANCIAL ASSISTANCE SATISFACTORY PROGRESS POLICY
All students should be aware of the Financial Aid Satisfactory Progress Policy (available online at www.vcsu.edu/financial aid/). The policy follows the same guidelines as the Academic Policy. However, once a student is given a “warning”, the student is allowed only one semester of warning to correct this status. Failure to meet policy guidelines the following semester results in Financial Aid Disqualification. Address further questions to the Financial Aid Director.

REFUND/REPAYMENT POLICY
Students who find it necessary to withdraw before a semester is completed should be aware that a calculation must be performed to determine if funds to the program(s) from which assistance is received must be immediately repaid. Before withdrawing, students must visit with the Financial Aid Director to determine liability and to take part in a student loan exit interview as required by federal regulations (should student have made a student loan while enrolled). Failure to attend classes, which then leads to a failing grade, will mean documentation of actual last date of attendance. This documented last day requires the calculation of a repayment to federal programs.
OTHER SERVICES

HEALTH SERVICES
Health Services are available free of charge to all students. These services include over the counter medications for common colds & illnesses, medical supplies, and treatment for minor injuries & conditions. Additionally, consultation and referral to clinics and hospitals are provided. Smoking Cessation Counseling is also available as VCSU is a tobacco-free campus. The Health Services Office is located on the first floor of Mythaler Hall and is staffed by the university nurse.

CAREER SERVICES
Career Services at Valley City State University serves as a clearinghouse for not only job opportunities, but also as a resource for students who are “Deciding” a college major or what career opportunities are available to them. Career Services coordinates all placement activities, whether it is on/off campus, permanent/temporary or professional level employment. Job Vacancies for schools, businesses, industries in North Dakota and surrounding states are available at: www.vcsu.edu/careerservices/ (Viking Vacancies). Job Seeking Skills are available to all students and are taught to seniors in their portfolio classes. Career Services is available and free to all students and graduates of VCSU. Graduate and Professional School information is also available, including catalogs, tests and other admission criteria. Students are invited to stop by at any time to ask questions, browse through resources or visit with a staff member, McFarland 209.

INTERNSHIPS
Internship positions are “career-related” work experiences that all VCSU students have the opportunity to participate in after completing the sophomore year of school and maintaining a required GPA. Students may work full-time or part-time in positions that are related to their major, minor or career interest. While working in an Internship, the student receives academic credit. The Internships can be paid or non-paid. The Internship can be for one, two or three semesters. Students who want to have maximum marketability after graduation, have the opportunity to intern two or three times before graduation. Positions may be local, regional, national or even international. Employers may be small town banks, local or regional manufacturers, local and state government or large corporations. The goal of the Internship Program is to make available to students, experience as well as a degree – “An enhanced degree”. Some specific majors have departmental requirements. To learn more about the Internship Program, information is available in Career Services, McFarland 209.

COUNSELING SERVICES
A student may discuss any personal concern or issue with one of the counselors. Student concerns typically involve relationships with others, unpleasant feelings, life decisions, values clarification, study problems, depression, eating disorders, sexual identity issues, alcohol or drug abuse, or general confusion. Any personal concern is appropriate to bring to the counselor. Group counseling, workshops and seminars, consultations, and referrals are also provided by the counselor. The Director of Counseling Services is a Licensed Professional Clinical Counselor (LPCC) and National Certified Counselor.

STUDENT EMPLOYMENT/PAYROLL
Before any student employee can begin work, they must have completed all required paperwork with Employee Services.

Employee Services will send an email with the required paperwork that needs to be completed. These forms are: Designated Medical Provider, Emergency Contact, Payroll Hire, I9, W4, Request Direct Deposit, Risk Management, Code of Conduct, Fraud Agreement, Notification of Business Interest, and Nepotism Disclosure. If from Minnesota or Montana, students must also sign a NDW-R form.

In addition, Employee Services will need to see the original of the following: Social Security Card (verification of W4) and See List of Acceptable Documents listed below (verification of I9).

Students should take the required forms and original items to Employee Services, McFarland 211. After the paperwork has been completed and all paperwork is signed, student will be eligible to begin employment. International students will have additional paperwork and need to visit with Career Services, McFarland 209.
PAYCHECKS
On the 15th and the last working day of each month, student employees will be paid just like any other university employee, through Direct Deposit. Pay periods cover roughly a two-week period.

LISTS OF ACCEPTABLE DOCUMENTS (All documents must be unexpired)

LIST A - Documents that Establish Both Identity and Employment Authorization
1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

OR

LIST B – Documents that Establish Identity
1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
3. School ID card with photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record

AND

LIST C – Documents that Establish Employment Authorization
1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).
HEAD START
Community Action Region VI Head Start provides services to six counties. Stutsman and Barnes counties are served by the center as well as Home Base Head Start. Eddy, Foster, LaMoure, and Dickey counties are served by the Home Base option.

Both options provide for a comprehensive early childhood experience involving health, nutrition, education, family services, and parent involvement.

The Valley City Center provides both half-day and full-day classrooms, September through May. The home base option allows for a home base visitor to go into the home on a weekly basis and spend time with the parent/guardian as well as with the child.

Children must be between the ages of 3-5. An application process determines eligibility. Services are free for those who qualify. Transportation is provided within city limits. Tours of the facility are given upon request. For an application or more information: Call 845-0388.