

Sexual Assault Student Policy (www.ndsu.edu/policy/603.htm)

NDSU commits its resources to the following twofold process: 1) to provide crisis intervention and a judicial/disciplinary response for victims and alleged offenders, and 2) to educate and promote discussion on interpersonal abuse and violence.

Persons having knowledge about sexual assaults involving members of the NDSU campus community are urged to contact NDSU Police at 231-8998 or at Thorson Maintenance Building. Contacts may also be made at the Office of the Dean of Student Life, 368 Memorial Union, 231-6537, or the Department of Residence Life, Auxiliary Enterprises Building, 231-7557.

Sexual assault is viewed as any sexual behavior between two or more people to which one person does not or cannot consent. NDSU relies upon North Dakota state law concerning sexual imposition which is much broader than the traditional concept of rape. NDSU prohibits sexual acts or contacts with others which can involve compelling a victim to submit to sexual acts or contacts by force or threat of force, use of intoxicants to substantially impair the victim's power to give consent, engaging in such acts when there is reasonable cause to believe the other person suffers from a mental state which renders him or her incapable of understanding the nature of the contact, or where the victim is a minor. A complete copy of the policy, reporting procedures, and related information is available at the Office of the Dean of Student Life, 368 Memorial Union, or online. The complete and current policy may be viewed online.

Use of Alcohol and Other Drugs

(www.ndsu.edu/policy/155.htm)

NDSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public law 100-690 and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. The State Board of Higher Education prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land or in buildings owned by the Board or its institutions. Exceptions may include the lawful possession of alcohol in family student residences, on-campus professional staff residences, fraternities and sororities (in certain circumstances), the president's residence, and other special exceptions as granted by the president or the president's designee. For the complete State Board of Higher Education policy, see www.ndsu.edu/policies (number 918 "Alcoholic Beverages"). The university prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in university buildings, any public campus area, in university housing units, in university vehicles, or at any university affiliated events held on or off-campus, which are sponsored by students, employees, and their respective campus organizations (including all fraternities and sororities). For NDSU employees, compliance with this policy is a term and condition of employment. For NDSU students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational registration. The complete and current policy may be viewed online.

Campus Security

(www.ndsu.edu/ndsu/police/ndsu_personal_safety/index.htm)

NDSU complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law was renamed in 1998 and was formerly known as the Student Right-to-Know and Campus Security Act of 1990. Policies, prevention, services, and crime statistics are available at the Office of the Dean of Student Life, 368 Memorial Union; the NDSU Police Department, Thorson Maintenance Center; or online.

Problems/Complaints

The Vice President for Student Affairs Office has established a procedure for students to file complaints, concerns or issues. The purpose of the procedure is to provide for an orderly collection of information, to address students' complaints in a timely manner by appropriate university personnel, and to help students learn effective conflict resolution skills.

A form is available in the Vice President for Student Affairs Office, 100 Old Main, or the Dean of Student Life Office, 368 Memorial Union, to assist students in stating the problem and the desired problem resolution. In addition, students may arrange a meeting with the Associate Director of Student Rights and Responsibilities, 368 Memorial Union, at any time during the process for advice and direction in resolving the problem.

Enrollment Information

Admission (www.ndsu.edu/prospective_students)

Campus Visits

Anyone interested in attending NDSU as an undergraduate student should contact the Office of Admission, 124 Ceres Hall, for application procedures and information. Office of Admission staff welcome and encourage inquiries about NDSU student life and academic programs. Campus visits are scheduled weekdays for prospective students and families. Such visits may include a campus tour, appointment with a faculty member in the student's area of interest, and an interview with an admission representative. Simply call the NDSU Campus Visit Coordinator at 1-800-488-NDSU or 231-8643.

Admission Policies

Admission policies and practices reflect the university's commitment to equal opportunity.

Admission of Freshmen

In compliance with State Board of Higher Education policy, students are selected on the basis of high school core course requirements, ACT or SAT scores, and grades.

Academic Eligibility

A prospective student must complete the following high school core curriculum unit requirements (one unit equals one full year of study):

1. Four (4) units of English
2. Three (3) units of mathematics (at the level of algebra I and above)
3. Three (3) units of laboratory science
4. Three (3) units of social studies

Application Requirements

To be considered for freshman admission, submit the following:

1. A completed application for admission and a \$35 nonrefundable application fee.
2. A completed college preparatory course report form (included in the application) indicating completion of the core curriculum requirements.
3. An official final transcript of all high school credits sent by the high school; official transcript(s) of any subsequent postsecondary course work.
4. Scores from the American College Test (ACT) (NDSU's code number is 3202) or from the Scholastic Aptitude Test (SAT) (code number is 6474), if applicant is under 25 years of age.

Admission decisions are based on the total high school record. Completion of the core curriculum requirements previously listed does not automatically guarantee admission to NDSU. In addition to fulfilling the core requirements, grade-point average in the core courses, and ACT or SAT scores are considered in evaluating an application. The general guidelines used in making admission decisions include a cumulative high school grade-point average of 2.5 (4.0 scale) and an ACT composite score of 21 or an SAT score of 970 or higher. Students who do not meet these guidelines will be considered if other supporting factors show potential for success.

Note: North Dakota State Board of Higher Education requires verification of measles, mumps, and rubella immunizations for all students born after December 31, 1956.

Admission of Transfer Students

Refer to the section on Academic Policies for information on evaluation of transfer credits. Students who have previously attended NDSU should refer to the section on readmission of returning students.

Application Procedures

Students interested in transferring to NDSU must present the following to be considered for admission:

1. Completed application for admission and a \$35 nonrefundable application fee.
2. Official high school transcript, complete with graduation date, if fewer than 60 semester credits (90 quarter credits) of transferable college work have been completed.
3. Minimum cumulative college grade-point average of 2.00 on a 4.00 scale.
4. Official transcripts from all colleges previously attended. Transfer students are not at liberty to disregard any part of their previous college

record. Failure to report all college and university work attempted may result in dismissal or loss of credit or both.

5. An ACT or SAT score is required unless applicant:
 - a. Is 25 years of age or older on the first day of class;
 - b. Has completed 24 semester (36 quarter) credits of college work;
 - c. Has military service.

(Exemptions granted on a case-by-case basis.)

The Office of Registration and Records administers the NDSU policies governing the acceptance of credit from outside institutions. Before credits may be evaluated for specific NDSU course equivalence or application to a departmental program, transfer courses must be accepted for university credit. Transfer credits are evaluated as soon as possible after final and official transcripts from each institution have been received. Refer to the section on Academic Policies for evaluation of transfer credits.

Note: Students who have been suspended from another institution will not be considered for admission to NDSU until the suspension has been lifted by that institution or until one year has elapsed.

Supplemental Applications

In addition to completing the preceding procedures, supplemental applications must be requested and submitted by transfer students seeking admission to the following professional programs:

- **Accounting, Accountancy, Business Administration, and Management Information Systems:** Send requests to College of Business Administration.
- **Clinical Laboratory Sciences:** Send requests to Department of Biological Sciences. Application deadline varies by clinical site.
- **Coordinated program in dietetics:** Send requests to the Department of Health, Nutrition and Exercise Sciences. Application deadline is February 15.
- **Education:** Send requests to School of Education. Application deadlines are February 15 and September 25.
- **Nursing:** Send requests to the College of Pharmacy. Application deadline is June 15.
- **Pharmacy:** Send requests to the College of Pharmacy. Application deadline is January 1.
- **Radiologic Sciences:** Send requests to the Department of Biological Sciences. Deadline varies by clinical site.
- **Respiratory care:** Send requests to the Department of Biological Sciences. Internship application deadline is March 1.
- **Veterinary technology:** Send requests to the Department of Veterinary and Microbiological Sciences. Application deadline is April 1.

Admission of Early-Entry Students

High school juniors and seniors wishing to take course work at NDSU prior to high school graduation may enroll as an early-entry student. Submit all of the following:

1. Completed application for admission and a \$35 nonrefundable application fee.
2. High school transcript.
3. Early-entry permission form signed by a parent or guardian and by a high school counselor or principal.
4. Students seeking early-entry status must show evidence of strong academic ability and adequate progress toward meeting the core curriculum requirements. Credit earned will be made official upon receipt of the final high school transcript.
5. College credit may apply toward high school graduation requirements. Students should consult their high school policy regarding this issue and must initiate the Dual Credit Enrollment Application with the high school counselor.

Note: A cumulative grade-point average of 3.5 is recommended; however, each application will be reviewed on an individual basis.

Admission of Non-Degree Seeking Students

Special student status is reserved for non-degree seeking students who wish to enroll in a limited number of courses at NDSU. Special students are permitted to register for up to 15 credits without submitting official transcripts (unless college course work was attempted within one year prior to application). Interested students should request and submit a Special Student Status Application from the Office of Admission and a \$35 nonrefundable application fee. If students wish to take additional courses or become degree-seeking, appropriate high school and/or college transcripts must be submitted to be considered for admission.

Students currently enrolled at another college or university and planning to take limited course work at NDSU with the intention of transferring NDSU

credits to their home institution should follow the application procedures for special student status.

Admission by Examination (GED)

Persons 19 years of age or older may substitute satisfactory scores on the General Education Development (GED) tests in place of a high school diploma. North Dakota residents may take these tests by appointment at the Counseling and Disability Services Office or at high schools throughout the state. Others should consult with schools in their home state for details about testing centers.

Students who present an overall average score of 450 on the GED with no subject score lower than 410 will be considered for admission to the university. ACT/SAT scores are required if applicant is under 25 years of age.

Admission of International Students

(www.ndsu.edu/International)

Admission of undergraduate international students is determined by a selective admission process that includes consideration of English language proficiency, academic achievement, and financial resources. For information specific to graduate students, refer to the Graduate Bulletin or contact The Graduate School.

International Student Deadlines

Deadlines for international applications are May 1 for Fall Semester and October 1 for Spring Semester. For an application to be processed, it must be accompanied by a nonrefundable application fee of \$35 U.S. submitted in the form of a check (postal or money order) drawn on a U.S. bank and payable to North Dakota State University.

English Language Proficiency

Scores from the Test of English as a Foreign Language (TOEFL) must be submitted by prospective international students at the time of application. The minimum required TOEFL score for unconditional acceptance is 525 (paper test); 193 (computer test). Undergraduate students receiving scores between 470-524 (paper test); 140-190 (computer test) and graduate students with scores between 500-524 (paper test); 173-190 (computer test) may receive conditional acceptance with attendance at NDSU's Intensive English Language Program required (see section on Intensive English Language Program). Arrangements to take the TOEFL may be made by writing to the Educational Testing Service (ETS), Princeton, New Jersey, U.S.A. or by inquiring at the nearest U.S. Consulate or binational center. Applicants should have their scores sent directly from ETS to the Office of International Programs, North Dakota State University, PO Box 5582, Fargo, North Dakota 58105, U.S.A. Test results that are more than two years old will not be considered.

Academic Achievement

Applicants are required to furnish an original or school certified copy of an official academic record from all secondary schools and all colleges, universities, and professional schools attended. (See Certification of Credentials from Abroad.) The academic record must show all marks or grades received in each subject for each school year and any certificates, diplomas, or degrees awarded, including all subjects passed and grades or marks earned on government or university examinations. If the academic record is not in English, a certified literal translation must be sent in addition to the official record.

Students applying directly from their home countries who have not completed any course work in the U.S. should rank in the upper third of their class or have the equivalent to a B average in the U.S. Other factors, such as personal recommendations and test results, for example, scores on the Scholastic Aptitude Test (SAT) also will be considered, but are not required. Additional requirements for selective admission programs are outlined in the appropriate college section in this bulletin.

Financial Resources

Certification of adequate financial support is required from all international undergraduate applicants other than permanent residents of the U.S., parolees, refugees, U.S. trust territory applicants, or immigrants. Admission will not be granted until proof of funds for the duration of study has been submitted. A special North Dakota State University International Student Financial Certification Form must be completed for this purpose. Failure to complete this certification and submit supporting documents will delay admission decisions and the issuance of the appropriate immigration forms. Applicants must be prepared to pay tuition and fees, as well as costs for living expenses, for their entire stay at the university. A detailed summary of expenses is included in the international application packet. Each student should become familiar with his/her financial needs based on that summary.

Health Insurance

All international students are required to purchase the health insurance policy specified by the state of North Dakota. No other policy may be substituted. The fee for health insurance for one year must be paid upon arrival and at the beginning of each subsequent year. In addition, the state of North Dakota requires proof of immunity to measles, mumps, and rubella prior to registration for courses. Tuberculosis (TB) screening is required within six months prior to attending classes for students living in or who have arrived within the past five years from countries where TB is endemic.

Transfer of Funds

Before departing for the United States, students should become thoroughly familiar with their home government's regulation for exchanging and forwarding money.

Transfer International Students

Undergraduate students transferring from U.S. colleges or universities should have a cumulative grade-point average of 2.5 or higher on a 4.0 scale, except for applicants to selective programs, such as engineering, which require higher minimum grade-point averages. Admission decisions are based on academic course work, as well as on the capability of the university to accommodate additional international students. Applications from students already studying in the U.S. are considered if their file is complete by June 15 for Fall Semester and November 1 for Spring Semester. Any academic course work accepted for transfer by the university is subject to departmental approval. Evaluation of transfer credits normally will not be completed until the applicant has arrived on campus and enrolled. If key criteria needed to determine NDSU equivalent credits are missing from the transcript, a professional evaluation may be required in order for transfer credit to be granted. Applicants seeking transfer credits for higher education work completed outside the United States should bring with them a detailed syllabus for each course. A student must be able to provide a full description of prior course work to his/her academic advisor to facilitate the evaluation of transfer credits. All international students currently studying in the United States must submit the Supplemental Information Form as part of the application. This form is to be completed by the applicant and the applicant's present or most recent international student advisor.

Certification of Credentials from Abroad

The appropriate school authority that issued the original academic record should make a photocopy of the applicants' papers and certify that it is a true copy by placing the institution's stamp or seal and the official's signature on the photocopy. Copies of transcripts issued by one institution but certified by another institution will not be accepted from abroad. Students presently attending a college or university in the United States may have the admissions officer at their current institution send certified copies of their foreign academic records to North Dakota State University if the records were originally certified by the appropriate institutions. University work completed at one institution but listed on the record of a second institution will not be considered without a separate record from the institution where the work was originally completed.

Intensive English Language Program

An Intensive English Language Program is offered year round and is open to international visitors and graduate and undergraduate applicants who plan to enroll at North Dakota State University. The course is designed for individuals whose scores on the Test of English as a Foreign Language (TOEFL) do not meet minimum standards and who are required to participate as a condition of admission to the university or as a condition of being awarded a teaching assistantship. The full-time, intensive course is offered every summer for five weeks and fall and spring for 15 weeks. No college credit is given and students attend at their own expense.

For more information, contact the Office of International Programs, PO Box 5582, Fargo, North Dakota 58105-5582 U.S.A., telephone: 231-7895, fax: 231-1014, e-mail: ndsu.international@ndsu.nodak.edu or visit the Web site.

Admission of Graduate Students

(www.ndsu.edu/gradschool)

For admission requirements to The Graduate School, refer to the special section on The Graduate School or contact The Graduate School at 231-7033.

Readmission of Returning Students

Returning students are those who have previously attended NDSU and are returning after an absence of at least one full term, exclusive of the summer session. Students who left in good standing should contact the Office

of Registration and Records (not the Office of Admission) at least 30 days prior to their expected return so that records might be updated to permit further registration. Students who left following academic suspension must petition for readmission. Forms may be acquired online at www.ndsu.edu/registrar and are to be submitted to the Office of Registration and Records, 110 Ceres Hall, at least 30 days prior to the semester start date. Students who have been enrolled in courses at another institution since leaving NDSU must arrange for an official transcript to be sent to the Office of Registration and Records, PO Box 5196, Fargo, ND 58105.

Selective and Limited Admission Programs

Admission to a number of programs is selective and/or limited, and admission to the university does not guarantee entrance to a specific major. Contact the Office of Admission or the respective department for further admission criteria for the following programs:

- Accountancy
- Accounting
- Architecture
- Athletic Training
- Business Administration
- Clinical Laboratory Science
- Computer Engineering
- Dietetics
- Electrical Engineering
- Industrial Engineering and Management
- Interior Design
- International Studies
- Landscape Architecture
- Management Information Systems
- Manufacturing Engineering
- Mass Communication
- Mechanical Engineering
- Music
- Nursing
- Pharmacy
- Radiologic Sciences
- Respiratory Care
- Speech Communication
- Teacher Education
- Veterinary Technology

Orientation and Student Success

(www.ndsu.edu/student_success)

The Office of Orientation and Student Success works to help new and returning students experience success through academic and personal growth. Orientation and Student Success staff provide New Student Orientation programs for freshman and transfer students and their families. Staff members also coordinate academic tutoring (ACE) and peer advising/mentoring programs in collaboration with academic colleges and offices throughout the university.

Orientation and Student Success also strives to educate students and parents about risks associated with alcohol use, communicate clear messages about the consequences of underage drinking, and provide on-campus late-night activities. In addition, staff conduct retention related research, develop services focusing on at-risk students, and provide support for the Skills for Academic Success Course.

Student Financial Information and Services

Tuition and Fees

(www.ndsu.edu/business_office)

Current tuition and required fees are shown in the related table. All fees are subject to change without notice. Payment instructions are printed in the "Registration Schedule" each semester. In addition to the estimates shown, students should also plan for books and personal expenses. Individual habits and needs vary, but about \$3,500 may be anticipated.

Students may contact the Office of Registration and Records to confirm their residence status for tuition. Returning students who have previously filed for tuition reciprocity but have not been enrolled for the preceding year or more need to re-file. In addition to the required fees listed, the following fees are assessed when and as they apply: