

Faculty Senate Minutes

Fargo, ND 58108

North Dakota State University

Feb. 27, 2017

I. Call to order – 3:00 pm

II. Attendance

Dr. K. Gordon presiding and the following senators present: E. Berry, A. Braaten, B. Braaten, J. Brekke, U. Burghaus, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, K. Gordon, T. Greives, J. Hageman, S. Haring, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, K. Lyman, S. Markell, K. Nelson, W. Olfert, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, M. Selekwa, M. Smith, M. Strand, W. Sun, A. Ungar, S. Vetter, T. West, D. Wyum, and S. Zhong

Ann Burnett for M. Vosen Callens, Magdy Abdelrahman for E. Khan, Greta Gramig for T. Peters, and Alan Denton for A. Wagner.

III. Approval of agenda

MOTION (Christenson/Cooley): to approve the agenda as written. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. Approval of previous meeting minutes from January 23, 2017 & February 1, 2017.

MOTION (Ray/Christensen): to approve minutes of the January 23, 2017 & February 1, 2017 Faculty Senate meetings as distributed. MOTION CARRIED WITH UNANIMOUS CONSENT.

V. Consent agenda

- a. University Curriculum Committee report ([attachment 1](#))
- b. Faculty Senate Bylaw Change for Equity & Diversity committee (second vote; [attachment 2](#))

MOTION (Klamm/Haring): to approve the consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

VI. Announcements

- a. Dean Bresciani, President
 - President Bresciani answered a couple of questions that senators had regarding the budget cuts.
- b. Beth Ingram, Provost
- c. Katie Gordon, Faculty Senate President
 - President Gordon expressed her thanks for what Student Government has been doing and offered her assistance with any help if they need it in writing letters to the legislature in regards to the budget cuts and the impact of the personnel cuts in the Student Affairs division.
- d. Stuart Haring, Faculty Senate President-Elect

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- e. Jim Osland, Staff Senate President
- f. Spencer Moir, Student Government President
 - Thanked faculty for attending the vigil last week for the NDSU students who have passed away recently.
 - Addressed the impact of the separation of upper management in Student Affairs.
 - D. Cooley asked what the students are doing in regards to advocating or complaining to the legislature of how it's impacting the students.
 - C. Cwiak asked S. Moir to consider using this as an opportunity to reach out to students, parents, incoming
 - S. Haring asked S. Moir what their plans are for lobbying against the cuts at NDSU. Asked if they have done any surveys to students to get a feel from the student body about how they feel about these events that could happen.

VII. Senate Committee Reports – None

VIII. Unfinished Business

- a. Discussion of whether there is interest in forming a Faculty Senate Legislative Affairs committee – Dennis Cooley
 - D. Cooley said there is a video of the open forum that Chris Wilson led and he will send the link to it out to the senate.
 - Senators asked questions about the make-up of the committee and what would their interaction with administration would be on topics that administration is already involved in with the legislature.

MOTION (Cwiak/Ray): to create an ad hoc legislative affairs committee.

Cooley made a motion to defer this to a one person committee of Cooley to write the composition and charge of the ad hoc committee and then return that to the Faculty Senate at its next meeting. Salajan seconded. MOTION PASSED WITH VOTE OF 37-1-1. The following senators or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, U. Burghaus, W. Christensen, M. Christenson, E. Conwell, C. Cwiak, A. Flood, J. Frenzel, T. Greives, J. Hageman, S. Haring, R. Hearne, J. Johnson, J. M. Jones, B. Klamm, X. Li, K. Lyman, S. Markell, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, M. Smith, A. Ungar, S. Vetter, M. Vosen Callens, A. Wagner, T. West, D. Wyum, and S. Zhong; the following senator voted no: D. Cooley; the following senator abstained: M. Strand.

- b. 353 – Tom DeSutter & Dan Friesner, Faculty Affairs Committee ([attachment 3](#))

MOTION (Cooley/Strand): to approve the policy as presented. MOTION PASSED WITH VOTE OF 39-0-1. The following senators or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, U. Burghaus, W. Christensen, M. Christenson, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, T. Greives, J. Hageman, S. Haring, R. Hearne, J. Johnson, J. M. Jones, E. Khan, B. Klamm, X. Li, K. Lyman, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, M. Smith, M. Strand, A.

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Ungar, S. Vetter, M. Vosen Callens, A. Wagner, T. West, D. Wyum, and S. Zhong; the following senator abstained: S. Markell.

- c. 611.1 – Alicia Kaufman, Director, International Student and Study Abroad Services
([attachment 4](#))

MOTION (Christenson/Strand): to table this policy until there is a representative available to discuss. MOTION CARRIED WITH UNANIMOUS CONSENT.

IX. New Business

- a. 333 – Charlene Wolf-Hall, Vice Provost, on behalf of the Academic Affairs Committee
([attachment 5](#))
- Policy has to be revised to comply with Title IX.
 - Discussion ensued regarding re-wording and/or clarification in some sections, as well as giving faculty some flexibility to make judgement calls on case by case basis.

MOTION (Christenson/Sun): to refer the policy back to the University Curriculum Committee for review/revision. MOTION CARRIED WITH UNANIMOUS CONSENT.

- b. 611 – Charlene Wolf-Hall, Vice Provost, on behalf of the Faculty Senate Athletics Committee (changes are based on approval of policy 333; [attachment 6](#))

MOTION (Cooley/Christenson): to table this policy until Policy 333 comes back to the Senate. MOTION CARRIED WITH UNANIMOUS CONSENT.

X. Adjourn

MOTION (Cooley/Hearne): to adjourn meeting. MOTION CARRIED WITH UNANIMOUS CONSENT.

Meeting adjourned at 4:07pm.

Submitted by,
K. Hoyt
Faculty Senate Secretary

**University Curriculum Committee Report
For Faculty Senate Meeting on February 27, 2017**

Program Changes				
Bachelor of Science in Radiologic Sciences – three new sub-plans				
Bachelor of Science in Computer Science – allowing a greater choice of electives/removing sub-categories for electives				
Bachelor of Science in Electrical Engineering and Physics – addition of subplans				
Bachelor of Arts/Science in Human Development and Family Science – removal of required course and addition of subplans				
Bachelor of Arts/Science in Human Development and Family Science, Elementary Education – removal of required course				
Bachelor of Arts/Science in Human Development and Family Science, Social Work – removal of required course and addition of subplans				

New Courses				
Subject	No.	Title	Crs.	Effective Term
BIOL	272	Research Experience: Learning in Biology	3	Fall 2017

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CSCI	336	Theoretical Computer Science II	3	CSCI	336	Theoretical Computer Science	3	Spring 2017
ENGL	231	The Bible as Literature	3	ENGL	375	The Bible as Literature	3	Spring 2017
HDFS	705	Quantitative Methods in Developmental Science	3	HDFS	705	Quantitative Methods in Developmental Science	4	Fall 2017
HNES	431	Governance and Policy in Sport	3	HNES	431	Governance, Policy, Legal Liability and Ethics in Sport	3	Fall 2017
HNES	750	Advanced Human Nutrition	3	HNES	750	Advanced Human Nutrition: Macronutrients	3	Summer 2017
PHYS	489	Physics Projects	3	PHYS	489	Senior Project II	2	Fall 2017
TL	715	Enterprise Resource Planning	3	TL	715	Introduction to ERP	3	Fall 2017
TL	725	Technology Advances and Logistics	3	TL	725	ERP Configuration	3	Spring 2017
TL	756	Transportation Systems Laboratory	3	TL	756	Transportation and Land Use Integration	3	Spring 2017
TL	782	Transportation Systems I	3	TL	782	Highway Planning and Logistics	3	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite Change	Effective Term
COMM	450	Issues in Communication	Desc: Studies of key issues in the field of communication. May be repeated. Restricted to Communication professional majors and minors. Prereq: Communication professional majors and minors.	Fall 2017
HDFS	705	Quantitative Methods in Developmental Science	Desc: This course is an introduction to research methods and quantitative analyses commonly used in developmental science. Special emphasis will be placed on the unique methodological features associated with the field.	Fall 2017
HNES	224	Sport and Event Management	Prereq: HNES 190 and Sport Management majors only	Fall 2017
HNES	226	Socio-Cultural Dimension in Sport	Prereq: HNES 190 and Sport Management professional program students only	Spring 2018
HNES	304	Sport Promotion and Public Relations	Prereq: HNES 190, HNES 224 and students must be admitted to the Sport Management professional program.	Spring 2018
HNES	426	Sport Administration	Prereq: HNES 190, HNES 224, HNES 226, HNES 304, HNES 431, HNES 436, junior standing and Sport Management professional program students only.	Fall 2017
HNES	436	Contemporary Issues in Sport Management	Prereq: HNES 190, HNES 224, HNES 226 and students must be admitted to the Sport Management professional program. Co-req: HNES 304	Summer 2017
HNES	485	Sport Management Internship	Prereq: HNES 190, HNES 224, HNES 226 and students must be admitted to the Sport Management professional program.	Summer 2017
HNES	750	Advanced Human Nutrition: Macronutrients	Prereq: none	Summer 2017
MATH	752	Complex Analysis	Prereq: MATH 652	Fall 2017
PHRM	632	Infectious Disease	Prereq: MICR 470, PSCI 412 both with a grade of C or higher	Fall 2017
PHYS	489	Senior Project II	Desc: This is the second course of the capstone experience in physics. The student carries out the research project proposed in the first capstone course.	Fall 2017

Change in Prerequisites/Co-Requisites and Change in Bulletin Descriptions continued				
PSCI	413	Endocrine/Respiratory/GI Pharmacodynamics	Prereq: PHRM 340, PHRM 341, PSCI 411 all with a grade of C or higher	Fall 2017
PSCI	414	Cardiovascular Pharmacodynamics	Prereq: PHRM 340 and PSCI 411 both with a grade of C or higher	Fall 2017
PSCI	415	Neuropsychiatry Pharmacodynamics	Prereq: PHRM 341 and PSCI 411 both with a grade of C or higher	Spring 2018
STAT	774	Linear Models I	Desc: This course introduces the statistical theory and inference of generalized linear models (GLMs) which deals the cases that the normality of response data is in absence. The course starts from a review of linear regression with matrix approach. The topic includes exponential distribution family, link functions, contingency tables, GLMs, quasi-GLMs, deviance, residuals, model selection and diagnostics. Students are expected to be able to apply GLMs technique to deal with real world problems in diverse areas.	Fall 2017
STAT	786	Advanced Inference	Desc: This course is aimed at providing theoretical tools in mathematical statistics and cultivating students' ability in understanding statistical research papers. Theory of point estimation and asymptotic theory will be covered.	Fall 2017
TL	715	Introduction to ERP	Desc: This course introduces students to Enterprise Systems and their implementation. Topics covered include: process integration, value chain management, change management, project management, and knowledge management.	Fall 2017
TL	725	ERP Configuration	Desc: Examines the impact of sensor network systems driving business data collection, and the configuration of Enterprise Systems. Includes peer reviewed articles pertaining to enterprise network system application theory with a focus on supply chain systems. Prereq: TL 715	Spring 2017
TL	755	Context Sensitive Solutions	Desc: Examine traditional transportation engineering factors, impacts on communities, and natural and human environments. Introduce students to principles of CSS and allow them to learn how they are applied through case studies and demonstrated principles.	Summer 2017
TL	756	Transportation and Land Use Integration	Desc: This course provides students with an understanding of the interrelationships that exist between land use and transportation and the related impacts to the economy, environment and to society as a whole in the planning context.	Spring 2017
TL	782	Highway Planning and Logistics	Desc: Fundamentals of highway transportation and freight logistics, including motor carrier economics and operations, effects of heavy trucks on highway infrastructure, truck size and weight issues, regulations, highway classifications, highway capacity planning, and level of service.	Fall 2017
TL	786	Public Transportation	Desc: Focuses on public transportation issues and models. Topics include: policy issues, government's role in transit, transit planning, demand forecasting, performance evaluation, and system costing. Students will work on projects directly related to a transit system. Prereq: none	Fall 2017

Course Inactivations				
Subject	No.	Title	Crs.	Effective Term
HNES	305	Legal Liability and Ethics in Sport	3	Fall 2017
MUSC	725	English and German Diction	2	Fall 2017
MUSC	726	Italian and French Diction	2	Fall 2017

Course Inactivation from General Education approved list of courses				
Subject	No.	Title	Crs.	Effective Term
ENGL	323	Creative Writing	3	Fall 2017

Section 5. Equity and Diversity 1.

1. Voting membership shall consist of five faculty members and a faculty representative from the Commission on the Status of Women Faculty recommended by the Faculty Senate Executive Committee and appointed by the Faculty Senate President. The Executive Committee shall strive for representation from diverse groups.
2. Non-voting membership shall consist of the Vice Provost for Faculty Advancement (or designee).
3. Committee responsibilities include:
 - a. Reviewing, revising and proposing policies to ensure that rights and considerations of diverse groups or faculty are included in NDSU policy, practices, and procedures.
 - b. In particular, the committee will explore and identify ways that NDSU can be more inclusive for diverse faculty including women, people of color, and LGBTQ (lesbian, gay, bisexual, transgender, and/or queer) people. ~~sexual minorities (e.g., lesbian, gay, bisexual, or transgendered).~~

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **353: GRIEVANCES-FACULTY**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: This revision clarifies some of the grievance policy steps and includes timelines for courses of action.
2. This policy was originated by (individual, office or committee/organization):
 - Faculty Affairs Committee
 - Tom DeSutter, thomas.desutter@nds.edu
 - Dan Friesner, Daniel.Friesner@nds.edu

This portion will be completed by Kelly Hoyt.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/5/16

Faculty Senate:

Staff Senate: 12/12/16

Student Government: 12/12/16

President's Council: 12/12/16

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to nds.policy.manual@nds.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

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SECTION 353 GRIEVANCES – FACULTY

SOURCE: SBHE Policy Manual, Section 612
NDSU President

1. ~~This Policy is intended to provide a fair, internal process for resolving certain employment-related disputes that arise between faculty or academic staff members and administrators. Each institution shall establish procedures to attempt mediation or resolution of faculty grievances~~
- ~~2.~~ "Grievance" means an allegation of a violation by an NDSU administrator of a specific Board or institutional policy, procedure
- ~~2.~~ or practice pertaining to the employment relationship. This includes the terms of the grievant's employment contract. Discretionary actions, such as salary ~~adjustments-increases~~ and performance evaluations, may not be grieved, except to determine: (a) whether the discretionary action was made in accordance with relevant Board or institutional policies, practices, procedures or criteria; and (b) whether the action constitutes a clear abuse of discretion.

"Grievance" does not include Complaints involving any matters covered under NDSU policies 350.1-350.5 and 352 or equal opportunity grievances which are governed by NDSU Policy 156~~SBHE Policy, Section 605.3 or 605.4 are not grievances under this policy. Grievances cannot be filed against written SBHE or NDSU Board and institutional policies, per se~~
~~Decisions on matters related to tenure and promotion may be appealed under NDSU policy 350.1-350.5 and 352. Equal opportunity grievances are governed by NDSU Policy 156.~~
3. This policy applies only to faculty as defined in NDSU Policy 350.1~~SBHE Policy, Section 605.1 of these policies. It does not apply to classified staff or to administrators or coaches.~~
- ~~4.~~ The faculty governance structure at each institution shall by policy define the procedures for filing a grievance in accordance with SBHE Policy, Section 305.1 of these policies~~4.1 Actions or conditions subject to grievances are those which apply personally to the grievant and are administrative decisions affecting terms and conditions of employment, such as salary adjustments, development leave, assignments/duties, periodic reviews and working environment. Grievance does not include matters related to tenure or promotion.~~
- ~~4.~~ ~~2A~~ Grievant Grievant may only initiate the grievance process described in this policy after communicating with the administrator whose decision is the subject of the grievance (the "respondent") in ~~attempting~~ a good-faith attempt ~~communication~~ to resolve the matter. ~~with the person whose decision is the subject of the grievance (the "respondeen~~ grievant may only initiate the grievance process ~~after attempting a good faith communication with the~~ by 1) communicating with the person whose

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- ~~5. decision is the subject of the grievance (the "respondent") In the event that such communication fails to achieve a satisfactory result, then the grievant must attempt to -and 2) then- discuss the matter with the ing the grievance with that respondent's person's~~
- ~~6. immediate supervisor. The grievant shall put the basis for the grievance in writing if requested by either the respondent or the respondent's any supervisor. In the event that communication with the supervisor fails to achieve a satisfactory result, then thef the outcome of these steps is unsatisfactory to the grievant, a grievant may~~
- ~~7. then- appeal to a Special Review Committee (the "SRC") by filing a written grievance with the presiding officer of the Faculty Senate no later than 120 calendar days from the date when the grievant is officially notified of the grievable issueaction or when the grievant becomes aware of a grievable condition~~
- ~~8. that she/he was not made aware of by written means. The grievant is permitted to may need to file an appeal~~
- ~~9. to the SRCpecial Review Committee prior to the outcome of the previous steps in order to retain the right of appeal. The SRC shall review the written grievance in order to determine if the grievance was timely filed and if the matter is properly grievable. The SRC shall dismiss the grievance if the matter was not timely grieved or properly grievable. Such decision to dismiss by the SRC shall be appealable by either party to the In the event of a dispute as to whether an action is a matter related to tenure or promotion~~
- ~~10. or is subject to grievance, the university or faculty member subject to the action may~~
- ~~11. request an interpretation from the Standing Committee on Faculty Rights ("SCOFR") by filing a written request for an opinion within 10 calendar days of receiving the SRC's decision to dismiss the grievance. The SCOFR shall offer the non-appealing party an opportunity to respond to the appeal in writing and provide the non-appealing party a reasonable opportunity to provide such response. The SCOFRCommittee, after reviewing the written positions of each partymatter and considering any~~
- ~~4. written argument from either party, shall issue its opinion within 30thirty calendar days of the time of the filing of the request for an opinion.~~

The parties must participate in mediation (though both parties may agree to waive this requirement). See Policy 350.5 (2).

- ~~12. The Special Review Committee (SRC) shall attempt to resolve the grievance on an informal basis. The SRC may, in its discretion, require the parties to participate in mediation (NDSU Policy 350.5) and/or use other dispute resolution options available through the University Ombudsperson,~~
 - ~~5. including interviews with both parties. Should the grievance remain unresolved after mediation and/or informal dispute resolution, then the SRC shall proceed to the formal resolution process.~~
 - ~~6. Hearings for the formal resolution process shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties. Grievances involving faculty/academic staff who hold academic year (AY) appointments will normally not be held during summer semester unless the faculty/academic staff member has a summer appointment. The grievant bears the burden of proving that there has been a violation of policy or established practice. The SRCER shall report its findings and recommendations in writing within 21 days of the completion of the hearing to the grievant, the respondent, the President, the Provost and to the administrator who is the respondent's immediate supervisor.~~
- ~~the Committee~~
shall make its recommendations in writing to the complainant, head of the academic unit or

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~~program area, dean, or academic vice president, and president.~~ ~~5.1~~

~~13.7.~~ The ~~Special Review Committee~~ (SRC) shall consist of the following members:

~~(a) 5.1.1~~ Three members, none of whom can be from the same Department as the grievant, shall be chosen from a pool selected by the Faculty Senate Executive Committee on an annual basis. This pool shall be comprised of tenured faculty members (two from each of the colleges in the University), for one-year terms coinciding with the term of the President of the Faculty Senate. Any faculty member may serve up to four successive terms in such a position.

~~(b) 5.1.2~~ The ~~SRC~~~~pecial Review Committee~~ Chair shall be selected by the President of the Faculty Senate.

~~(c)~~ The grievant shall select one member from the pool and the person against whom the grievance is brought shall select the other member from the pool. The Committee shall judge any allegation of bias or conflict of interest. In the event that an individual member is judged by the Committee to be biased or to have a conflict of interest in a specific case, the Committee shall replace the member with a substitute member for that case.

~~(de) 5.1.3~~ Emeritus professors are eligible for memberships on the SRC.

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~~(ed)~~ Faculty holding administrative appointments are not eligible for membership on the SRC. "Administrative appointment" includes appointments as President, Vice President, Dean, Associate or Assistant Dean, Department Chair or Head, or Associate or Assistant Department Chair or Head of an Academic Unit. ~~5.2 In the event of a dispute as to whether an action is a matter related to tenure or promotion~~

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~~or is subject to grievance, the university or faculty member subject to the action request an interpretation from the Standing Committee on Faculty Rights by filing a writ request for an opinion. The Committee, after reviewing the matter and considering written argument from either party, shall issue its opinion within thirty calendar days of time of the filing of the request for an opinion~~

~~14.6.~~ The final decision will be made by the Provost so long as the grievance is not against the Provost or any individual who reports directly to the Provost. In those situations, the President shall make the final decision. The Provost (or when applicable, the President) shall, within ~~30~~~~thirty~~ days of receipt of the recommendation, provide written notice ~~of her/his decision~~ to

~~15.~~ the grievant, ~~the respondent, and to the administrator who is the respondent's immediate supervisor of~~ his/her decision concerning the grievance after consideration of the Special Review

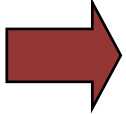
~~16.8.~~ ~~Committee's recommendation.~~ That decision shall be final.

HISTORY:

Amended	June 26, 1986
Amended	November 18, 1990
Amended	June 1995
Amended	June 1998
Amended	November 2000
Amended	March 2002
Amended	August 2003
Amended	March 2005
Housekeeping	June 2009
Housekeeping	February 14, 2011
Amended	June 1, 2011

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SECTION: 600 – Student Affairs – 611.1 International Travel Policy for Students

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: NEW POLICY PROPOSED – Additional edits are made to this draft version based on recommendations from first reading of draft policy at the November 14, 2016 NDSU Faculty Senate meeting. Changes are in red to provide clarification.
2. This policy change was originated by (individual, office or committee/organization):
 - International Student and Study Abroad Services – 11/282016
 - Alicia Kauffman, Director

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee: 12/5/16

Faculty Senate:

Staff Senate: 12/12/16

Student Government: 12/12/16

President's Cabinet: 12/12/16

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North Dakota State University

Policy Manual

SECTION 611.1

International Travel for Students

SOURCE: NDSU President

1. **POLICY STATEMENT**- North Dakota State University (NDSU) promotes the health, safety, and security of all students while traveling outside the United States for University-related purposes. The University, in consultation with the program leader or appropriate administrator-, reserves the right to cancel any international activity at any time due to health, safety, or other concerns. Any planned or anticipated travel to a country or region under a travel warning or travel alert as designated by the U.S. Department of State is subject to review and approval and modifications or cancellations by appropriate administrators and the Office of International Student and Study Abroad Services. Current travel conditions can be reviewed on the U.S. Department of State website at: <http://travel.state.gov>.
2. **SCOPE** - This policy applies to student travel outside of the United States for University-related purposes. Examples of such travel, which may include, but is not limited to, are to study; to perform research; to participate in internships; to perform service; to present work at conferences; to teach; to perform or participate in athletic competitions. For purposes of this policy, outside of the United States refers to locations not included in the fifty states and District of Columbia (Washington, D.C.).
 - 2.1 Student travel that falls under this policy may be sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organization. This policy applies to NDSU-affiliated student travel with or without university funding.
 - 2.2 Questions about whether or not this policy applies to a particular type of student travel may be directed to the Office of International Student and Study Abroad Services.
3. **DEFINITIONS**
 - a. An **organized event** is one that is initiated, planned, or arranged by a member of the University's faculty or staff, or by the members of a recognized student organization, and is approved by an appropriate administrator.
 - b. A **sponsored event or activity** is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
 - c. An **enrolled student** is one who has been admitted to and is attending classes at the University.
 - d. An **appropriate administrator**, for the purpose of student travel, is the President, Provost, dean, department chair, or head of an administrative unit, or their delegate.
 - e. A **program leader** is the faculty or staff responsible for managing or coordinating all aspects of group student travel in coordination with the Office of International Student and Study Abroad Services.

- f. A **student program leader** is the individual responsible for managing all aspects of the student travel, including participation in the program. The program leader serves as a liaison between the group and the University. Student program leaders must be in good standing (academic and conduct) with NDSU.

4. **TRAVEL AUTHORIZATION** - International travel governed by this policy must be authorized in advance. In order for students to obtain travel authorization, they must complete the appropriate process by the corresponding deadlines that occur each semester. If the travel experience does not have a set application process, the required process should be completed according to the general study abroad deadlines of March 1 and October 1, respectively. Completion of the required process is based on the type of program outlined below:

- 4.1 **(For Academic Credit)** – Acceptance into an officially recognized exchange, direct, affiliate or faculty-led program or by following the approval process to participate on a non-NDSU program. In these instances, please complete the steps as outlined through the application process for study abroad options through the Office of International Student and Study Abroad Services.

(Not for Academic Credit) – Submit all required information through the International Travel Registry as outlined through the Office of International Student and Study Abroad Services to provide detailed information about international travel dates and destinations and purchase university approved health insurance that cover the dates of travel.

Participant Category	Required Process
Individual Student (for academic credit)	Study Abroad Application
Individual Student (not for academic credit)	International Travel Registry
Group Travel with Program Leader (for academic credit)	Study Abroad Application
Group Travel with Program Leader (not for academic credit)	International Travel Registry
Student Organization Group Travel with Student Program Leader	Student Organization Travel Registry

5. **CONDITIONS OF PARTICIPATION, RELEASE FORMS AND EMERGENCY SITUATIONS** – Students must read and electronically sign the Conditions of Participation agreement. This agreement outlines requirements, expectations, and responsibilities when participating in any NDSU study abroad program. Students may be required to sign other release forms as necessary; students are required to complete a health questionnaire after acceptance into a study abroad program.

- 5.1 In the event of an emergency, students are required to follow the instructions provided by ISSAS including any applicable health insurance provider instructions relevant to the program. Students agree to update ISSAS with current and correct contact information, including email address, physical address and phone number.

6. **STUDENT CONDUCT AND REMOVAL FROM PROGRAM** - While abroad, students are bound by policies in the *NDSU Rights and Responsibilities: A Code of Student Conduct*, by the rules of the foreign institutions, and by the laws of the geographical location of the program. NDSU may take disciplinary action against students who violate the Code of Student Conduct while participating in a study abroad program.
- 6.1 The program leader or institutional representative is granted reasonable discretion in determining what constitutes a violation and determining appropriate handling of such matters as they arise. Program leaders have the option of initiating reasonable disciplinary actions for misconduct.
- 6.2 If the program leader or institutional representative determines, in consultation with the Assistant Vice President and Dean of Student Life or designee, that the student's continued association with the program poses a significant risk of harm to the student or puts the health or safety of other program participants, the academic integrity of the program, or the relationship with the foreign institution or other partners or country at risk, the student may be immediately removed from the program. All expenses incurred due to such removal, including any costs associated with program enrollment, are the responsibility of the student.
- 6.3 In the event of removal from the program, the student must vacate the facilities provided by the program and will be withdrawn from all course work associated with the program. In the event of removal, the student remains responsible for all costs associated with program enrollment, without recourse to a refund.
7. **NON-COMPLIANCE** - Students who fail to comply with this policy will be subject to disciplinary action under the processes outlined in the Code of Student Conduct. Faculty and staff who are negligent fail to comply in complying with this policy may have their right to participate in study abroad programs involving students revoked in addition to any other sanctions that may be imposed by NDSU. Appeals of sanctions follow normal NDSU policy.

HISTORY:

New

May 2016

Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in **red**, including the header, must be completed; if not, it will be sent back to you for completion.



If the changes you are requesting include housekeeping, please submit those changes to nds.policy.manual@nds.edu first so that a clean policy can be presented to the committees.

SECTION: **333 Class Attendance Policy and Procedure**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).

- Is this a federal or state mandate? ☐ Yes ☒ No
- Describe change: Language has been added to clarify what types of absences must be excused

2. This policy change was originated by (individual, office or committee/organization):

- **Charlene Wolf-Hall, Vice Provost, on behalf of Academic Affairs Committee**
- **Charlene.hall@nds.edu**

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University
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SECTION 333
CLASS ATTENDANCE POLICY AND PROCEDURE

SOURCE: NDSU Faculty Senate Policy

1. ATTENDANCE

Attendance in classes is expected and important. (The term “class” includes class, online class, laboratory, field trips, group exercises, or other activities.) However, there are instances in which students are unable to attend class and in which those absences must be excused. These instances are described in the following sections. Absences not covered by this policy are excusable at the discretion of the instructor.

2. FACULTY RESPONSIBILITY

a. The course instructor must clearly inform students on the first day of class in writing in the syllabus (1) of their policy regarding class absence (including if supporting documentation is required; and (2) policy for making up missed assignments. It is recognized that sometimes an assignment is impossible to make-up.

b. Excused students should be given reasonable opportunity to make up work missed due to the absence, if possible.

3. STUDENT RESPONSIBILITIES AND RECOURSE

Students who anticipate excusable absences shall notify the faculty member as soon as possible, preferably by the third week of class, but no later than one week before the absence. In the case of unanticipated excusable events, the student needs to contact the instructor as soon as possible. Students have the responsibility to visit with the instructor if exams or assignments are scheduled during times where absences are required.

Students who feel that they are being discriminated against through class policies may file a grievance or complaint through the Provost’s Office by following directions at https://www.ndsu.edu/provost/academics/student_grievances/.

4. NONDISCRIMINATORY COURSE ATTENDANCE POLICIES

Course attendance policies may not have the effect (intentional or unintentional) of illegally discriminating on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Faculty should always be prepared to articulate a rational justification for any classroom policy he or she imposes.

a. Religious Accommodations

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Attachment 5

Policy 333 Version 1 12/01/16

Religious observances may require absence from a class session and other required class activities. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

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b. Pregnant Students

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In accordance with Title IX and Guidance from Department of Education Office of Civil Rights, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences medically necessary. When the student returns to class the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course. Further, recognizing the need for flexibility when childcare responsibilities impact a student, faculty are encouraged to accommodate students with childcare responsibilities. (This requirement does not include "paternity leave" unless the mother's doctor believes that it is medically necessary for the father to be excused.)

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5. UNIVERSITY SANCTIONED EVENTS

North Dakota State University values and supports the required participation of students in university-sanctioned activities. A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to mandatory participation as a student athlete in NCAA-sanctioned competition, student government congresses, music competitions, academic meetings, and conferences.

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6. OTHER EXCUSABLE ABSENCES

a. Legally mandated absences such as jury duty or court subpoena.

b. Absences due to military duty or veteran status, including service related medical appointments where failure to appear might result in a loss of benefits.

c. Illness or injury to the student; death, injury or serious illness of an immediate family member or dependent family member. Students and faculty should note that the NDSU Student Health Service does not provide students with excuses for class absences or tardiness due to illness or injury.

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1. GENERAL PHILOSOPHY

a. Attendance in classes is expected. Only the course instructor can excuse a student from course responsibilities. (The term course includes class, laboratory, field trips, group exercises, or other activities.)

b. If class attendance is a component of the course grade, the course instructor must clearly communicate this to the class in writing in the syllabus.

2. FACULTY RESPONSIBILITY

a. The course instructor must clearly inform students on the first day of class and in writing in the syllabus (1) of their policy regarding class absence (including if supporting documentation is required; and (2) policy for making up missed assignments. It is recognized that sometimes an assignment is impossible to make up.

~~b. The course instructor must exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of the make up assignments.~~

~~3. STUDENT RESPONSIBILITY~~

~~a. Students are responsible for informing course instructors of absences. If absences are known (e.g., university sanctioned activity, such as student government, judging, clubs, athletic competition, fine arts performances), course instructors shall be informed with written notification as far in advance as possible (preferably a two week notice). Where advance notification is not possible (e.g., illness, family emergency), students should contact their course instructor as soon as possible about the absence. Veterans and student servicemembers with special circumstances or who are activated, to include State Active Duty, are encouraged to notify the instructor as soon as possible, provide Activation Orders if possible, and inform the NDSU Office of Military and Veterans Services to facilitate a smooth exit from and successful re-entry to the University.~~

~~b. When a student misses class for any reason, the student is responsible for contacting the instructor to make arrangements to follow the course instructor's policy in making up any missed assignments, if permitted.~~

HISTORY:			
New	May 20, 1970	Amended	June 2007
Amended	December 12, 1977	Housekeeping	February 14, 2011
Amended	April 1992	Amended	January 28, 2014
Amended	October 2004	Amended	April 24, 2014

Policy Change Cover Sheet

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SECTION:

Policy Number and Name

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
 - Is this a federal or state mandate? ☐ Yes ☒ No
 - Describe change: A sentence is removed to be consistent with changes to Policy 333
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: Charlene Wolf-Hall on behalf of the Faculty Senate Athletics Committee
 - Email address of the person who should be contacted with revisions: charlene.hall@ndsu.edu

This portion will be completed by Mary Asheim.

Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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North Dakota State University

Policy Manual

SECTION 611

STUDENT TRAVEL POLICY

SOURCE: NDSU President
North Dakota SBHE Policy 512

1. **INTRODUCTION:** This policy defines requirements and expectations for student travel in the interest of promoting and benefiting the health and welfare of students. This policy applies to student travel sponsored by an academic department, university unit, or Congress of Student Organization (CSO) recognized student organizations. Student drivers must comply with the NDSU [student travel procedures and](#) ND [SBHE Policy 512](#).

This policy pertains to student travel within the United States. For information about traveling overseas (Study Abroad), contact the [Office of International Programs](#), and more specifically, the [Study Abroad](#) site.

2. **SCOPE:** The opportunity to represent North Dakota State University throughout the state, the nation, and the world is one of the many benefits of being a member of the NDSU student body. This policy applies to the travel of enrolled undergraduate or graduate students to attend activities or events that are consistent with the North Dakota State Board of Higher Education (SBHE) [Policy 512](#), applicable state law, and state fleet rules which are:
 - a. organized or sponsored by the University; **or**
 - b. funded by the University or the NDSU Student Government; **or**
 - c. undertaken using a vehicle owned or leased by the University.

The types of activities and events covered by this policy include course related field trips, and meetings of academic organizations or governance entities where a student is officially representing the University.

The policy does not apply to travel undertaken by individual students solely for personal interests and benefits (including, but not limited to, out of town athletic events, or to engage in student-teaching, internships, practicum or clinical experiences, observations or research, unless the research is organized by a member of the faculty).

Questions about whether or not this policy applies to a particular type of student travel may be directed to the [Office of Student Life](#).

3. **DEFINITIONS:**
 - a. An **organized event** is one that is initiated, planned, and arranged by a member of the University's faculty or staff.
 - b. A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

- c. An **enrolled student** is one who has been admitted to and is attending classes at the University.

4. **STUDENT TRAVEL:** All student travel must be in compliance with University policy and the NDSU student travel procedures.

- a. Use of State Fleet vehicles must be reviewed and approved in advance. Use of State Fleet vehicles for student travel is limited to that which is on behalf of and authorized by NDSU.
 - i. Use of State Fleet vehicles for academic purposes must be authorized by the dean of the respective college.
 - ii. Student employees acting within the scope of employment on behalf of NDSU is authorized use.
- b. All participants must be provided information regarding potential risks associated with the trip and travel arrangements. All participants must sign the completed NDSU Student Field Trip Informed Consent, Assumption of Risk and Release form.
- c. Student Responsibilities:
 - i. The privilege of traveling on behalf of the university comes with certain responsibilities for individual students.
 - ii. Students must make their own arrangements with faculty for missed classes. ~~Faculty members are not required to excuse student absences.~~
 - iii. Students are expected to comply with the [NDSU Rights and Responsibilities: A Code of Student Conduct](#) at all times. Concerns regarding inappropriate conduct must be reported to the Assistant Vice President/Dean of Student Life for consultation and resolution. Resolution may involve a conduct hearing upon return to NDSU. The Assistant Vice President/Dean of Student Life or designee, in consultation with the respective academic dean as appropriate, has the right to impose limitations on a student's participation at any time during the planning process or during the trip (i.e. may not drive vehicle). In the event a student's conduct is so disruptive as to require their termination of participation from the trip, the student will be responsible for their own arrangements for returning to NDSU, including, but not limited to, any cost of transportation, lodging, and meals. Removal from the trip does not release a student from their financial obligations for the trip, as agreed to prior to departure.
 - iv. All student drivers who are duly authorized for State Fleet use must have automobile insurance and must be in good standing with the University system.
 - v. Student drivers must comply with and enforce the [Student Travel procedures](#).

This policy is in accordance with the North Dakota [SBHE Policy 512](#).

HISTORY:

New	June 19, 2014
Housekeeping	September 30, 2015