

NDSU Faculty Senate Agenda
October 8, 2018
Prairie Rose Room, Memorial Union

- I. Call to order
- II. Attendance/substitutions
- III. Adoption of agenda
- IV. Approval of previous meeting minutes from September 10, 2018 (**Attachment 1**)
- V. Announcements
 - a. Dean Bresciani, President
 - b. Ken Grafton, Provost
 - c. Erin Gillam, Faculty Senate President
 - d. Molly Secor-Turner, Faculty Senate President-Elect
 - e. Amanda Booher, Staff Senate President
 - f. Chase Grindberg, Student Body President
- VI. Consent agenda
 - a. UCC Report and Procedural Change to GE Revalidation Timeline (**Attachment 2**)
 - b. Policy 133: Educational Policy (**Attachment 3**)
 - c. Policy 154: Distribution of Literature (**Attachment 4**)
 - d. Policy 155: Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees (**Attachment 5**)
 - e. Policy 400: Purchasing General Policies (**Attachment 6**)
 - f. Policy 601: Rights and Responsibilities of Community: Code of Student Conduct (**Attachment 7**)
 - g. Policy 703: NDSU Card Terms and Conditions (**Attachment 8**)
 - h. Policy 714: Senate Coordinating Council (**Attachment 9**)
- VII. Unfinished Business
 - a. Policy 352: Promotion, Tenure and Evaluation (**Attachment 10**)
 - i. Includes approved amendment from Sept 10 meeting (**Attachment 11**)
 - b. Discussion of administrator presence at Faculty Senate meetings
- VIII. New Business
 - a. Resolution about General Education Procedures (**Attachment 12**)
 - b. Planning and prioritizing Faculty Senate action for the year
- IX. Adjourn

Faculty Senate Minutes

Fargo, ND

North Dakota State University

September 10, 2018

I. Call to order at 3:02 pm

II. Attendance

Dr. E. Gillam presiding and the following senators were present: A. Andrianova, D. Bajwa, E. Berry, E. Conwell, A. Daigh, L. del Rio Mendoza, J. Dorfmeister, A. Dybing, J. Frenzel, A. Green, S. Haring, C. Hawley, R. Hearne, D. Johnson, J. Johnson, J. M. Jones, D. Katti, B. Klamm, M. Larson, K. Lepper, X. Li, Z. Liu, K. Lyman, M. McCourt, K. Nelson, S. Nelson, K. Park, D. Pemstein, R. Pieri, K. Reindl, K. Rodgers, F. Salajan, G. Sanders, K. Sassi, M. Secor-Turner, K. Swanson, A. Wagner, T. Wahl, and A. Werremeyer

Absent: B. Aly Ahmed and L. Jiang

Substitutions: Sam Markell for Tom DeSutter and David Westerman for Melissa Vosen Callens.

III. Adoption of agenda

MOTION: (Pieri/J. Johnson) to approve agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. Approval of previous meeting minutes from May 7, 2018 (**Attachment 1**)

MOTION: (Del Rio Mendoza/Katti): to approve the minutes from May 7, 2018. MOTION CARRIED WITH UNANIMOUS CONSENT.

V. Announcements

- a. Dean Bresciani, President – not in attendance
- b. Ken Grafton, Provost – 560 fewer students = 6 million fewer dollars this fiscal year. Hiring slow down, not a freeze. Positions will be prioritized, filling critical positions first. Bullying policy – amendments to code of conduct has not been signed because it's been stuck in legal. Would like Provost Grafton to find out what the issue is and get back to Erin so it can be addressed and move the policy forward.
- c. Erin Gillam, Faculty Senate President – Anti Bullying Policy – latest memo from legal is online. Handout – 1st page is policy process. 2nd – 5th pages are Faculty Senate Committees. Pages 6-12 are Roberts Rules of Order. RSVP for President's Social by today. Feedback from Interim Provost search this summer, over 60 people contacted Erin to discuss the candidates, ask questions, or inquire about their concerns.
- d. Molly Secor-Turner, Faculty Senate President-Elect – nothing.
- e. Amanda Booher, Staff Senate President – not in attendance
- f. Marissa Pacella, Student Body Vice President – Class attendance policy 333 will have 2nd reading on Sept. 23.

VI. Consent agenda

- a. Policies (all available at https://www.ndsu.edu/policy/senate_coordinating_council/)
 - i. 603: Sexual Misconduct and Title IX Compliance (**Attachment 2**)

MOTION (Conwell/Berry): to approve consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

VII. Unfinished Business

- a. None

VIII. New Business

- a. Policies (all available at https://www.ndsu.edu/policy/senate_coordinating_council/)

- i. Policy 352: Promotion, Tenure and Evaluation (**Attachment 3**)

MOTION (Hearne/Lepper): to reject policy 352.

MOTION (McCourt/multiple seconds): called the question. MOTION FAILED WITH A VOTE OF 17-23-0. The following senators or their substitutes voted aye: D. Bajwa, E. Conwell, L. del Rio Mendoza, T. DeSutter, J. Dorfmeister, A. Dybing, A. Green, R. Hearne, D. Katti, K. Lepper, X. Li, Z. Liu, S. Nelson, K. Park, K. Rodgers, G. Sanders, and K. Sassi; the following senators or their substitute voted nay: A. Andrianova, E. Berry, A. Daigh, J. Frenzel, S. Haring, C. Hawley, D. Johnson, J. Johnson, J. M. Jones, B. Klamm, M. Larson, K. Lyman, M. McCourt, K. Nelson, D. Pemstein, K. Reindl, F. Salajan, M. Secor-Turner, K. Swanson, M. Vosen Callens, A. Wagner, T. Wahl, and A. Werremeyer

MOTION (Wagner/Pieri): to approve policy 352.

MOTION (Rodgers/McCourt): amendment to section 1.3 to read: Colleges are responsible for ensuring that promotion and tenure evaluation criteria be aligned with official position descriptions.

MOTION (D. Johnson/Swanson): called the question. MOTION APPROVED WITH A VOTE OF 38-2-0. The following senators or their substitutes voted aye: A. Andrianova, D. Bajwa, E. Berry, E. Conwell, A. Daigh, L. del Rio Mendoza, T. DeSutter, J. Dorfmeister, A. Dybing, J. Frenzel, A. Green, C. Hawley, R. Hearne, D. Johnson, J. Johnson, J. M. Jones, B. Klamm, M. Larson, K. Lepper, X. Li, Z. Liu, K. Lyman, M. McCourt, K. Nelson, S. Nelson, K. Park, D. Pemstein, K. Reindl, K. Rodgers, F. Salajan, G. Sanders, K. Sassi, M. Secor-Turner, K. Swanson, M. Vosen Callens, A. Wagner, T. Wahl, and A. Werremeyer; the following senators or their substitutes voted nay: S. Haring and D. Katti

MOTION (Lepper/Hawley): to postpone the discussion on this policy for additional information. MOTION APPROVED WITH A VOTE OF 37-4-0. The following senators or their substitutes voted aye: A. Andrianova, D. Bajwa, E. Berry, E. Conwell, A. Daigh, L. del Rio Mendoza, T. DeSutter, J. Dorfmeister, A. Dybing, J. Frenzel, A. Green, C. Hawley, R. Hearne, D. Johnson, J. Johnson, J. M. Jones, D. Katti, B. Klamm, M. Larson, K. Lepper, X. Li, Z. Liu, K. Lyman, M. McCourt, K. Nelson, S. Nelson, K. Park, R. Pieri, K. Reindl, F. Salajan, G. Sanders, K. Sassi, M. Secor-Turner, K. Swanson, M. Vosen Callens, T. Wahl, and A. Werremeyer; the following senators or their substitutes voted nay: S. Haring, D. Pemstein, K. Rodgers, and A. Wagner

- b. Dr. Birgit Pruess, faculty advisor to ND State Board of Higher Education

- i. Update on SBHE issues
 - ii. Open Forum on Wed, Sept 12, 10am – 12pm, Century Theatre
 - Funding
 - Suggested that due to time, faculty email Dr. Pruess with things they would like her to ask at the upcoming SBHE meeting she will be attending later this month.

- c. Dr. Susan Ray-Degges, Chair of University Curriculum Committee

- i. Discussion of UCC changes to Gen Ed course validation/revalidation process

https://www.ndsu.edu/facultysenate/acadaffairs/general_education/

- Discussion on only 60% of gen ed learning outcomes being met. See attachment. (**Attachment 4**)

MOTION (D. Johnson/): to bring forth a resolution regarding the above topic (**Attachment 5**). There was no second to the motion.

Katie Lyman made a motion to adjourn which overruled the above motion since there was no second.

IX. Adjourn

MOTION (Lyman/Pieri): to adjourn. MOTION APPROVED WITH A VOTE OF 19-9-0. The following senators or their substitutes voted aye: E. Berry, E. Conwell, A. Daigh, L. del Rio Mendoza, T. DeSutter, A. Green, R. Hearne, J. Johnson, J. M. Jones, Z. Liu, K. Lyman, M. McCourt, S. Nelson, K. Park, R. Pieri, G. Sanders, K. Sassi, A. Wagner, and A. Werremeyer; the following senators or their substitutes voted nay: A. Andrianova, C. Hawley, D. Johnson, K. Lepper, K. Nelson, D. Pemstein, K. Rodgers, M. Vosen Callens, and T. Wahl

The meeting adjourned at 4:39 p.m.

Respectfully submitted,
Kelly Hoyt

Faculty Senate Minutes

Fargo, ND

North Dakota State University

May 7, 2018

I. Call to order at 3:00 pm

II. Attendance

Dr. S. Haring presiding and the following senators were present: D. Bajwa, E. Berry, A. Braaten, U. Burghaus, E. Conwell, L. del Rio Mendoza, S. Duffield, A. Flood, E. Gillam, K. Gordon, T. Greives, R. Hearne, J. M. Jones, D. Katti, B. Klamm, Z. Liu, K. Lyman, S. Markell, K. Nelson, R. Pieri, F. Salajan, K. Sassi, M. Secor-Turner, M. Smith, W. Sun, K. Swanson, A. Ungar, M. Vosen Callens, A. Wagner, T. West, C. Whitsel, D. Wyum, and R. Yellavajjala

Substitutions: Elizabeth Skoy for J. Frenzel and A. Werremeyer and Greta Gramig for T. Peters

III. Adoption of agenda

MOTION: (Gillam/Secor-Turner) to approve agenda. MOTION PASSED WITH A VOTE OF 35-0-1. The following senators or their substitute voted aye: D. Bajwa, E. Berry, A. Braaten, U. Burghaus, E. Conwell, L. del Rio Mendoza, S. Duffield, A. Flood, J. Frenzel, E. Gillam, K. Gordon, R. Hearne, J. M. Jones, D. Katti, B. Klamm, Z. Liu, K. Lyman, S. Markell, K. Nelson, T. Peters, R. Pieri, F. Salajan, K. Sassi, M. Secor-Turner, M. Smith, W. Sun, K. Swanson, A. Ungar, M. Vosen Callens, A. Wagner, A. Werremeyer, T. West, C. Whitsel, D. Wyum, and R. Yellavajjala; the following senator abstained: T. Grieves

IV. Approval of previous meeting minutes from April 9, 2018

MOTION: (Pieri/Berry): to approve the minutes from April 9, 2018. MOTION CARRIED WITH UNANIMOUS CONSENT.

V. Announcements

- a. Beth Ingram, Provost – no report
- b. Stuart Haring, Faculty Senate President
 - Congratulations on completing another academic year.
- c. Erin Gillam, Faculty Senate President-Elect
 - Thanks for attending open forums. We have some good starting points.
- d. Chase Grindberg, Student Body President and Vice President Marisa Pacella
 - Introduced themselves and both are looking forward to next year.

VI. Consent agenda

MOTION (Grieves/Hearne): to approve consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

- a. Policies
 - i. 706 – Traffic and Safety/University Police (update to possession and use of dangerous weapons to be compliant with NDUS policy as well as to better define double-authorization process) (**Attachment 1**)

- ii. 713 – Records Management (cleanup of policy due to campus reorganization and renaming; **Attachment 2**)

All policy documents are available at:

https://www.ndsu.edu/policy/senate_coordinating_council/

- b. UCC report (**Attachment 3**).

VII. Unfinished Business

- a. None

VIII. New Business

- a. Policies

- i. 333 – Class Attendance Policy and Procedure (**Attachment 4**); Absence Guidelines (**Attachment 5**); UCC responses to Faculty about questions from last Faculty Senate meeting (**Attachment 6**)

MOTION (Katti/Klamm): to approve Policy 333.

- Concerns about large enrollment classes and lab sections weren't adequately addressed in the UCC responses to Faculty questions.
- Faculty is willing to vote yes on the Title IX portions of the policy but there are other aspects that faculty do not want to approve.
- Religious policies – faculty shouldn't have to decide which religions are ok to let student absences be made up or excused. The policy nor guidelines lay out any boundaries of the number of excused absences an instructor has to allow.
- We should be looking at what affects the majority of the students, not just some of the one-time instances or very rare cases.
- A lot of other universities have similar policies that excuse students for religious holidays and NDSU is getting closer to that with this policy.
- Language is maybe "too loose" or open ended and in the students favor.
- Section 4 – more clarification on University Sanctioned events, peripheral or associated activities such as galas, etc. that are held for a sports team. The gala itself is not a sanctioned event, but because the sport is, students might perceive the gala to be as well.
- Number of excused absences – no limit was in the response. This causes an issue regarding some departmental policies and a separate response indicated that departments may have to change their policies. That is not an acceptable expectation.
- The guidelines are just that, guidelines. It is not part of the policy.
 - This list is to give some guidance on how faculty could handle things. Faculty can always contact the Provost's office if they would like additional guidance.
- Suggested students must present the request in the first three weeks of class.
- Someone suggested to approve policy but put the guidelines on hold until next fall and maybe form a committee with senators on it to relay or include what the faculty would like in the guidelines.

MOTION (Grieves/Berry): to amend policy to remove the wording in the policy that says 'but no later than one week before the absence' in Section 3. Student Responsibilities and Recourse.

MOTION PASSED WITH A VOTE OF 31-3-2. The following senators or their substitute voted aye: D. Bajwa, E. Berry, A. Braaten, U. Burghaus, E. Conwell, L. del Rio Mendoza, S. Duffield, A. Flood, J. Frenzel, E. Gillam, T. Grieves, R. Hearne, J. M. Jones, D. Katti, B. Klamm, Z. Liu, K. Lyman, S. Markell, K. Nelson, T. Peters, F. Salajan, K. Sassi, M. Secor-Turner, W. Sun, A. Ungar, M. Vosen Callens, A. Wagner, A. Werremeyer, T. West, C. Whitsel, and R. Yellavajjala; the following senators or their substitute voted nay: R. Pieri, M. Smith, and K. Swanson; the following senators abstained: K. Gordon and D. Wyum

MOTION (Markell/del rio Mendoza): to amend policy by striking the wording ‘Guidelines for best practices for managing make up work are available through the Provost’s Office.’ MOTION PASSED WITH A VOTE OF 30-5-1. The following senators or their substitute voted aye: D. Bajwa, E. Berry, A. Braaten, U. Burghaus, E. Conwell, L. del Rio Mendoza, S. Duffield, A. Flood, K. Gordon, T. Grieves, D. Katti, B. Klamm, Z. Liu, K. Lyman, S. Markell, K. Nelson, T. Peters, R. Pieri, F. Salajan, K. Sassi, M. Secor-Turner, M. Smith, W. Sun, K. Swanson, A. Ungar, M. Vosen Callens, A. Wagner, T. West, C. Whitsel, and R. Yellavajjala; the following senators or their substitute voted nay: J. Frenzel, E. Gillam, R. Hearne, J. M. Jones, A. Werremeyer; the following senator abstained: D. Wyum

MOTION (Katti/Klamm): to approve Policy 333 with the 2 amendments that were made. MOTION PASSED WITH A VOTE OF 23-10-2. The following senators or their substitute voted aye: D. Bajwa, E. Berry, A. Braaten, U. Burghaus, E. Conwell, L. del Rio Mendoza, A. Flood, J. Frenzel, E. Gillam, K. Gordon, J. M. Jones, B. Klamm, Z. Liu, K. Lyman, S. Markell, K. Nelson, M. Secor-Turner, M. Smith, K. Swanson, A. Ungar, M. Vosen Callens, A. Werremeyer, and T. West; the following senators or their substitute voted nay: S. Duffield, R. Hearne, D. Katti, T. Peters, F. Salajan, K. Sassi, W. Sun, C. Whitsel, D. Wyum, and R. Yellavajjala; the following senators or their substitute abstained: T. Grieves and A. Wagner.

All policy documents are available at:

https://www.ndsu.edu/policy/senate_coordinating_council/

b. Election:

i. Faculty Senate President.

- a. Kenneth Lepper (**Attachment 7**)
- b. Molly Secor-Turner (**Attachment 8**)
- c. Tracy Barrett (**Attachment 9**)

Each candidate said a few words before the election took place. President Haring asked senators for vote for their preferred President-Elect candidate. Molly Secor-Turner was elected as 2018-19 Faculty Senate President-Elect with a vote of 6-17-13. The following senators or their substitute voted for Lepper: L. del Rio Mendoza, J. Frenzel, R. Hearne, Z. Liu, W. Sun, and A. Ungar; the following senators or their substitute voted for Secor-Turner: E. Berry, U. Burghaus, E. Conwell, E. Gillam, K. Gordon, T. Grieves, J. M. Jones, B. Klamm, S. Markell, K. Nelson, M. Secor-Turner, M. Smith, K. Swanson, A. Werremeyer, T. West, C. Whitsel, and D. Wyum; the following senators or their substitute voted for Barrett: D. Bajwa, A. Braaten, S. Duffield, A. Flood, D. Katti, K. Lyman, T. Peters, R. Pieri, F. Salajan, K. Sassi, M. Vosen Callens, A. Wagner, and R. Yellavajjala.

- ii. Standing Committee on Faculty Rights (SCOFr) – faculty-wide election Mon, May 7-Mon, May 14 via Qualtrics

- Linda Charlton-Gunderson is creating a Qualtrics survey for this vote. It may not go out until tomorrow (May 8).

Provost Ingram presented President Haring with a plaque and gavel thanking him for serving as the 2017-18 Faculty Senate President.

c. Passing of the gavel

- President Haring thanked Kathryn Gordon as outgoing president and welcomed Erin Gillam as incoming president. He passed the gavel to her.
- Erin thanked everyone for the welcome and said she would try to do the best job she could as Faculty Senate President.

IX. Adjourn

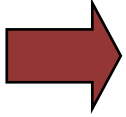
MOTION (Pieri/Hearne): to adjourn the meeting. MOTION CARRIED WITH UNANIMOUS CONSENT.

Meeting adjourned at 4:22 pm.

Respectfully submitted,
Kelly Hoyt

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: **Policy 706 Traffic and Safety/University Police**

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: To incorporate amended SBHE policy 916.1 procedures related to University President authorization for storage of dangerous weapons in non-student residential units on NDSU properties. SBHE Policy 916.1 was recently amended to incorporate changes to N.D.C.C. 62.1-02-05. Additional housekeeping changes are included on dangerous weapon definition and clarifying the exemption for law enforcement personnel as per ND Century Code and Fargo Ordinances.
2. This policy change was originated by (individual, office or committee/organization):
 - Director, University Police and Safety Office, Mike Borr 2/28/2018
 - mike.borr@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office:

Legal Review:

Faculty Senate:

Staff Senate:

Student Government:

President:

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!

North Dakota State University

Policy Manual

SECTION 706

TRAFFIC AND SAFETY/UNIVERSITY POLICE

SOURCE: NDSU President
[SBHE Policy 916.1](#)

1. The University Police Office is located in the ~~Auxiliary Enterprise Building~~[University Police and Safety building](#).
2. The University Police are licensed officers with full arrest powers providing 24-hour coverage. All emergency and criminal matters should be brought to the attention of the University Police Office.
 - 2.1 Police contact normally may be made by calling 231-8998. Emergency calls may be made by calling 911.
 - 2.2 Building security is maintained on a schedule for locking/unlocking entrance doors. All requests for academic room space should be directed to the Office of Registration and Records, 231-7745. Should circumstances require a schedule change, a request should be submitted, in writing, with the appropriate departmental administrator approval, at least one working day in advance of the requested schedule change. Additional information on building security may be found in SECTION 707: ACCESS CONTROL AND BUILDING SECURITY.
3. Visitors to NDSU are expected to respect the need for NDSU employees to conduct business in their respective areas in an orderly and timely manner. When individuals have no legitimate business or when they have been given adequate time to complete their business and subsequently proceed to interfere with University activities or operations, immediate compliance with the law may be enforced. Failure to comply with an NDSU police officer's request to leave the premises may result in the arrest of an individual(s) for criminal trespass or other appropriate charge.

NDCC Sec. 12.1-22-03(3) makes a person guilty of a Class B misdemeanor if:

"Knowing that he is not licensed or privileged to do so, he enters or remains in any place as to which notice against trespass is given by actual communication to the actor by the person in charge of the premises or other authorized personnel or by posting in a manner reasonably likely to come to the attention of intruder."

4. Unauthorized possession or use of ~~weapons~~[dangerous weapons per NDCC 62.1-01 and Fargo Municipal Code 10-0304](#) on University owned or controlled property is prohibited, unless permission for possession and/or use has been granted by an appropriate University official. ~~Weapons~~[Dangerous weapons](#) include but are not limited to firearms, ammunition, bombs, explosives, clubs, dirks, martial arts weapons, sling shots, [slung shot](#), bows and arrows, sabers, swords, knives used primarily for hunting ~~relating~~[related](#) purposes, war souvenirs, incendiary devices, fireworks, pellet guns, ~~bb~~[BB](#) guns, paintball guns, stun guns, dangerous chemicals or fuels, or other dangerous objects or substances. Items not traditionally used as weapons may be

considered weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury on others. Examples include, but are not limited to baseball bats and kitchen utensils.

Exceptions to this policy include authorized law enforcement officials carrying out the lawful discharge of their duties.

Contact the Director, University Police &and Safety Office, for authorization. The Director will coordinate approval with the appropriate Vice President(s) and/or President. This policy shall not prohibit persons from possessing, storing, or using weapons at approved locations for the purpose of meeting the requirements of a recognized educational program and/or student group sponsored by the University.

HISTORY:

New	July 1990
Amended	December 1992
Amended	May 1996
Amended	April 2003
Amended	May 2007

Policy Change Cover Sheet

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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: **Policy Number and Name: 713 – Records Management**

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: Updated changes due to campus restructure and staff reorganization.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted: Wendy McCrory, Records Management
 - Email address of the person who should be contacted with revisions: wendy.mccrory@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office:

Legal Review:

Faculty Senate:

Staff Senate:

Student Government:

President:

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!

North Dakota State University

Policy Manual

SECTION 713

RECORDS MANAGEMENT

SOURCE: NDSU President

I. POLICY and PURPOSE

A. The policy and purpose for **R**ecords **M**anagement is to

1. Comply with all applicable state, and federal laws and regulations, specifically North Dakota Century Code 54-46, and the North Dakota State University Records Retention Schedule found on the NDSU Records Management Web site.
2. Establish an efficient University-wide records management system for maintaining, identifying, retrieving, preserving and destroying records through the use of best practices and standards and according to North Dakota Century Code and all applicable federal laws.
3. Ensure that records are adequately protected and/or preserved.
4. Ensure that all records that are no longer needed or of no value are destroyed at the appropriate time.
5. Preserve University history.
6. Limit liability to the University.

II. SCOPE

This policy applies to all records, including all University information and University resources, regardless of format, whether in paper, electronic, (e.g., microfilm, microfiche, magnetic tapes, USB flash drive, CD/DVD ROM), electronic mail, or other electronic medium. The North Dakota Century Code (NDCC 54-46-02) defines a record as a "document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business." A "State Record" is further defined as "a record of a department, office, commission, board, or other agency, however designated, of the state government.

III. OBJECTIVE

The objective of the **R**ecords **M**anagement policy is to assist and provide guidance to the University entities in managing records throughout the lifecycle of the record, i.e., from creation or receipt, during use, the maintenance stage and final disposition. Records produced in the course of University business must adhere to federal and state laws/regulations including access, storage, retention and disposal.

IV. APPLICABILITY

This policy applies to anyone who creates, disseminates, stores, manages, destroys and/or has access to NDSU records of any type, classification or description. This includes all NDSU employees

and students who have access to records and external entities, such as vendors whose purpose may be to provide storage space or destruction services for records.

V. RELATED POLICIES AND APPLICABLE STATE LAW

Standards, guidelines and procedures ~~will~~ follow and adhere to all policies and laws listed but not necessarily limited to:

1. North Dakota Century Code 54-46;
2. NDUS Policy 1901.2.1, Data Classification Standard;
3. NDUS Policy 1912, Public Records and related procedures 1912.1, Information Security Procedures;
4. NDUS 1912.2, Student Records – Directory Information
5. NDUS 1912.3, Employee Personal Information;
6. NDSU Policy 713.1, Litigation Hold; and
7. NDSU Policy 718, Public/Open Records.

VI. RECORDS MANAGEMENT PROGRAM OVERSIGHT

- A. The Records Management Advisory Committee (RMAC) ~~will be~~ is responsible for ~~R~~records ~~M~~management policy, standards, guidelines, processes and procedures. The ~~advisory committee~~ RMAC is comprised of:
1. ~~The RMAC chair, appointed by the Vice p~~President for Information Technology (VPIT); ~~The NDSU Chief Information Security Officer who serves as the Director of Records Management (co chair); appointed by the vice president for Information Technology VPIT) and serving as RMAC chair;~~
 2. ~~The Associate Director for the NDSU Library (co chair);~~Records Management Coordinator, ~~(appointed by the VPIT; VPIT designee)~~
 3. A faculty member appointed by the Faculty Senate Executive Committee;
 4. Two unit records coordinators (URCs) appointed by the Staff Senate Executive Committee;
 5. The University provost and the vice presidents or their designees ~~(other than the VP-IT);~~
 6. An archivist from the University Archives;
 7. An attorney appointed to NDSU or a designee; and
 8. A Student Government member appointed by the Student Government President.
 9. If any ~~Advisory Committee~~ RMAC member is unable to attend a scheduled meeting, a proxy may be sent ~~in their/her/his place~~.
- B. ~~The NDSU Director of Records Management VP IT designee serving as chair, reports to the Vice President for Information Technology. The role of Director of Records Management will of the NDSU RMAC chair~~ includes:
1. Coordinating retention, preservation and destruction processes for University records in accordance with this ~~p~~Policy and University ~~R~~records ~~M~~management procedures and practices;
 2. Assisting with efforts to comply and respond to any issued ~~L~~itigation ~~H~~old ~~n~~Notices and public records requests in a timely manner;
 3. Ensuring that all ~~Unit Records Coordinators (URCs) appointed by University units~~ receive ongoing training and education;

4. Collecting and compiling annual disposal records as submitted by the URCs and reporting those metrics/statistics to the State's Records Management office;
5. Investigating and reporting on any potential non-compliance to the corresponding Unit Administrator, and to the Vice President for Information Technology/VPIIT if applicable, and, where appropriate and needed, recommending and requiring remediation to ensure compliance;
6. Maintaining an up-to-date list of URCs and their contact information;
7. Sharing information as needed and relevant to the Records Management Task Force/RMAC, and the URCs, and;
8. Providing current and updated information on the records management Web site, www.ndsu.edu/recordsmanagement/.

Commented [CR1]: Does the current web-based disposal reporting change item 4? In either case, we'll also need to update our training material and quizzes (I'm adding that on my to-do list, to do after we've finalized our documentation on this).

D.C. The NDSU Records Management Coordinator:

1. Is appointed by the Vice President for Information Technology/VPIIT;
2. Assists the RMAC Director of Records Management chair and Records Management Advisory Committee the RMAC members as needed;
3. Serves as the liaison between the URCs and the RMAC Director of Records Management chair.

E.D. NDSU Unit Records Coordinators/URCs are appointed by their respective department heads, and their role includes:

- *1. Providing assistance to faculty, staff and administrators in their units for retention, preservation and destruction/disposition of their unit's records in accordance with this Policy's procedures and practices, institutional requirements, and state and federal laws;
- *2. Serving as the liaison between their unit and the Director of Records Management/NDSU's records management leadership and the Records Management Task Force/RMAC;
- *3. Completing continuing education and training on an annual basis;
- *4. Submitting records disposal forms/documentation to the Director of Records Management as required by policy and state law.

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HISTORY:

New	August 20, 1996
Amended	January 22, 2002
Amended	June 11, 2007
Amended	August 1, 2007
Amended	September 2007
Amended	November 2008
Amended	April 2009
Housekeeping	September 2010
Housekeeping	February 14, 2011
Amended	June 11, 2015
Housekeeping	October 2, 2015
Amended	April 26, 2016

**University Curriculum Committee Report
For Faculty Senate Meeting on May 7, 2018**

New Program	
MPH degree – new accelerated program for Dietetics and Master of Public Health	

Program Changes	
M.S.; International Agribusiness – adding some core courses and changing the electives total	
B.S./B.A. Physics; Optical Science and Engineering option – changing some Math required courses and adding PHYS 488	
B.S./B.A. Physics; Standard option – changing some Math required courses	

New Courses			
Subject	No.	Title	Effective Term
CSCI	409/609	Cybersecurity Law and Policy	Fall 2018
MBA	723	Digital Marketing	Fall 2018
MUSC	733	Choral Studies and Pedagogy	Fall 2018
UNIV	101	Major Exploration and Academic Planning	Fall 2018

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CSCI	476/676	Computer Forensics	3	CSCI	410/610	Computer Crime and Forensics	3	Fall 2018
HIST	423/623	U.S. History 1829-1917 II	3	HIST	423/623	The Gilded Age and Progressive America	3	Fall 2018
MATH	429/629	Linear Algebra	3	MATH	429/629	Topics in Linear Algebra	3	Fall 2018

Changes in Prerequisites/Co-Requisites/Course Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
CSCI	410/610	Computer Crime and Forensics	Desc: This course covers the basic types of computer crimes. It introduces principles, techniques, tools, and practical skills necessary to perform rudimentary investigations of incidents in which computers play a significant or interesting role. Prereq: CSCI 161	Fall 2018
MATH	429/629	Topics in Linear Algebra	Desc: Advanced topics in linear algebra with a focus on understanding the theoretical foundation of the subject and its uses in advanced mathematics. Topics may vary. Prereq: MATH 270 and MATH 329	Fall 2018

Course Inactivation			
Subject	No.	Title	Effective Term
BOT	380	Plant Physiology	Summer 2018

**Addendum to University Curriculum Committee Report
For Faculty Senate Meeting on May 7, 2018**

New Program
Graduate Certificate in Computer Science Education

Program Changes
B.S./B.A.: Computer Science and Physics – added a Physics course to electives
PhD: Chemistry – adjusted requirements for didactic credits and residency requirements
B.S./B.A.: Strategic Communication – added and deleted courses within the requirements for the major
Minor: Strategic Communication – added and deleted courses within the requirements for the minor
Certificate: Software Engineering – added and deleted courses within the requirements for the certificate
M.S.E.: Software Engineering – added and deleted courses within the requirements for the degree
PharmD: Pharmacy – added and deleted courses within the requirements for the degree
B.S.: Pharmaceutical Sciences – added and deleted courses within the requirements for the major; adjusted program requirements
M.M.L.: Transportation & Logistics – added and deleted courses within the requirements for the degree
PhD: Transportation & Logistics – added a course within the electives for the supply-chain concentration; transferring to College of Business

General Education Recommendation
WGS 370 – approval for Social & Behavioral Sciences and Global Perspectives categories

New Courses			
Subject	No.	Title	Effective Term
BIOL	104	Human Anatomy and Physiology Prep	Summer 2018
GEOG	465/665	Remote Sensing of the Environment	Fall 2019
LA	771	Performance Based Design Studio	Fall 2018
LA	772	Landscape Architecture Graduate Thesis	Spring 2019
LA	781	Professional Practice	Fall 2018
LA	789	Professional Topics in Landscape Architecture	Spring 2019
MBA	735	Global Business	Fall 2018
ME	436/636	Biopolymers and Biocomposites	Fall 2018

New Special Topics Course			
Subject	No.	Title	Effective Term
FIN	499	Advanced Investment Analysis	Fall 2018

Course Changes								
From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
CSCI	834	Expert Systems	3	CSCI	834	Knowledge Based Systems	3	Summer 2018
HIST	424/624	U.S. History 1917-Present I	3	HIST	424/624	U.S. History 1917-1960	3	Fall 2018
LA	322	History of Landscape Architecture	4	LA	321	History of Landscape Architecture	4	Fall 2018
LA	552	Advanced Landscape Planning	3	LA	722	Advanced Landscape Planning	3	Spring 2019
THEA	262	Introduction to Dance	2	THEA	262	Introduction to Dance	1	Fall 2018
THEA	263	Dance Studio	2	THEA	263	Dance Studio	1	Spring 2019
TL	735	Acquisition Contracts: Law and Management	3	TL	735	Practical Data Analytics	3	Summer 2018
ZOO	360	Animal Behavior	3	BIOL	463	Animal Behavior	3	Summer 2018
ZOO	850	Advanced Conservation Biology	3	BIOL	851	Advanced Conservation Biology	3	Summer 2018

Changes in Prerequisites/Co-Requisites/Course Descriptions				
Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
BIOC	460	Foundations of Biochemistry and Molecular Biology I	Prereq: CHEM 240 or CHEM 341 Co-req or Prereq: CHEM 342 (recommended)	Fall 2018
COMM	200	Introduction to Media Writing	Desc: Introduction to writing in the styles and forms required in journalism and strategic communication.	Fall 2018
COMM	346	Sports Broadcasting	Prereq: none	Fall 2018
HIST	424/624	U.S. History 1917-1960	Desc: This course covers the political, social, and economic history of the United States from 1917-1960, emphasizing World War I, 1920s, the Great Depression, New Deal, and the early Cold War era.	Fall 2018
LA	321	History of Landscape Architecture	Desc: Survey of landscape design from prehistoric civilizations, Rome, the Renaissance, Asian landscapes, the birth of landscape architecture, and contemporary design movements. Emphasis on analyzing historic landscapes as a problem-solving method.	Fall 2018

Changes in Prerequisites/Co-Requisites/Course Descriptions (continued)				
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THEA	263	Dance Studio	Desc: Introduction to the basic concepts and principles of Lyrical ballet, jazz or tap dance through studio experiences. Each semester will focus on one specific style. May be repeated for credit with change in topic.	Spring 2019
TL	735	Practical Data Analytics	Desc: This course provides a comprehensive overview of data analytics and business intelligence concepts with practical experience using market-leading enterprise software solutions. Topics include data management, the extract-transform-load process, data cleansing, data reporting and visualization, building dashboards, development and use of online analytical processing (OLAP) cubes, data warehouses, and data mining.	Summer 2018
UNIV	489	Capstone Experience	Desc: Integrate coursework in student's area(s) of emphasis as stated in their proposal; explore options and apply strategies related to post-graduation career goals. F,S	Fall 2018

Course Inactivation			
Subject	No.	Title	Effective Term
BUSN	632	Organization and Commercial Transactions	Summer 2018



Wayne Stenehjem
ATTORNEY GENERAL

STATE OF NORTH DAKOTA
OFFICE OF ATTORNEY GENERAL
STATE CAPITOL
600 E BOULEVARD AVE DEPT 125
BISMARCK, ND 58505-0040
(701) 328-2210 FAX (701) 328-2226
www.ag.nd.gov

To: Kelly Hoyt

Date: 03.22.2018

From: Matthew Hammer, Assistant Attorney General *mh*

The following Policy has been submitted to this office for review:

POLICY 333: Class Attendance Policy and Procedure

Based on said review, I have the following comments:

- Approved with minor housekeeping changes to §3.
-

POLICY APPROVAL

The attached Policy, ***333 Class Attendance Policy and Procedure***, is approved.

This policy will be effective:

☐

Date of Signing

☐

Other Effective Date _____
Date

Beth Ingram, Provost

Dean Bresciani, President

Date

Date

**ND Office of Attorney General
Approved: Form & Legal Sufficiency**



Matt Hammer, Assistant Attorney General



Date

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:

Policy 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. The policy does have to change to be compliant with Title IX rules.
2. **This policy change was originated by (individual, office or committee/organization):**
 - Charlene Wolf-Hall, Vice Provost, on behalf of the University Curriculum Committee, University Athletics Committee, and the Title IX Coordinator
 - Charlene.hall@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: https://www.ndsu.edu/fileadmin/policy/Policies_in_Process/013017/minutes013017.doc

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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!

North Dakota State University

Policy Manual

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. Class attendance policies may not have discriminatory effect (intentional or unintentional) on members of a protected class (see [NDSU Policy 100](#)). Students and instructors should note that the [NDSU Student Health Service](#) does not provide students with excuses for class absences or tardiness due to illness or injury.

2. INSTRUCTOR RESPONSIBILITY

- a. Students must be clearly informed on the first day of class in writing in the syllabus (1) of class policy regarding class absence (including if supporting documentation is required); and (2) of class policy for making up missed coursework. It is recognized that sometimes an assignment is impossible to make-up.
- b. Excused students must be given an opportunity to address any missed coursework in a reasonable amount of time. Guidelines for best practices for managing make up work are available through the Provost's Office.

Comment [CH1]: This will link to the information once the policy and guidelines are approved.

3. STUDENT RESPONSIBILITIES AND RECOURSE

Students who anticipate excusable absences shall notify the instructor 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.

Unless covered by another policy, Students-students who feel that they are being treated unfairly through class policies may file a grievance or complaint through the Provost's Office by following directions at https://www.ndsu.edu/provost/academicaaffairs/student_grievances/.

4. 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 as defined by the Congress of Student Organizations as Tier 1 or Tier 2. Sanctioned activities also include mandatory participation as a student athlete in NCAA-sanctioned competition, performing arts outreach, exhibitions, competitions, academic meetings, and conferences.

5. PREGNANT STUDENTS

Absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's health care provider 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, instructors are encouraged to accommodate students with childcare responsibilities.

6. RELIGIOUS ACCOMMODATIONS

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. A list of common religious holidays and events is available through the Office of Multicultural Programs.

7. OTHER EXCUSED 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.

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	December 12, 1977
Amended	April 1992
Amended	October 2004
Amended	June 2007
Housekeeping	February 14, 2011
Amended	January 28, 2014
Amended	April 24, 2014

Excused Student Absences

Guidance for Instructors and Managers of University Sanctioned Events

Last Updated January 24, 2018

These guidelines are provided as a resource for instructors to help manage required student absences (see NDSU Policy 333 Class Attendance Policy) and for managers of university sanctioned events to proactively ensure that instructors are alerted in a timely way with clear information about the absence. If you have any questions about these guidelines or how to manage required absences in a course, please contact the Vice Provost for Academic Affairs, Charlene Wolf-Hall (Old Main 103B, 701-231-6163, charlene.hall@ndsu.edu).

1. **University Sanctioned Events** include those defined by the Congress of Student Organizations [guidelines](#) as Tier 1 and Tier 2. Students in Tier 1 and Tier 2 student organizations will be eligible for excused absences. It is recommended that all Tier 1 and 2 organizations follow clear procedures for excusing their members from class.

Other university sanctioned events include “mandatory participation as a student athlete in NCAA-sanctioned competition, performing arts outreach, exhibitions, competitions, academic meetings, and conferences” (NDSU Policy 333).

Athletics has established clear procedures as examples for other managers of university sanctioned events. Athletics has outlined procedures for student absences and protocol for taking exams while traveling. See Appendices [A](#) and [B](#) for full protocol and sample excuse letters.

Below is the Tier 1 and 2 descriptions as they appear in the Congress of Student Organizations guidelines.

“Title 5 Recognition Policy

5.1. The Tier System

- 5.1.1. In an effort to maintain consistency from year to year, organizations are categorized into three tiers.

- 5.1.1.1. Tier I: A Tier I entity is defined as an organization which meets these qualifications:

The organization provides important services to the entire student body;

The organization has established a continued and prominent

existence in the NDSU community and will continue to remain in existence for an extended period of time;

The organization requires consistent funding to allow for continued existence and appropriate standing.

These organizations will receive a percentage of the Student Activity Fee as recommended by the Finance Advisory Board and the Finance Commission, and approved by the Student Senate. They include: Bison Athletics, Fine Arts, Memorial Union, Campus Recreation, Media Advisory Board, Student Government, and Campus Attractions.

The Media Advisory Board encompasses the *Spectrum*, Thunder Radio and Bison Information Network. These are to be referred to as student-run sub-Tier I student organizations. Any other student media organization that qualifies for the Media Advisory must seek CSO recognition as a Tier II organization.

- 5.1.2. Tier II: A Tier II student organization must allow any student to be involved in their student organization. Any type of membership restriction, objective or subjective, will move a student organization from Tier II to Tier III. Tier II student organizations charging dues must allow their non-due paying members to fully participate in the student organizations' activities, i.e. general meetings, opportunity to participate in events, etc."

2. Assignments that can't be made up

When a student must be excused during a class period that has a one-time activity that is not possible to provide in the same manner as a makeup assignment, instructors are encouraged to substitute any equivalent activity or assignment for the missed work. If there is no practical substitution for the assignment, instructors can comply with Policy 333 by not factoring the missed assignment into the final course grade.

An example, if a student misses a microbiology lab class that has points assigned for hands-on activity in the lab, the instructor might assign an essay about the learning objective for that lab session for the same amount of points but intrinsically no more difficult than the original assignment.

Another example could be a class discussion with points associated with it is missed. The instructor might have an alternative online discussion board for makeups.

3. Religious Accommodations

Instructors are encouraged to consider major religious event [dates](#) in the scheduling of assignments during the course of the semester. Avoiding some of these dates may help alleviate the need for makeup assignments.

The [University of Arizona](#) provides some useful information for religious accommodation, including:

“What are some ways to accommodate a student’s need to miss class for religious reasons?”

Reasonable accommodations are necessarily determined on an individual basis and depend on the circumstances. They might include rescheduling an exam or giving the student a make-up exam, allowing an individual or group presentation to be made on a different date, letting a student attend a different discussion section for the same class that week, adjusting a due date, or assigning the student appropriate make-up work that is intrinsically no more difficult than the original assignment.

As a student, how should I ask my instructor for a religious accommodation?

A student should make his or her religious accommodation request to the instructor or faculty member in charge of the course. Students are asked to examine the course syllabus for potential conflicts at the start of the semester and promptly notify the instructor of any anticipated accommodation needs, providing as much notice as possible. If an instructor has asked that requests be made in a certain way (such as by e-mail), it is best to make the request in that manner; in any case, clearly specify the reason for the requested absence or other accommodation. Students are responsible for arranging in advance to make up missed work or material in a timely manner.”

4. Equivalencies of work

Make-up assignments must intrinsically be no more difficult than the original assignment, otherwise the practice is potentially discriminatory.

The environment where a student is making up an assignment should also be considered. When students are traveling for sanctioned events, they may not be housed in spaces suitable for the work needed to complete makeup assignments or may have access problems for online assignments that may cause undue stress for the both the student and the instructor expecting the work submission.

5. Dealing with the unusual cases

Students can experience catastrophes of all sorts that you may not anticipate and may struggle with how to manage absences for.

What [Student Affairs](#) does with emergencies – “When notified by the student of specific emergencies we send notification to the student’s instructors, academic advisor, and residence life staff via an email. We don’t provide a lot of detail in the email to protect student privacy, but just state that we have been notified of an emergency that will prevent the student from attending classes. We attach this document -

<https://www.ndsu.edu/fileadmin/enrollmentmanagement/Forms/absence.notification.for.faculty.pdf>”

Sometimes incomplete grades or retroactive withdrawals may be necessary.

- <https://bulletin.ndsu.edu/academic-policies/incomplete-grades/> and <https://www.ndsu.edu/fileadmin/policy/336.pdf>
- <https://www.ndsu.edu/fileadmin/registrar/forms/retroactivewithdraw.pdf>

When you can’t determine the best course of action, please call the Provost’s Office to help trouble-shoot. We are here to help.

Appendix A

Athletic Academic Protocol for missed assignments, quizzes and exams

Introduction

1. Student-athlete is required within the first 5 days of class to introduce themselves to the instructor and let them know that they are a student-athlete.
2. In the initial conversation the student-athlete needs to let the instructor know they will be missing some classes when they are traveling with the team. **At that time the student-athlete needs to ask if they will be willing to work with them to get assignments, quizzes and tests done before they leave or made up within 2 days of their return.** If the instructor wants the student-athlete to meet with them during their office hours to discuss the method in which they want them to make up the missed assignments, quiz or test the student needs to make sure they follow through with the request before leaving or when the professor wants to meet with them. **It is not the responsibility of the instructor to chase the student-athlete down to complete missed assignments, quizzes and exams.**
3. If the student-athlete knows how many days at the time of the conversation they need to let the instructor know the total days they will be absent. **The student-athlete is required to be in class if they are in town.**
4. As soon as the student-athlete receives the travel letter from the coach the student needs to provide it to the instructor. If the instructor does not want the letter, it is the responsibility of the student-athlete to remind the instructor when they will be traveling.

Missing assignments, quizzes and tests

1. The week of team travel the student-athlete should remind the instructor they will be indeed traveling and what assignments, quizzes and or exams they will be missing.
2. If they are missing an assignment, quiz or test during that time, ask if they can turn in the assignment early or take the quiz or test the day before departing.
3. If the instructor wants the quiz or exam proctor on the trip then the student-athlete will follow the following protocol. (Please note the Athletic Trainer who travels with the team will proctor the quiz or exam).
 - a. Ask the instructor if they would like to contact Athletic Academics to set-up the process or do they want Athletic Academics to contact the instructor.
 - b. Once contact between the instructor and Athletic Academics occur the following protocol is followed;
 - i. Athletic Academics will talk to the instructor and find out the procedures the instructor wants the student-athlete to follow while taking the quiz or exam.
 - ii. Athletic Academics will procure the quiz or exam in the method the instructor prefers, which can be a hard copy or email copy.
 - iii. Athletic Academics will make a copy of the quiz or exam, if emailed and seal it in an envelope with instructions on how to take the exam, duration and any material that will be allowed to be used during the quiz or exam.

- iv. There will also be another envelope in the initial packet that the proctor of the quiz or exam will seal the completed quiz or exam in and sign over the seal.
 - v. Once the team is back in town from the trip, Athletic Academics will obtain the sealed envelope from the proctor and deliver it to the instructor.
- 4. If the instructor prefers for Athletic Academics to proctor any quiz or test at the Athletic Academic Center in the SHAC prior to the student-athlete leaving or upon returning from travel the same protocol is used unless it is an online quiz or exam that will automatically be scored and returned to the instructor.
- 5. If the travel occurs during dead or finals week and the exam is the final, the Athletic Academic staff will travel with the team and proctor the exam.

Contacts for Athletic Academics:

Kelli Layman – Associate Director Athletic Academics

Kelli.Layman@ndsu.edu 231-5781 Oversees Football & Softball

Ashley Harris – Assistant Director Athletic Academics

Ashley.M.Harris@ndsu.edu 231-5556 Oversees MBB, Soccer, Men's Track and Volleyball

Chris Held – Interim Assistant Director Athletic Academics

Christopher.Held@ndsu.edu 231-5557 Oversees Baseball, WBB and Wrestling

Carter Kruckenberg – Athletic Academic/Student Development Coordinator

Carter.Kruckenberg@ndsu.edu 231-5499 Oversees M-Golf, W-Golf, Women's Track and assists with Football

Appendix B

January 8, 2018

Dear Instructor:

Please excuse the following student-athletes on the women's basketball team, from class on the following dates as they will be traveling with the team to participate in intercollegiate basketball games.

Emily Dietz
Anna Goodhope
Macey Kvilvang
Tyrah Spencer

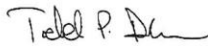
Marina Fernandez
Reilly Jacobson
Rylee Nudell
Taylor Thunstedt

Michelle Gaislerova
Sarah Jacobson
Autumn Ogden
Danneka Voegeli

Wednesday, January 10
Thursday, January 11
Friday, January 12
Tuesday, January 23
Wednesday, January 24
Thursday, January 25
Friday, January 26
Thursday, February 1 – from 2:00 p.m. on for team shoot around
Thursday, February 8 – from 2:00 p.m. on for team shoot around
Wednesday, February 14
Thursday, February 15
Friday, February 16
Thursday, February 22 – from 2:00 p.m. on for team shoot around

Thank you for your cooperation in this matter.

Sincerely,



Todd Phelps
Deputy Director of Athletics



Maren Walseth
Head Women's Basketball Coach

Maren Walseth | Head Basketball Coach

NDSU Dept 1200 | PO Box 6050 | Fargo ND 58108-6050
Office: 701.231.6172 | Fax: 701.231.6246 | www.GoBison.com



NORTH DAKOTA STATE FOOTBALL

THE TRADITION CONTINUES



11/14/17

TEAM TRAVEL

The Bison football team will be traveling to Normal, Illinois on Friday, November 17. The following is a list of the travel squad. The students listed below will be absent from classes starting at 11:50 a.m.

Jalen Allison
Bruce Anderson
Luke Bacon
Eric Bachmeier
Chris Board
Marquise Bridges
Ty Brooks
Jaxon Brown
Caleb Butler
Desmond Cain
Colin Conner
Jabril Cox
Cole Davis
Nick DeLuca
Leo Dempsey
Ben Ellefson
Sean Engel
James Fisher
Tre Fort
Dallas Freeman
Robert Grimsley
Joshua Hayes
James Hendricks

Student Trainers
Mason Ankenbauer
Adam Estabrooks
Sami Fuhrmann
MacKenzie Kittelson
Natalie Steblay

Keenan Hodenfield
Jeff Illies
Nate Jenson
Zack Johnson
Stanley Jones
Cole Karcz
Darren Kelley
Ross Kennelly
Victor Kizewski
Jackson Koonce
Zach Kubas
Austin Kuhnert
Garrett Malstrom
Logan McCormick
Greg Menard
Aaron Mercadel
Bryce Messner
Grant Morgan
Erik Olson
Beau Pauly
Cam Pedersen
Matt Plank
Daniel Polansky

Equipment Personnel
Sam Clausen
Mo Ibrahim
Devin Klieman
Taylor Parker
Tran Zerface

Brock Robbins
Karson Schoening
Darrius Shepherd
Aaron Steidl
Easton Stick
Nathan Tanguay
Derrek Tuszka
Jarrod Tuszka
RJ Urzendowski
Henry Van Dellen
Cordell Volson
Tanner Volson
Connor Wentz
Blake Williams
Dimitri Williams
Seth Wilson
Jaylaan Wimbush
Zack Ziemer

To Be Determined:
Matt Anderson
Adam Coffield
Garret Wegner

Video Personnel
Andrew Moore
Aaron Sisk
Jacob Tepp

Thank you for your time and consideration in the above matter.


Chris Klieman
Head Football Coach


Mathew Larsen
Director of Athletics

January 1, 2018

Dear Instructor:

Please excuse Cameron Hunter, student-athlete for the men's basketball team, from class on the following dates as he will be traveling with the team when they participate in intercollegiate basketball games

Thursday, January 11 – from noon on for team shoot around
Tuesday, January 16 – from noon on for team shoot around
Friday, January 19
Thursday, January 25 – from noon on for team shoot around
Thursday, February 1
Friday, February 2
Wednesday, February 7
Thursday, February 8
Friday, February 9
Tuesday, February 13– from noon on for team shoot around
Wednesday, February 21
Thursday, February 22
Friday, February 23
Friday, March 2
Monday, March 5
Tuesday, March 6

Thank you for your cooperation in this matter.

Sincerely,



Matthew Larsen
Director of Athletics



David Richman
Head Men's Basketball Coach

UCC Response to Faculty Concerns from the April 9, 2018 Faculty Senate meeting regarding the changes to Policy 333 Class Attendance Policy

Updates:

- Student Government passed the latest revision on April 15, 2018
- Staff Senate passed the latest revision on April 4, 2018

Q – What was the reason for rewriting this policy?

A – About three years ago, two Faculty Senate standing committees started discussing the need to change this policy. One committee was University Athletics, who were concerned about mistreatment of student athletes. The other committee was the Academic Affairs committee, who recognized the need for change due to the NDSU Student Health Service's change regarding excuse letters - https://www.ndsu.edu/fileadmin/studenthealthservice/Forms/Faculty_Excuse_Letters.pdf.

Over the course of these discussions there also arose an opportunity to ensure that the policy was compliant with Title IX, including the federal mandate to excuse pregnant students who need medically necessary absences. The policy has been revised and thus far has failed to pass Faculty Senate approval three times, but still needs to be changed from the [current version](#) – see these Faculty Senate minutes:

- February 27, 2017 - https://www.ndsu.edu/fileadmin/facultysenate/minutes/Minutes_2016-2017b.pdf
- November 13, 2017 - https://www.ndsu.edu/fileadmin/facultysenate/201718/minutes/11_13_17_FS_Minutes.pdf
- April 9, 2018 - https://www.ndsu.edu/fileadmin/facultysenate/201718/minutes/04_09_18_FS_Minutes.pdf

The UCC has twice formed sub-committees of faculty and support staff to work on the revisions. The last sub-committee also included representatives of student government. Each time, the sub-committees have worked to address questions and concerns expressed at Faculty Senate and Student Government. The revisions were then discussed and approved at UCC prior to submission to the Senate Coordinating Committee.

It is essential the federal mandate components of the policy be approved to ensure compliance. Examples of non-compliance situations include not permitting medically necessary absences for pregnant students or supporting absences for requests to observe religious holidays. See [U.S. Department of Education's Office of Civil Rights information regarding Title IX pregnancy and parental protection for students](#).

Concern - Concerns from faculty saying that this policy protects student but not faculty.

Response – The policy attempts to clarify which absences must be approved by Faculty. It is recognized that Faculty may not always know how best to manage absences and/or may be concerned about the time and effort needed to manage make-up work. The current policy provides no protection to students who are absent from class due to legitimate reasons; the revised policy is intended to equalize responsibility on both sides. The guidance document is intended to help faculty manage absences, and if

that doesn't address the particular issue a faculty member may be facing, then a call to the Provost's Office should help resolve the situation.

Q - What's the limit on the number of excused absences?

A – For absences covered by this policy there would be no limit. If there is a student who is missing a significant number of class periods, it would be good practice to either express concerns directly to the student and/or advisor. The guidelines provide ways to accommodate students who are absent due to university-sponsored events, some of which require substantial travel.

Q - What other cases could an incomplete be used for missing classes?

A – No one document could encompass every scenario that Faculty may encounter. The guidance document attempts to offer some helpful information, and includes a prompt to call the Provost's Office if you don't know what to do. There is help available to figure out the solution. For questions specifically about incomplete grades, Registration and Records is also a resource.

Suggestion - It was suggested to balance student needs with instructor time and space to accommodate these requests.

Response – This is a bit vague. We absolutely recognize that large enrollment courses will have more management challenges. Again, if Faculty need help with figuring out how to manage absences, please consult the guidelines or call the Provost's Office for assistance. There will also be more Faculty resources available and professional development opportunities in the coming year.

Concern - It's possible that dept. policy might be in conflict with this policy.

Response – NDSU Policy overrides any department policy. The department policy would need to change.

Q - It was asked if these guidelines can be changed at any time by the Provost's office.

A – Yes, as the guidelines are not meant to be rules, but rather help for Faculty to determine how to handle excused student absences. It is intended to develop an FAQ section over time, and the next version may include some of the questions asked here. The document is meant to be helpful and adaptive.

Q - Do 'academic meetings' include meeting with a professor or an advisor?

A – No. Meetings with advisors or instructors would not fall under this policy. Instructors could determine if absences for those reasons are acceptable based on their own course policy.

Dr. Kenneth Lepper CV

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Professor of Geology

Adjunct Professor of Physics
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Academic Experience

- 2015 – Present Full Professor of Geology and Director of the Optical Dating and Dosimetry Laboratory, Department of Geosciences, North Dakota State University
- 2006 – Present Adjunct Professor, Department of Physics, North Dakota State University
- 2009 – 2015 Associate Professor of Geology and Director of the Optical Dating and Dosimetry Laboratory, Department of Geosciences, North Dakota State University
- 2003 – 2009 Assistant Professor of Geology and Founder of the Optical Dating and Dosimetry Laboratory, Department of Geosciences, North Dakota State University
- 2001 – 2003 Postdoctoral Fellow, Luminescence Geochronology Lab, Los Alamos National Laboratory, Sponsor: Dr. C. J. Wilson
- 1998 – 2001 Presidential Fellow and Graduate Research Assistant, Thermally and Optically Stimulated Phenomena Laboratory, Department of Physics Oklahoma State University, Research Advisor: Dr. S. W. S. McKeever
- 1995 – 1997 Graduate Research Assistant, Department of Materials Science and Engineering, Ohio State University, Research Advisor: Dr. D. A. Rigney
- 1992 – 1995 Undergraduate Research Assistant, Luminescence Dating Research Laboratory, Byrd Polar Research Center, Ohio State University, Research Advisor: Dr. S. L. Forman

Education

- 2001 Ph.D. Environmental Science with a research concentration in Physics, Oklahoma State University, Stillwater, OK. Coursework emphasis: Geomorphology, Environmental Geology, Soil Genesis
- 1997 M.S. Materials Science and Engineering, Ohio State University, Columbus, OH. Coursework emphasis: Materials Characterization / Electron Microscopy (SEM/EDS, TEM, XRD); Materials Structure (Crystallography)
- 1995 B.S. *Summa cum Laude with distinction in the Geological Sciences*, Ohio State University, Columbus, OH. Coursework emphasis: Quaternary Geology

Dissertation and Theses

- Dissertation Development of an Objective Dose Distribution Analysis Method for OSL Dating and Pilot Studies for Planetary Applications. Oklahoma State University, 2001.
- Masters Thesis Sliding Friction, Wear, and Microstructural Evolution of Selected Al-based Bearing Alloys. Ohio State University, 1997.
- Honors Thesis The Effect of Turbidity on the Solar Resetting of the Luminescence Signal: Implications for Luminescence Geochronology. Ohio State University, 1995.

Publications

Student authors/coauthors mentored by Lepper are indicated with: ** for undergraduates and † for graduate students

Published Peer Reviewed Journal Papers

- Schaetzl, R.J., Lepper, K., Thomas, S., Grove, L., Treiber, E., Farmer, A., Fillmore, A., Lee, J., Dickerson, B., and **Alme, K. (2017) Kame Deltas Provide Evidence for a New Glacial Lake and Suggest Early Glacial Retreat from Central Lower Michigan, USA. *Geomorphology*, 280:167-178.^[45]
- Argyilan, E., Lepper, K., and Thompson, T. (2014) Analysis of intra-dune variability of optical ages yields a refined chronology of late Holocene coastal development along the southern shore of Lake Michigan, *In* Fisher, T. G., and Hansen, E. C., *Eds.*, Coastline and Dune Evolution along the Great Lakes: Geological Society of America Special Paper 508, p. 31-46.^[44]
- Thompson, T., Johnson, J., and Lepper, K. (2014) The elevation of the peak Nipissing phase at outlets of the upper Great Lakes, *In* Fisher, T. G., and Hansen, E. C., *Eds.*, Coastline and Dune Evolution along the Great Lakes: Geological Society of America Special Paper 508, p. 15-29.^[43]
- Liu, X., Fisher, T.G., Lepper, K., and Lowell, T.V., (2014) Geochemical Characteristics of Glacial Lake Agassiz Sediments, Fargo, ND and New Ages for the Moorhead Phase: *Canadian Journal of Earth Sciences*, v. 51, p. 850-861.^[42]
- Higley, M., Fisher, T.G., Jol, H., Lepper, K., and Martin-Hayden, J., (2014) Stratigraphic analysis of the Warren Beach, Northwest Ohio, USA. *Canadian Journal of Earth Sciences*, v. 51, p. 737-749.^[41]
- Lepper, K., †Buell, A., Fisher, T., and Lowell, T. (2013) A chronology for glacial Lake Agassiz shorelines along Upham's namesake transect. *Quaternary Research*, 80: 88-98.^[40]
- Lowell, T., Applegate, P., Fisher, T., and Lepper, K. (2013) What caused the low-water phase of glacial Lake Agassiz? *Quaternary Research*, 80: 370-382.^[39]
- Johnson, J., Argyilan, E., Thompson, T., Baedke, S., Lepper, K., Forman, S. and Wilcox, D. (2012) A Sault-Outlet-Referenced Mid-to Late-Holocene Paleohydrograph for Lake Superior constructed from strandplains of beach ridges. *Canadian Journal of Earth Sciences*, 49: 1263-1279.^[38]
- Lepper, K., **Gorz, K., Fisher, T. and Lowell, T. (2011) Age Determinations for Lake Agassiz Shorelines West of Fargo, North Dakota, U.S.A. *Canadian Journal of Earth Sciences*, 48: 1199-1207.^[36]
- Lepper, K., Crowell, K., and Wilson, C. (2011) Chronology and eolian influence on colluvial apron deposition within Cañada del Buey, Pajarito Plateau, New Mexico, USA. *New Mexico Geology*, 33(1): 3-8.^[35]
- Thompson, T., Lepper, K., Enders, A., Johnson, J., Baedke, S., Argyilan, E., Booth, R., Wilcox, D. (2011) The Nipissing phase of the upper Great Lakes at Alpena, Michigan. *Journal of Great Lakes Research*, 37: 567-576.^[34]
- †O'Connor, V.A., Lepper, K., **Morken, T.O., **Thorstad, D., **Podoll, A., and †Giles, M.J. (2011) A survey of the signal stability and radiation dose response of sulfates in the context of adapting optical dating for Mars. *Journal of Luminescence*, 131: 2762-2768.^[33]
- **Breiland, A. and Lepper, K. (2011) Re-examination of the geological context and age of the Walhalla, North Dakota Mammoth. *Current Research in the Pleistocene*, 28: 15-17.^[32]
- Lepper, K. and **Sager, L. (2010) A revised age determination for the Embden, North Dakota mammoth using optically stimulated luminescence dating. *Current Research in the Pleistocene*, 27: 171-173.^[31]
- Lepper, K. (2009) The effect of evaporated salt solutions on the optical dating properties of JSC Mars-1: "Seasoning" for a Mars soil simulant. *Astrobiology*, 9(6): 531-534.^[30]
- Fuller, T.K., Staiger, J.W., Perg, L.A. and Lepper, K. (2009) Field evidence for climate-driven changes in sediment supply leading to strath terrace formation. *Geology*, 37: 467-470.^[29]
- †Detschel, M.J. and Lepper, K. (2009) Optically stimulated luminescence dating properties of Martian sediment analogue materials exposed to a simulated Martian solar spectral environment. *Journal of Luminescence*, 129: 393-400.^[28]
- Fisher, T., Yansa, C., Lowell, T., Lepper, K., Hajdas, I., and Ashworth, A. (2008) The chronology, climate, and confusion of the Moorhead Phase of Glacial Lake Agassiz: New Results from the Ojata beach, North Dakota, USA. *Quaternary Science Reviews*, 27: 1124-1335.^[27]

- Lepper, K., Fisher, T., Hajdas, I., and Lowell, T. (2007) Ages for the Big Stone moraine and the oldest beaches of glacial Lake Agassiz: Implications for deglaciation chronology. *Geology*, 35(7):667-670.^[26]
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- Lepper, K. and Goff, F. (2007) Yet another attempt to date the Banco Bonito rhyolite, the youngest volcanic flow in the Valles Caldera, New Mexico. *New Mexico Geology*, 29(4): 117-121.^[24]
- Lepper, K. and Ashworth, A.C. (2007) A dynamic record of late Holocene environmental change recorded in banded colluvium from the northern Great Plains. *Current Research in the Pleistocene*, 24:201-204.^[23]
- Lepper, K. and Scott, G.F. (2005) Late Holocene aeolian activity in the Cimarron River Valley of West-central Oklahoma. *Geomorphology*, 70: 42-52.^[22]
- Rowland, J.C., Lepper, K., Dietrich, W.E., Wilson, C.J., and †Sheldon, R. (2005) Tie channel sedimentation rates oxbow formation age, and channel migration rate from Optically Stimulated Luminescence (OSL) analysis of floodplain deposits. *Earth Surface Processes and Landforms*, 30: 1161-1179.^[21]
- Cordova, C.E., Porter, J.C., Lepper, K., Kalchgruber, R., and Scott, G. (2005) Sand dune morphology and stability along a bioclimatic gradient in North-central and Northwestern Oklahoma. *Great Plains Research*, 15(2): 227-249.^[20]
- Lepper, K., Carter, B.J., and McKeever, S.W.S. (2003) An OSL evaluation of the depositional chronology of the Cow Creek floodplain: Payne Co. Oklahoma. *Current Research in the Pleistocene*, 20: 123-126.^[18]
- Lepper, K., Wilson, C., Gardner, J., Reneau, S. and Levine, A. (2003) Comparison of SAR techniques for luminescence dating of sediments derived from volcanic tuff. *Quaternary Science Reviews*, 22:1131-1138.^[17]
- McKeever, S.W.S, et al. including Lepper, K. (2003) Concepts and approaches for in-situ luminescence dating of Martian sediments. *Radiation Measurements*, 37:527-534.^[16]
- Lepper, K. and McKeever, S.W.S. (2002) An objective methodology for dose distribution analysis. *Radiation Protection Dosimetry*, 101:349-352.^[14]
- Nanjundaswamy, R., Lepper, K. and McKeever, S.W.S. (2002) Thermal quenching of thermoluminescence in natural quartz. *Radiation Protection Dosimetry*, 100:305-308.^[13]
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- Lepper, K., Agersnap-Larsen, N., McKeever, S.W.S. (2000) Equivalent dose distribution analysis of Holocene eolian and fluvial quartz sands from Central Oklahoma. *Radiation Measurements*, 32:603-608.^[9]
- Lepper, K. and S.W.S McKeever. (2000) Characterization of fundamental luminescence properties of the Mars soil simulant JSC Mars-1 and their relevance to absolute dating of Martian eolian sediments. *Icarus*, 144:295-301.^[8]
- Clifford S., et al. including Lepper, K. (2000) The State and Future of Mars Polar Science and Exploration. *Icarus*, 144:210-242.^[7]
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- Forman, S.L., Lepper, K., and Pierson, J. (1994) Limitations of Infrared Stimulated Luminescence to Date High Arctic Marine Sediments. *Quaternary Science Reviews*, 13:545-550.^[2]

Pierson, J., Forman, S.L., Lepper, K., and Conley, G. (1994) A Variable Narrow Bandpass Optically Stimulated Luminescence System for Quaternary Geochronology. *Radiation Measurements*, 23:535-537.^[1]

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Lepper, K. (2002) A question of protocol. *Radiation Measurements*, 39(3): 169-170.

Refereed Book Chapter

Forman, S. L., Pierson, J. and Lepper, K. (2000) Luminescence Geochronology. *In* Quaternary Geochronology: Methods and Applications, eds.: Sowers, J. M., Noller, J. S. and Lettis, W. R., American Geophysical Union, Reference Shelf 4: 157-176.^[6]

Field Guide

Fisher, T.G., Lepper, K., Ashworth, A.C., Hobbs, H. (2011) Southern outlet and basin of Glacial Lake Agassiz, in Miller, J.D., Hudak, G.J., Wittkop, C., and McLaughlin, P.I., eds., *Archean to Anthropocene: Field guides to the geology of the mid-continent of North America: Geological Society of America Field Guide*, 24, p. 379-400.^[37]

Reports / Government Documents

Gardner, J.N., Reneau, S.L., Lavine, A., Lewis, C.J., Katzman, D., McDonald, E.V., Wilson, J., Goodwin, L., Kelson, K.I., Lepper, K., and Wilson, C. (2003) Paleoseismic trenching in the Guaje Mountain fault zone, Pajarito fault system, Rio Grande rift, New Mexico. Los Alamos National Laboratory Report, LA-14087-MS.^[19]

Forman, S.L., Pierson, J., and Lepper, K. (1998) Luminescence Geochronology. *In* Dating and Earthquakes: Review of Quaternary Geochronology and its Application to Paleoseismology, eds. Sowers, J.M., Noller, J.S., and Lettis, W.R., U.S. Government Printing Office: Washington DC, NUREG-5562.^[5]

Abstracts

109 Published conference abstracts. Past five years listed for brevity. A full list is available upon request.

1. Lepper, K., 2017. Getting back to basics: Reaffirming two important theoretical underpinnings relevant to OSL data analysis. GSA Abstracts with Programs. Vol. 49, No. 6, doi: 10.1130/abs/2017AM-303385.
2. Lepper, K., 2017. CHRONOQUEST: A team-based, student-managed authentic geochronology research course. GSA Abstracts with Programs. Vol. 49, No. 6, doi: 10.1130/abs/2017AM-303400.
3. Olson, T., Fischer, J., Clark, L., Gibbs Schnucker, S., Marston, H., and Lepper, K., 2017. Dating the latest Tintah shoreline of Lake Agassiz in northern Minnesota: Adding to the geochronologic puzzle. GSA Abstracts with Programs. Vol. 49, No. 6, doi: 10.1130/abs/2017AM-303239.
4. Olson, T., Gibbs Schnucker, S., Marston, H., Fischer, J., Clark, L. and Lepper, K., 2017. CHRONOQUEST: Our adventures in a team-based, student-managed authentic geochronology research course. GSA Abstracts with Programs. Vol. 49, No. 6, doi: 10.1130/abs/2017AM-303299.
5. Kasmerchak, C., Schaetzl, R. and Lepper, K., 2017. Introducing Glacial Lake Roscommon, central lower Michigan, USA. GSA Abstracts with Programs, Vol. 49, No. 6, doi: 10.1130/abs/2017AM-303067.
6. Johnston, J.W., Argyilan, E.P., Baedke, S.J., Morrison, S., Loope, H.M., Lepper, K., Thompson, T.A. and Wilcox, D.A., 2017. Interpreting paleohydrographic data reconstructed from strandplains of beach ridges in the Laurentian Great Lakes. GSA Abstracts with Programs, Vol. 49, No. 6, doi: 10.1130/abs/2017AM-307880.
7. Johnston, J.W., Morrison, S., Argyilan, E.P., Thompson, T.A., Lepper, K., Baedke, S.J., and Wilcox, D.A., 2017. Most of the modern-day coastal zone in the upper Great Lakes was established many millennia ago during the Nipissing phase. GAC/MAC annual conference abstracts, Kingston, ON.

8. Morrison, S., Johnston, J.W., Lepper, K., Jol, H. and Zamperoni, A. 2017. Past Great Lakes water level fluctuations elucidated by the sediments of the Ipperwash strandplain, southern Lake Huron. GAC/MAC annual conference abstracts, Kingston, ON.
9. Lepper, K., Argyilan, E., and Fisher T. 2017. Pushing the limits of OSL application to Great Lakes costal deposits: How young and how small? GSA Abstracts with Programs, Vol. 49, No. 2, doi: 10.1130/abs/2017NE-291582.
10. Dilworth, J., Krantz, D., Fisher, T., and Lepper, K. 2017. Analysis and chronology of Glacial Lake Arkona in the western Lake Erie basin, USA. GSA Abstracts with Programs, Vol. 49, No. 2, doi: 10.1130/abs/2017NE-291041.
11. Morrison, S., Zamperoni, A., Garcia, C., Jol, H., Johnston, J. and Lepper, K., 2017. Quantifying natural lake level fluctuations for the Ipperwash Strandplain, Lake Huron: Examining the connection between the upper and lower Great Lakes. Vol. 49, No. 2, doi: 10.1130/abs/2017NE-290663.
12. Zamperoni, A., Johnston, J., Wolfe, B., Hall, R., Lepper, K., Jol, H., Endres, T. and Duguay, C., 2017. Characterizing relict shorelines to establish the most detailed account of lake-levels in the Peace Athabasca delta: A key hydrologic node of the Mackenzie River basin, northwestern Canada. Vol. 49, No. 2, doi: 10.1130/abs/2017NE-290049.
13. Murphy, J., and Lepper K., 2017. Benefits of integrated Writing Across the Disciplines pedagogy in a mid-level Geomorphology course. Abstracts, 31st Annual National Conference on Undergraduate Research, Memphis, TN.
14. Lepper, K., and Murphy, J. 2016. Adapting legacy Geomorphology lab exercises to host embedded disciplinary writing assignments. GSA Abstracts with Programs, Vol. 48, No. 7, doi: 10.1130/abs/2016AM-278146.
15. Murphy, J., and Lepper K., 2016. Benefits of integrated Writing Across the Disciplines pedagogy in a mid-level Geomorphology course. GSA Abstracts with Programs, Vol. 48, No. 7, doi: 10.1130/abs/2016AM-278584.
16. Alme, K., Lepper, K., Towell, A. and Fisher, T. 2016. OSL evaluation of dune-sourced sand lenses from Gilligan Lake, Michigan, USA. GSA Abstracts with Programs, Vol. 48, No. 7, doi: 10.1130/abs/2016AM-285997.
17. Lowell, T.V., Fisher, T.G., Lepper, K., 2016. Lake Agassiz is a conundrum - should the chronology be likewise?: GSA Abstracts with Programs, Vol. 48, No. 5, doi: 10.1130/abs/2016NC -275361.
18. Johnston, J.W., Lepper, K., Argyilan, E.P., Loope, H.M., and Thompson, T.A., 2016. What is the rate of glacial isostatic adjustment between basins of the upper Great Lakes (Superior, Michigan, Huron)?: GSA Abstracts with Programs, Vol. 48, No. 5, doi: 10.1130/abs/2016NC-275655.
19. Johnston, J.W., Thompson, T.A., Baedke, S.J., Argyilan, E.P., Lepper, K., Loope, H.M., Morrison, S., Wilcox, D.A., 2016. Unraveling the natural rhythm of the Upper Great Lakes preserved in ancient shorelines: International Association for Great Lakes Research 59th Annual Conference, Abstracts with Program, Guelph, Ontario, Canada.
20. Lepper, K., Lewis, A., Zamora, F., Ramsey, M., Kowalewski, D., Willenbring, J., 2015. Novel adaptations of OSL dating procedures reveal episodic deposition on high elevation Antarctic fan: Geological Society of America Abstracts with Programs, v. 47, no. 7, p. 76.
21. Nitschke, J., Lepper, K., Johnston, J., Thompson, T., and Loope, H. 2015. OSL dating of a strandplain sequence in the Pine River Embayment of Lake Superior along the Upper Peninsula of Michigan: Geological Society of America Abstracts with Programs, v. 47, no. 7, p. 548.
22. Ternes, S. and Lepper, K. 2015. Optical dating equivalent dose distributions across grain size fractions: a detailed analysis of an Antarctic fan sample: Geological Society of America Abstracts with Programs, v. 47, no. 7, p. 793.
23. Kowalewski, D.E., Lewis, A.R., Lepper, K., Willenbring, J., Zamora, F., Valletta, R., Johnson, J., 2015. Orbital forcing of high elevation meltwater events along the periphery of East Antarctica: Eos Transactions, AGU Fall Meeting Supplement.
24. Lepper, K., Fisher, T., and Lowell, T., 2015. Water storage changes in Glacial Lake Agassiz, when, where, how; but mostly when: Canadian Quaternary Association (CANQUA) 2015 Abstracts (*digital only, no printed volume*).
25. Johnston, J.W., Lepper, K., Argyilan, E.P., Wilcox, D.A., Baedke, S.J., and Thompson, T.A., 2015. Closing the gap between the geologic and historical records in the Laurentian Great Lakes by providing the most detailed account of paleo lake level, ranging from decades to five millennia: Joint Assembly Meeting – AGU, CGU, GAC, and MAC, Abstracts with Program.

26. Lowell, T., Lepper, K., Fisher, T., Ward, D., Heath, S., and Breckenridge, A., 2015. Assessment of drainage pathways from Glacial Lake Agassiz: Geological Society of America Abstracts with Programs, v. 47, no. 5, p. 21.
27. Johnston, J., Loope, H., Lepper, K. and Thompson, T., 2015. Analysis of middle Holocene (ca. 6000 to 4500 years ago) lake-level change of ancestral Lake Superior at the Huron Mountains, Upper Michigan: Geological Society of America Abstracts with Programs, v. 47, no. 5, p.5.
28. Horton, J., Fisher, T., Karaffa, M., Loope, H., Lepper, K., 2015. Deglacial chronology of the Sturgis Moraine in South-central Michigan and Northeast Indiana: Geological Society of America Abstracts with Programs, v. 47, no. 5, p. 3.
29. Higley, M., Fisher, T., Jol, H., Lepper, K., Goble, R., and Martin-Hayden, J. 2015. A contemporary story of historical Lake Warren strandlines from Northwest Ohio: Geological Society of America Abstracts with Programs, v. 47, no. 5, p. 4.
30. Kowalewski, D., Lewis, A., and Lepper, K. 2015. Holocene summer melt potential in the Antarctic Dry Valleys: evidence from high elevation alluvial fan activity: Geological Society of America Abstracts with Programs, v. 47, no. 5, p.123.
31. Lepper, K., Ramsey, M., Zamora, R., and Lewis, A., 2014. OSL dating of high elevation fan deposits in the Antarctic Dry Valleys: Analytical methods: Geological Society of America Abstracts with Programs, v. 46, no. 6, p.185.
32. Ramsey, M., Lepper, K., Zamora, R., and Lewis, A., 2014. OSL dating of high elevation fan deposits in the Antarctic Dry Valleys: Current results: Geological Society of America Abstracts with Programs, v. 46, no. 6, p.185.
33. Kowalewski, D., Lewis, A., and Lepper, K. 2014. Possible triggers for Holocene meltwater production at high elevation alluvial fans in the Dry Valleys, East Antarctica: Geological Society of America Abstracts with Programs, v. 46, no. 6, p.185.
34. Jacobs, C., Lepper, K. and Strelin, J., 2014. OSL dating of shoreline deposits of Laguna Cari-Laufquen Grande, Argentina: Geological Society of America Abstracts with Programs, v. 46, no. 6, p.148.
35. Lepper, K. and Moxness, L., 2014. A complex deglacial history spanning up to 55,000 years glimpsed in eastern Sargent County, North Dakota: Geological Society of America Abstracts with Programs, v. 46, no. 4, p. 47.
36. Ramsey, M.A., Zamora, F.J., Lepper, K., and Lewis, A.R., 2013. OSL dating of high-elevation fan deposits in the Antarctic Dry Valleys: Field sampling, laboratory processing, and preliminary data: Geological Society of America Abstracts with Programs, v. 45, no. 7, p. 118.
37. Zamora, F.J., Lewis, A.R., Lepper, K., and Ramsey, M.A., 2013. Alluvial fans in the McMurdo Dry Valleys: A proxy for melting along terrestrial margins of the East Antarctic ice sheet: Geological Society of America Abstracts with Programs, v. 45, no. 7, p. 412.
38. Lepper, K., Lorenz, K.M., and Argyilan, E.P., 2013. An evaluation of SAR data-collection variations and data-analysis approaches for dating modern sediments with OSL: 9th New World Luminescence Dating Workshop Abstract Volume, p. 22. *[abstract only]*
39. Lowell, T.V., Applegate, P., Fisher, T.G., Lepper, K., 2013. Estimates of Laurentide meltwater production and fate based on first order hydrological principles: CANQUA Meeting Abstracts.
40. Lepper, K., Fisher, T.G. and Lowell, T.V., 2013. Age constraints for an updated Lake Agassiz paleohydrograph: Geological Society of America Abstracts with Programs, v. 45, no. 4, p. 3.
41. Fisher, T.G., Blockland, J., Higley, M., Anderson, B., Goble, R.J., and Lepper, K., 2013. Recent stratigraphic and chronologic results from the Huron-Erie lake plain of ancestral Lake Erie, Ohio: Geological Society of America Abstracts with Programs, v. 45, no. 4, p. 3.
42. Liu, X., Fisher, T.G., Lepper, K., and Lowell, T.V., 2013. Using lacustrine sediment to test the evaporation hypothesis for the Moorhead low water phase of Lake Agassiz: Geological Society of America Abstracts with Programs, v. 45, no. 4, p. 53.
43. Thompson, T.A., Johnston, J.W., and Lepper, K., 2013. The elevation of the peak Nipissing phase (mid Holocene) at outlets of the upper Great Lakes: Geological Society of America Abstracts with Programs, v. 45, no. 4, p. 55.
44. Johnston, J.W., Argyilan, E.P., Thompson, T.A., Lepper, K., Baedke, S.J., and Wilcox, D.A., 2013. A Sault-outlet-referenced mid- to late-Holocene paleohydrograph for Lake Superior constructed from strandplains of beach ridges: Geological Society of America Abstracts with Programs, v. 45, no. 4, p. 56.

45. Lepper, K., Argyilan, E. and Thompson, T. 2012. Analysis of intra-dune variability of optical ages in late Holocene coastal dunes along the southern shore of Lake Michigan: Geological Society of America Abstracts with Programs, v. 44, no. 7, p. 297.
46. Fisher, T., Lepper, K., and Lowell, T., 2012. Meltwater storage in Lake Agassiz; Volume, delivery, and timing: Geological Society of America Abstracts with Programs, v. 44, no. 7, p. 454.
47. Liu, X., Fisher, T., Lepper, K. and Lowell, T. 2012. Using lacustrine sediment to test the evaporation hypothesis for the Moorhead low water phase of Lake Agassiz: Geological Society of America Abstracts with Programs, v. 44, no. 7, p. 437.
48. Argyilan, E., Lepper, K., Thompson, T. and **Grabos, N., 2012. Late Holocene coastal development along the southern shore of Lake Michigan determined from eolian and palustrine deposits of the Tolleston beach: Geological Society of America Abstracts with Programs, v. 44, no. 7, p. 44.
49. **Grabos, N., Argyilan, E., Thompson, T. 2012. Examining concepts related to parabolic dune development in stabilized dunes along the southern coast of Lake Michigan using geomorphology, optical stimulated luminescence (OSL) and particle size analysis (PSA): Geological Society of America Abstracts with Programs, v. 44, no. 7, p. 107.
50. †Zamora, F. Lewis, A., and Lepper, K., 2012. Activation of high elevation alluvial fans in the Transantarctic Mountains – a proxy for warmth along East Antarctic ice margins: American Geophysical Union Fall 2012 Meeting Abstracts.
51. Lepper, K., 2012. Lake Agassiz beach mammoths: New dates for some old beach bums: Geological Society of America Abstracts with Programs, v. 44, no. 5, p. 11.
52. **Moxness, L. and Lepper, K., 2012. OSL dating and sedimentological analysis of Pre-Herman glacial lake strandlines near Milnor, North Dakota: Geological Society of America Abstracts with Programs, v. 44, no. 5, p. 11.
53. Lowell, T.V., Fisher, T.G., Applegate, P.J., and Lepper, K., 2012. Can evaporation match meltwater input?: A story to be told from the Lake Agassiz basin: American Quaternary Association Program and Abstracts of the 22nd Biennial Meeting.

Presentations

Presentations by Lepper:

59 professional and public presentations. Past five years listed for brevity. A full list is available upon request.

1. Getting back to basics: Reaffirming two important theoretical underpinnings relevant to OSL data analysis. Geological Society of America Annual Meeting, Seattle, WA, October 2017.
 2. CHRONOQUEST: A team-based, student-managed authentic geochronology research course. Geological Society of America Annual Meeting, Seattle, WA, October 2017.
 3. Adapting legacy Geomorphology lab exercises to host embedded disciplinary writing assignments. Geological Society of America Annual Meeting, Denver, CO, September 2016.
 4. Novel adaptations of OSL dating procedures reveal episodic deposition on high elevation Antarctic fans. Geological Society of America Annual Meeting, Baltimore, MD, November 2015.
 5. Water storage changes in Glacial Lake Agassiz, when, where, how; but mostly when. Canadian Quaternary Association (CANQUA) Annual Meeting, St. John, Newfoundland, August 2015.
 6. OSL dating of high elevation fan deposits in the Antarctic Dry Valleys: Analytical methods. Geological Society of America National Meeting, Vancouver, BC, October 2014.
 7. A complex deglacial history spanning up to 55,000 years glimpsed in eastern Sargent County, North Dakota. Geological Society of America Central Section Meeting. Lincoln, NE, April 2014.
- Was unable to travel for much of 2013.*
8. Analysis of intra-dune variability of optical ages in late Holocene coastal dunes along the southern shore of Lake Michigan. Geological Society of America Annual National Meeting, Charlotte, NC, November 2012.
 9. Lake Agassiz beach mammoths: New dates for some old beach bums. Geological Society of America Central Section Meeting. Dayton, OH, April 2012.

Presentations by Undergraduate Students - Lepper as Mentor:

1. Fischer, J, Olson, T., Clark, L., Gibbs Schnucker, S., Marston, H., and Lepper, K., Dating the latest Tintah shoreline of Lake Agassiz in northern Minnesota: Adding to the geochronologic puzzle (poster). Geological Society of America Annual Meeting, Seattle, WA, October 2017.
2. Fischer, J, Gibbs Schnucker, S., and Lepper, K., Dating the latest Tintah shoreline of Lake Agassiz in northern Minnesota: Adding to the geochronologic puzzle (poster). NDSU EXPLORE Undergraduate Research Symposium, November 2017.
3. Olson, T., Gibbs Schnucker, S., Marston, H., Fischer, J, Clark, L. and Lepper, K., CHRONOQUEST: Our adventures in a team-based, student-managed authentic geochronology research course (poster). Geological Society of America Annual Meeting, Seattle, WA, October 2017.
4. Marston, H., Clark, L. and Lepper, K., CHRONOQUEST: Our adventures in a team-based, student-managed authentic geochronology research course (poster). NDSU EXPLORE Undergraduate Research Symposium, November 2017.
5. Olsen, T. and Lepper, K. CHRONOQUEST: Locating sample sites on the poorly expressed Tintah of Lake Agassiz using an integrative data framework (poster). NDSU EXPLORE Undergraduate Research Symposium, November 2017.
6. Olsen, T. and Lepper, K. CHRONOQUEST: Locating sample sites on the poorly expressed Tintah of Lake Agassiz using an integrative data framework (poster). NDSU CSM Summer Undergraduate Research Symposium, August 2017.
7. Murphy, J. and Lepper, K., Benefits of integrated Writing Across the Disciplines pedagogy in a mid-level Geomorphology course (poster). NDSU EXPLORE Undergraduate Research Symposium, November 2016.
8. Murphy, J. and Lepper, K., Benefits of integrated Writing Across the Disciplines pedagogy in a mid-level Geomorphology course (poster). Geological Society of America Annual Meeting, Denver, CO, September 2016.
9. Murphy, J. and Lepper, K., Benefits of integrated Writing Across the Disciplines pedagogy in a mid-level Geomorphology course (poster). NDSU CSM Summer Undergraduate Research Symposium, August 2016.
10. Alme, K., Lepper, K., Towell, A., and Fisher, T., OSL evaluation of dune-sourced sand lenses from Gilligan Lake, Michigan, USA (poster). NDSU EXPLORE Undergraduate Research Symposium, November 2016.
11. Alme, K., Lepper, K., Towell, A., and Fisher, T. OSL evaluation of dune-sourced sand lenses from Gilligan Lake, Michigan, USA (poster). Geological Society of America Annual Meeting, Denver, CO, September 2016.
12. Nitschke, J., Lepper, K., Johnston, J., Thompson, T., and Loope, H., OSL dating of a strandplain sequence in the Pine River Embayment of Lake Superior along the Upper Peninsula of Michigan (poster). Geological Society of America Annual Meeting, Baltimore, MD, November 2015.
13. Ternes, S., and Lepper, K., Optical dating equivalent dose distributions across grain size fractions: a detailed analysis of an Antarctic fan sample (poster). Geological Society of America Annual Meeting, Baltimore, MD, November 2015.
14. Jacobs, C., Lepper, K. and Strelin, J., OSL dating of shoreline deposits of Laguna Cari-Laufquen Grande, Argentina (poster). Geological Society of America National Meeting, Vancouver, BC, October 2014.
15. Moxness, L. and Lepper, K. OSL dating and sedimentological analysis of Pre-Herman glacial lake strandlines near Milnor, North Dakota (poster). Geological Society of America Central Section Meeting. Dayton, OH, April 2012.
16. Breiland, A. and Lepper, K. New insights into the age and geological context of the Walhalla, North Dakota mammoth (poster). Geological Society of America Annual National Meeting, Denver, CO, October 2010.
17. Fielding, J.D.W. and Lepper, K. Occurrence and age of packrat middens from western North Dakota (Oral). Geological Society of America Annual National Meeting. Portland, OR, October 2009.
18. Gorz A.J. and Lepper, K. OSL dating properties of Mg-carbonate: A recently discovered mineral in Martian sediments (poster). Geological Society of America Annual National Meeting. Portland, OR, October 2009.
19. Gorz, K.L., and Lepper, K. OSL dating of glacial Lake Agassiz strandlines in western Cass County, North Dakota (Oral). Annual Meeting of Geological Society of America, Evansville, IN, April 2008.
20. Thorstad, D. and Lepper, K. A comparison of the basic optical dating properties of two natural gypsum samples as analogs for component minerals in Mars surface sediments (poster). Annual Meeting of Geological Society of America, Denver, CO, October 2007.
21. Morken, T. and Lepper, K. Optical Dating Properties of Thenardite (Na_2SO_4): A potential sulfur source mineral in Martian sediments (poster). Annual Meeting of Geological Society of America, Philadelphia, PA, October 2006.

22. Podoll, A. and Lepper, K. The optical dating properties of Kieserite: An important accessory mineral in Martian sediments (poster). Annual Meeting of the Geological Society of America, Salt Lake City, UT, October 2005.
23. Franklund, R. and Lepper, K. Maximum Age Predictions for Optical Dating on Mars Based on Dose/Depth Models and Martian Meteorite Compositions (poster). Fall Meeting of the American Geophysical Union, San Francisco, CA, December 2004.
24. Thorstad, J., Lepper, K., and Reneau, S. OSL dating of lacustrine deposition in Valle Toledo; New Mexico (poster). Annual Meeting of the Geological Society of America, Denver, CO, November 2004.

Presentations by Graduate Students - Lepper as Research Advisor:

1. Ramsey, M., Lepper, K., [†]Zamora, F.J., and Lewis, A.R. OSL dating of high elevation fan deposits in the Antarctic Dry Valleys: Current results. Geological Society of America, National Meeting, Vancouver, BC, October 2014.
2. Ramsey, M.A., [†]Zamora, F.J., Lepper, K., and Lewis, A.R. OSL dating of high-elevation fan deposits in the Antarctic Dry Valleys: Field sampling, laboratory processing, and preliminary data. Annual Meeting of the Geological Society of America, Denver, CO, October 2013.
3. Detschel, M.J. and Lepper, K. The OSL dating behavior of Martian sediment analogue materials exposed to a simulated Martian solar spectrum. American Physical Society National Meeting, Pittsburgh, PA, March 2009.
4. Detschel, M. and Lepper, K. The role of ultraviolet light as an ionizing radiation source in the development of in-situ optical dating techniques for Mars. 39th Lunar and Planetary Sciences Conference, Houston, TX, March 2008.
5. O'Connor, V. and Lepper, K. Optical dating properties of calcium and magnesium sulfates: Important components of Mars surface sediments. 39th Lunar and Planetary Sciences Conference, Houston, TX, March 2008.
6. O'Connor, V. and Lepper, K. Optically stimulated luminescence dating properties of gypsum and anhydrite: potentially important geochronometric minerals in Martian sediments. Annual Meeting of Geological Society of America, Denver, CO, October 2007.

Grantsmanship

Funded Grants / Awards / Contracts

Over \$700,000 USD awarded. Only funded and pending grants are listed for brevity.

- Schaetzl, R., Lepper, K., Yansa, C., Lowell, T., Curry B. (Co-PI's), Paleoenvironmental Implications of the Oldest MIS-2 Lake in Glaciated North America: Intraglacial Lake Roscommon. NSF Geography and Spatial Sciences (*Submitted Sept. 2017: \$349k/3yrs; NDSU request \$39.5k; pending*)
- Lewis, A., Lepper, K. (Co-PI's), Collaborative Research: Activation of high-elevation alluvial fans in the Transantarctic Mountains - a proxy for Plio-Pleistocene warmth along East Antarctic ice margins. NSF, Antarctic Earth Science Program, Co-I's: Willenbring, J. and DeConto, R. (*NDSU request: \$180.1k/3yr; funded; term 8/01/11-7/31/14, no cost extension to 6/30/15*).
- Lepper, K., Developing a direct depositional chronology for the shores of glacial Lake Agassiz using optically stimulated luminescence dating. Comer Science and Education Foundation (*\$50k/2yr; funded; term 5/15/07-5/15/09*).
- Lepper, K., The optical dating response of Mars sediment analogs including geologic salts to simultaneous UV/VIS irradiation. NASA Office of Space Sciences, Mars Fundamental Research Program (*\$132k/2yr; funded; term 5/10/06-5/09/08+1 yr extension*).
- Lepper, K., Optically stimulated luminescence dating of Lake Huron beach ridges. Cooperative agreement with the U.S. Geologic Survey, Great Lakes Science Center (*\$35.3k; funded; term 8/15/05-8/14/09; modified in 2007 to a total of \$61.2k*).
- Lepper, K., Fence row dunes as archives of eolian soil erosion rates in west Texas and eastern New Mexico. Gladys W. Cole Memorial Research Award for drylands research from the Quaternary Geology and Geomorphology section of the Geological Society of America (*\$7.6k; funded; term 10/16/05-10/15/06*).

- Lepper, K., Martian Seminar Exchange. Grant from the North Dakota NASA EPSCoR office (\$2.6k; funded; term 1/01/05-6/30/05).
- Lepper, K., Geochronologic support for the evaluation of long-term erosion rates at LANL Area G. Subcontract to Los Alamos National Laboratory / DOE (\$15k; funded; term 9/01/04-7/31/05).
- Lepper, K. and Wilson C.J., Sponsorship for the 2nd North American Luminescence Dating Workshop in Northern New Mexico. Los Alamos National Laboratory (DOE), Capital Equipment Reinvestment Program (\$50k; funded; term – 2004 single expenditure).
- Wilson, C.J. and Lepper, K., Proposal for an integrated OSL reader. Los Alamos National Laboratory (DOE), Capital Equipment Reinvestment Program (\$95k; funded; term – 2002 single expenditure).

Teaching Experience

Articulation of Teaching Philosophy

“By personal example and through opportunities to participate in the process of scientific inquiry, I strive to encourage students to explore and foster their own curiosity and sense of wonder in the natural world: to rise above being taught and become active learners.”

Classroom Teaching

Current Course Responsibilities:

- Physical Geology, GEOL105; enrollment 500+ students
- Hydrogeology, GEOL414/614; combined undergraduate and graduate course, enrollment 12-20
- Geomorphology, GEOL412/612; combined undergraduate and graduate course, enrollment 12-25
- Geosciences Seminar, GEOL491; Jr./Sr. level capstone course to develop presentations skills and demonstrate integration of knowledge across the curriculum, enrollment 5-20
- Team-based Undergraduate Research, CHRONOQUEST, GEOL493, enrollment 4-6

I have had the privilege of instructing the following courses at North Dakota State University:

- Physical Geology, GEOL105; enrollment 500+ students
- Planetary Geology, GEOL310; enrollment 15-20 students
- Glacial Geology, GEOL413/613; combined undergraduate and graduate course, enrollment 12-20
- Hydrogeology, GEOL414/614; combined undergraduate and graduate course, enrollment 12-25
- Geomorphology, GEOL412/612; combined undergraduate and graduate course, enrollment 15-30
- Geosciences Seminar, GEOL491; Jr./Sr. level course to develop presentations skills, enrollment 5-20
- Team-based Undergraduate Research, GEOL493
- IS: Laboratory Methods in Quaternary Geochronology, GEOL494
- IS: Quaternary Research, GEOL494
- IS: Geosciences Communication, GEOL494
- IS: Geology Writing Analysis, GEOL494
- IS: Techniques in Optical Dating, GEOL793
- IS: Planetary Geology, GEOL793

Research-teaching

I began my research career as an undergraduate student. It was the most formative experience in my professional life. Involvement in research ignited a fire of curiosity in me that cascaded through my entire educational experience and is now the core of my professional life. Because of the strong influence that research has had on my life, one of my primary missions as a scientist and an educator is to provide research opportunities for students. Listed below are students I have interacted with in a research-teaching context. I have assisted many of these students in securing awards to support their endeavors, which are listed as well.

Graduate Students Advised

* Member of a group under-represented in STEM; commitment to increasing diversity in STEM

1. *Meridith Ramsey; graduated 2015; Environmental and Conservations Sciences (ECS) Program; began August 2012 – graduated with MS degree December 2015; Topic: Geochronology of fans deposits as climate proxies in the Dry Valleys region of Antarctica; Supported by NSF grant, (co-advised with A. Lewis).
2. Felix Zamora; graduated 2013; Environmental and Conservations Sciences (ECS) Program; began August 2011 – graduated with MS degree July 2013; Topic: Climate records in fans deposits of the Dry Valleys region of Antarctica; Supported by NSF grant, (co-advised with A. Lewis).
3. *Vanessa O'Connor; Environmental and Conservations Sciences (ECS) Program; began January 2007 - graduated with MS degree December 2008. Thesis title: Optical stimulated luminescence dating properties of calcium, magnesium and ferric sulfates: potentially important geochronometric minerals in Martian sediments; Supported by NASA Grant.
4. *Marissa Detschel; Physics; began May 2007 - graduated with MS degree May 2009; Thesis title: The optical dating response of Martian sediment analogue materials to a simulated Martian solar spectral irradiance environment consisting of simultaneous ultraviolet and visible irradiation; Supported by NASA Grant.
5. Alex Buell; Environmental and Conservations Sciences (ECS) Program; began May 2007 - graduated with MS degree May 2009; Thesis title: An OSL chronology for Lake Agassiz beaches along Upham's type transect; Supported by a Comer Science and Education Foundation Grant.

Undergraduate Students Mentored on Independent Research Projects

* Member of a group under-represented in STEM; commitment to increasing diversity in STEM

1. *Kayleigh Alme, Undergraduate Geology Major; Project title, OSL evaluation of dune-sourced sand lenses from Gilligan Lake, Michigan, USA.
2. Gabriel Ferragut; Undergraduate Geology and Physics Major, *NASA Space Grant Fellowship awardee, Summer 2015*; Project topic: The influence of H₂O phase on inter-granular radiation attenuation.
3. *Jenna Murphy; ***Undergraduate English Major***. Project topic: Exploratory research in geosciences writing: embedded writing instruction within Geomorphology laboratory exercises.
4. Sean Ternes; Undergraduate Geology Major; Project title, Optical dating equivalent dose distributions across grain size fractions: a detailed analysis of an Antarctic fan sample.
5. *Jasmine Nitschke; Undergraduate Geology Major; Project topic, OSL dating in the Huron Mountain Strandplain of Lake Superior.
6. *Cheyanne Jacobs; Undergraduate Geology Major; Project topic, OSL dating of beach ridge deposits of Laguna Cari-Laufen Grande in South America.
7. Levi Moxness; Undergraduate Geology Major; Project topic, The Milnor Stage of Glacial Lake Agassiz
8. *Ashley Brieland; Undergraduate Geology Major, *Robert Noyce STEM Intern 2010*; Project title, Re-examination of the geological context and age of the Walhalla, North Dakota Mammoth. Current Research in the Pleistocene.
9. *Lauren Sager; Undergraduate Geology Minor, *Robert Noyce STEM Intern 2009*; Project topic, A revised age determination for the Embden, North Dakota mammoth using optically stimulated luminescence dating.
10. Andrew Gorz; Undergraduate Geology Major; *NASA Undergraduate "Space Grant" awardee*, Spring and Summer 2009; Project Title, OSL dating properties of Mg-carbonate.
11. *Kelly Gorz; Undergraduate Geology Major; *NASA McNair Scholar 2006-2008*; Project title, Geochronology of Lake Agassiz strandlines in Cass County, North Dakota
12. *John Fielding; Undergraduate Geology Major; *NASA McNair Scholar 2007-2009*; Project title, Pack Rat Middens as paleoenvironmental indicators in North Dakota
13. Dan Thorstad; Undergraduate Geology Minor; *NASA Undergraduate "Space Grant" awardee*, Spring 2007; Project title, Optical Dating properties of Gypsum (CaSO₄·2H₂O).
14. Todd Morken; Undergraduate Geology Major at NDSU; *NASA Undergraduate "Space Grant" awardee, Spring and Fall 2006*; Project topic, Sulfates as geochronometers for Mars surface science.
15. Andrew Podoll; Undergraduate Geology Major at NDSU; *NASA Undergraduate "Space Grant" awardee*, Spring 2005; Project title, Optical dating properties of Kieserite - an important accessory mineral in Martian sediments.

16. Roark Franklund; Undergraduate Geology Major at NDSU; Project title, Maximum age predictions for OSL dating on Mars based on dose/depth models and Martian meteorite compositions.
17. *Abigail Marohl; Undergraduate Geology Major at NDSU; Project title, Luminescence dating of fluvial sediments from Chupaderos Canyon New Mexico.
18. *Jennifer Thorstad; Undergraduate Geology Major at NDSU; *EPSCoR AURA awardee*, Summer 2004; Project title, Geochronology of lake deposits in Valles Toledo; New Mexico.

Service

Service to the Profession

Have served as technical host or co-host for two international specialist conferences:

- 4th New World Luminescence Dating and Dosimetry Workshop, Denver, CO. May 31-June 1, 2006
- 2nd North American Luminescence Dating Workshop in Albuquerque NM. August 14-16, 2003.

Have co-chaired sessions at Geological Society of America Meetings:

- Technical session co-chair (T197) GSA National Meeting 2017, Seattle, WA.
- Technical session co-chair (T12), GSA National Meeting 2012, Charlotte, NC.
- Pardee Keynote Symposium co-chair (P1) GSA National Meeting 2011, Minneapolis, MN.
- Field Course co-leader (FG24) GSA National Meeting 2011, Minneapolis, MN.
- Technical session co-chair (T138), GSA National Meeting 2010, Denver, CO.
- Technical session co-chair (T156), GSA National Meeting 2009, Portland, OR.
- Technical session co-chair (S2), GSA NC Section Meeting 2008, Evansville, IN.

Have reviewed NASA and NSF research proposals and served as a review panelist:

- NSF EAR Geomorphology program proposal reviewer, April 2012
- NASA PIDDP proposal review panelist, Jan. 2010.
- NASA ASTID proposal reviewer, Nov. 2010.

Have refereed manuscripts submitted for publication in the peer-reviewed journals:

- *Geomorphology*
- *Quaternary International*
- *Quaternary Science Reviews*
- *Radiation Measurements*
- *Journal of Luminescence*
- *Archaeometry*
- *Icarus*
- *Planetary and Space Sciences*

University Service

North Dakota State University

- Chairperson (2012 to present) University Radiation Safety Committee (Member: 2004 to Present)
- Serve as a member of the Environmental and Conservation Sciences Program Steering Committee Member (2010 to Present)
- Serve as a member of the University Chemical Safety Committee (2009 to Present)
- Departmental representative to the Common Course Numbering (CCN) Committee (2008 to Present)
- Serve as the Department of Geosciences Laboratory Safety Officer (2004 to Present)
- Served as a member of the search committee for a tenure-track geology position in the Department of Geosciences (2015 to 2016)
- Member of the CSM Dean's Advisory Committee (2013-2015)
- Served as a Faculty Senator (2010 to 2012)
- Served as a member of the search committee for Dean of the College of Science and Mathematics (2011 to 2012)

- Served as a member of the search committee for a tenure-track geography position in the Department of Geosciences (2011 to 2012)
- Served as a member of the College of Science and Mathematics Curriculum Review Committee (2005-2008)
- Served as chair of a tenure-track faculty search committee for the Department of Geosciences (2007 to 2008)
- Served as a member of the search committee for Dean of the College of Science and Mathematics (2005 to 2006)

Community Service

- Coordinated hosting the geology portion of “Science Day at NDSU” for the entire first grade (3 classes) of Dilworth Elementary (2014 & 2015)
- Chairperson (2011-2014), City of Fargo Planning Commission Board of Adjustment (2005-2014)
- Habitat for Humanity Volunteer (2007-2011)
- “Rock Talks” for Preschool and Elementary Classes (2004-2006)
- Judge for SE regional and ND State Science Fair (2008; 2010)

Honors, Awards, and Recognition of Scholarship

Honors

1995 Graduated *Summa cum Laude with distinction* in the Geological Sciences
The Ohio State University

Awards and Distinctions

2017 Nominated by students for the Excellence in Mentoring Award, North Dakota State University.
2014 Nominated by students (anonymously) for the Robert Odney Award for Excellence in Teaching,
North Dakota State University
2010 Nominated by the Department of Geosciences for the Paul Juell Mentorship Award,
College of Science and Mathematics, North Dakota State University
2008 Nominated by the Department of Geosciences for the James A. Meier Junior Professorship,
College of Science and Mathematics, North Dakota State University
2008 Nominated by students for the NDSU Science and Mathematics Ambassadors’ Faculty Excellence
Award, College of Science and Mathematics, North Dakota State University
2006 Named a **Comer Fellow** by the Comer Research and Education Foundation
(<http://www.comerfamilyfoundation.org/our-impact/comer-fellows/>)
2005 Selected as the **Gladys W. Cole Award** recipient for drylands research by the Quaternary
Geology and Geomorphology Division of The Geological Society of America
2001 Received the Oklahoma State University Research Excellence Award. Nominated by the
Department of Physics, awarded by the Oklahoma State University Graduate College
2000 Nominated for Best Student Paper of the Year Award. *By:* The Meteoritical Society and The
Planetary Division of the Geological Society of America
1999 & 2000 Selected as a participant in the NASA Summer School for Planetary Sciences
Jet Propulsion Laboratory / California Institute of Technology
1999 Received the Outstanding Experimental Physics Research Assistant Award
Oklahoma State University, Department of Physics
1995 Recognized with *Honorable Mention* in the Undergraduate Thesis Award Competition
The Ohio State University, Department of Geological Sciences

Fellowships and Scholarships

2001 - 2003 Director's Funded Postdoctoral Fellowship
Los Alamos National Laboratory, LDRD Committee

1998 - 2001	Presidential Fellowship for Water, Energy, and the Environment Oklahoma State University, Environmental Institute
1998 – 2000	NASA Oklahoma Space Grant Fellowship Oklahoma State University, College of Mechanical and Aerospace Engineering
2000	NASA Oklahoma EPSCoR Research Initiation Grant The University of Oklahoma, NASA Oklahoma EPSCoR Program Office
1994 – 1995	Undergraduate Honors Research Scholarship The Ohio State University, College of Arts and Sciences Honors Department
1992 – 1994	Marcus and Lottie Lieberman Full Academic Scholarship The Ohio State University, Department of Geological Sciences
1994	National Association of Geology Teachers Summer Field Scholarship The University of Dayton, Ohio
1993 – 1994	William A. Toivonen Scholarship The Ohio State University, Department of Geological Sciences
1992 – 1995	Scarlet and Gray Scholarships The Ohio State University, Office of Financial Aid

Molly Secor-Turner, Ph.D., MS, RN
Curriculum Vitae

CONTACT INFORMATION

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Fargo, ND 58103
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EDUCATION

2008 Ph.D. in Nursing, University of Minnesota

Dissertation: *Social Messages and Teen Sexual Health: Voices of Urban African American Youth*

2004 M.S. in Public Health Nursing, University of Minnesota

1999 B.S. in Nursing, University of Minnesota
Graduated with distinction.

POSITIONS HELD

- 2015- *Associate Professor*, North Dakota State University, School of Nursing and Master of Public Health (MPH) Program, Public Health in Clinical Systems Track
- 2013-2015 *Assistant Professor*, North Dakota State University, Master of Public Health (MPH) Program, Public Health in Clinical Systems Track
- 2010-2015 *Assistant Professor*, North Dakota State University, School of Nursing
- 2015- *Adjunct Faculty*, Center for Health Outcomes and Prevention Research, Sanford Research
- 2010 *Project Director/Research Associate*, University of Minnesota, Departments of Nursing and Pediatrics, (principal investigators: Renee Sieving and Peter Scal)
- 2008-2010 *Postdoctoral Research Fellow*, Adolescent Health Protection Research Training, Center for Adolescent Nursing, University of Minnesota
- 2004-2008 *Research Assistant*: Division of General Pediatrics, Prevention Research Center, University of Minnesota, (principal investigator: Dr. Renee Sieving)
- 2003-2004 *Research Assistant*: School of Nursing, University of Minnesota, (principal investigator: Dr. Carol O'Boyle)
- 2001-2003 *Registered Nurse*, Labor and Delivery, North Memorial Medical Center, Robbinsdale, Minnesota.
- 2000-2001 *Registered Nurse*, Medical/Surgical Departments, Bozeman Deaconess Hospital, Bozeman, Montana.

PUBLICATIONS

Refereed Journal Articles In Press and Published

- Secor-Turner, M.,** McMorris, B. & Scal, P. (2017). Improving the Sexual Health of Young People with Mobility Impairments: Challenges and Recommendations. *Journal of Pediatric Health Care*, 31:578-587. doi:10.1016/j.pedhc.2017.03.002
- Secor-Turner, M.,** Randall, B.A., Christensen, K., Loyola, M., & Jacobson, A. (2017). Implementing community-based comprehensive sexuality education with high-risk youth in a conservative environment: Lessons learned. *Sexuality Education*. doi:10.1080/14681811.2017.1318273
- Secor-Turner, M.,** Schmitz, K., & Benson, K. (2016). Adolescent experiences of menstruation in rural Kenya. *Nursing Research*, 64(4):301-5. doi:10.1097/NNR.0000000000000161.
- Reichenberger, D., Hilmert, C., Irish, L., **Secor-Turner, M.,** & Randall, B. (2015). Associations between sleep and health-risk behaviors in a rural adolescent population. *Journal of Pediatric Health Care*, 30(4):317-22. doi:10.1016/j.pedhc.2015.08.003.
- Secor-Turner, M.,** Greise, E., Kenyon, D., & Randall, B. (2015). Sexual risk behaviors among frontier adolescents: Profiles of pregnancy risk and protection. *Health Behavior and Policy Review*, 2: 144-153.
- Secor-Turner, M.,** Randall, B., & Mudzongo, C. (2014).. Barriers and facilitators of adolescent health in rural Kenya. *Journal of Transcultural Nursing*, 1-7. doi: 10.1177/1043659614558453.
- Secor-Turner, M.,** Randall, B.R., Brennan, A., Anderson, M., & Gross, D. (2014). Rural adolescents' access to adolescent friendly health services. *Journal of Pediatric Health Care*, 28:531-540.
- Schlafer, R., Hellerstedt, W., **Secor-Turner, M.,** Gerrity, E., & Baker, R. (2014). Doula's perspectives about providing support to incarcerated women: A Feasibility study. *Public Health Nursing*, doi: 10.1111/phn.12137.
- Sieving, R., McRee, A., **Secor-Turner, M.,** Garwick, A., Bearinger, L., Beckman, K., McMorris, B., & Resnick, M. (2014). Prime Time: Long-term sexual health outcomes of a clinic-linked intervention. *Perspectives on Sexual and Reproductive Health*, 46: 91-100. doi:10.1363/46e0914.
- Hauff, A., **Secor-Turner, M.,** & Gross, D. (2014). Homeless health needs: Shelter and health service provider perspective. *Journal of Community Health Nursing*, 31: 1-15. doi:10.1080/07370016.2014.901072.
- Secor-Turner, M.,** Garwick, A., Sieving, R.E., & Seppelt, A. (2014). Characteristics of violence among adolescent girls at high risk for early pregnancy. *Journal of Pediatric Health Care*, 28(3): 227-233. doi:10.1016/j.pedhc.2013.03.002.
- Secor-Turner, M.,** McMorris, B., Sieving, R. & Bearinger, L. (2013). Life experiences of instability and sexual risk behavior among high risk adolescent females. *Perspectives on Sexual and Reproductive Health*, 45(2): 101-107. doi:10.1363/psrh.2013.45.issue-2/issuetoc.
- Secor-Turner, M.,** Randall, B.A., Brennan, A., Anderson, M., & Gross, D. (2013). How adolescent-friendly are rural health services? (abstract). *Journal of Adolescent Health*, 52(2):S1, S98-S99.
- Sieving, R., McRee, A., McMorris, B., Beckman, K., Pettingell, S., Bearinger, L., Garwick, A., Oliphant, J., Plowman, S., **Secor-Turner, M.,** Resnick, M. (2013). Prime Time: 24-Month Sexual Health Outcomes of a Clinic-Linked Intervention to Prevent Pregnancy Risk Behaviors. *Archives of Pediatric and Adolescent Medicine*, 167(4): 333-340. doi: 10.1001/jamapediatrics.2013.1089.
- Sieving, R., McMorris, B., **Secor-Turner, M.,** Garwick, A., Shlafer, R Beckman, K., , Pettingell, S., Oliphant, J., & Seppelt, A. (2013). Prime Time: 18-month Violence Outcomes of a Clinic-Based

Intervention. *Prevention Science*, published online 4/2/2013:
<http://link.springer.com/content/pdf/10.1007%2Fs11121-013-0387-5.pdf>.

Tanner, A., **Secor-Turner, M.**, Garwick, A., Sieving, R., & Rush, K. (2012). Engaging high risk youth in *Prime Time*: Perspectives of case managers. *Journal of Pediatric Health Care*, 26(4): 254-265. doi: 10.1016/j.pedhc.2010.10.003.

Secor-Turner, M., Sieving, R., & Garwick, A. (2011). Social Messages, Social Context, and Teen Sexual Health: Voices of Urban African American Youth. *American Journal of Health Behavior*, 35 (2) 162-174.

Sieving, R., McMorris, B., Beckman, K., Pettingell, S., **Secor-Turner, M.**, Kugler, K., Garwick, A., Resnick, M., & Bearinger, L. (2011). *Prime Time*: 12-month sexual health outcomes of a clinic-based intervention to prevent pregnancy risk behaviors. *Journal of Adolescent Health*, 49(2): 172-179.

Secor-Turner, M., Garwick, A., Horvath, K., Wells, C., & Scal, P. (2011). Living with Juvenile Arthritis: Adolescents' Challenges and Experiences. *Journal of Pediatric Health Care*, 25(5): 302-307. doi: 10.1016/j.pedhc.2010.06.004.

Secor-Turner, M., Sieving, R., Eisenberg, M., & Skay, C. (2011). Associations between adolescents' sources of information about sex and risky sexual behaviors. *Sex Education: Sexuality, Society and Learning*, 11(4): 489-500.

Secor-Turner, M., Sieving, R., Garwick, A., Spratt, R., & Duke, N. (2010). Culturally sensitive community engaged research with African American young women: Lessons learned. *Journal of Community Health Nursing*, 27(3): 160-172. doi: 10.1080/07370016.2010.494456.

Secor-Turner, M., Sieving, R., Widome, R., Plowman, S., & Vanden Berk, E. (2010). Active parent consent for health surveys with urban middle school students: Processes and outcomes. *Journal of School Health*, 80(2): 73-79. doi: 10.1111/j.1746-1561.2009.00468.x.

Secor-Turner, M., Bearinger, L., Sieving, R. (2010). Global sexual and reproductive health: Responding to the needs of adolescents. In N. Mascie-Taylor & L. Rosetta (Eds.), Reproduction and Adaptation. Oxford, England: Cambridge University Press.

Secor-Turner, M., Kugler, K., Bearinger, L. & Sieving, R. (2009). A Global Perspective of Adolescent Sexual and Reproductive Health: Context Matters. *Adolescent Medicine: State of the Art Reviews*, 20(3): 1005-1025.

Widome, R., Sieving, R., & **Secor-Turner, M.** (2008). Young adolescent responses to different question formats assessing race/ethnicity. [Editorial]. *Journal of Adolescent Health*, 42(4), 421. doi:10.1016/j.jadohealth.2008.01.005

Secor-Turner, M. & O'Boyle, C. (2006). Nurses and Emergency Disasters: What Is Known? *American Journal of Infection Control*, 34(7), 414-420. Impact factor 2.73.

O'Boyle, C., Robertson, C., & **Secor-Turner, M.** (2006). Public Health Emergencies: Nurses' Recommendations for Effective Actions, *AAOHN Journal*, 54(8), 347-353.

O'Boyle, C, Robertson, C., & **Secor-Turner, M.** (2006). Nurses' beliefs about public health emergencies: Fear of abandonment. *American Journal of Infection Control*, 34(6), 351-357.

Non-refereed Publications

Query, S., Randall, B.A., Secor-Turner, M., Werner, J., & Snelgrove, M. (2014). *Increasing Seat Belt Usage among Pre-driving Youth in North Dakota*. Report and summary of intervention findings prepared for the North Dakota Department of Transportation.

Secor-Turner, M. & Randall, B.A. (2013). *Understanding Adolescent Health Risk and Protection in Rural Kenya*. Feature article, Society for Research on Adolescent Online News. <http://www.s-r-a.org/announcements/online-newsletter/2013-09-26-understanding-adolescent-health-risk-and-protection-rural>

Randall, B., Thompson, K., Christensen, K., & **Secor-Turner, M.** (2013, May). *North Dakota Sexual Health Instruction Survey Results*. Report and summary of survey findings prepared for public school teachers and administrators in North Dakota.

Secor-Turner, M. & Heuer, L. (2013, May). *American Indian Youth Education and Employment Survey Results*. Executive summary.

Secor-Turner, M. & Heuer, L. (2012, June). *The Future of American Indians into Nursing in North Dakota-2012*. Executive summary prepared for nursing educators and administrators in North Dakota, and conference participants.

Secor-Turner, M., Randall, B.A., & Brennan, A. (2012, September). *Rural Adolescent Health Survey Report: Beach High School*. Report and summary of survey findings prepared for Beach High School administrators and faculty, Beach, ND.

Secor-Turner, M., Randall, B.A., & Brennan, A. (2012, September). *Rural Adolescent Health Survey Report: Griggs County Central High School*. Report and summary of survey findings prepared for Griggs County Central High School administrators and faculty, Cooperstown, ND.

Secor-Turner, M., Randall, B.A., & Brennan, A. (2012, September). *Rural Adolescent Health Survey Report: Sargent County High School*. Report and summary of survey findings prepared for Sargent County High School Administrators and faculty, Forman, ND.

Secor-Turner, M., Randall, B.A., & Brennan, A. (2012, September). *Rural Adolescent Health Survey Report: Wishek High School*. Report and summary of survey findings prepared for Wishek High School Administrators and faculty, Wishek, ND.

Secor-Turner, M., Randall, B.A., & Brennan, A. (2012, October). *North Dakota Rural Adolescent Health Survey Report*. Report and summary of statewide survey findings prepared for ND Department of Health, North Dakota legislators and policy makers, ND Department of Public Instruction, and other adolescent health audiences, Fargo, ND.

COMPETITIVE CONFERENCE PRESENTATIONS AND POSTERS

International

Gaffaney, M., **Secor-Turner, M.,** Stamm, C., Borgelt, L., Chau, V., Topp, D., Rupp, L., & Gilroy, C. (2016). **Poster Presentation:** Outdated Counseling in the Pharmacy?: A Qualitative Analysis of Emergency Contraception Access in Wyoming. NASPAG Annual Clinical and Research Meeting, Toronto, Canada. 4/8/2016.

Secor-Turner, M., Schmitz, K., & Benson, K. (2015). **Oral Presentation:** Adolescent Girls' Menstruation Management and Meaning in Rural Kenya. European Sociological Association Annual Meeting, Prague, Czech Republic. 8/28/2015.

McMorris, B., **Secor-Turner, M.**, & Stoddard, S. (2013). **Oral Presentation:** Adolescent Health in Rural and Urban Global Contexts: Highlights from American, Australian, and Kenyan Datasets and Implications for Clinical and Public Health Practice. International Association of Adolescent Health 10th World Congress, Istanbul, Turkey.

Secor-Turner, M., Kiefer, S., Weisskrich, R. and moderated by Randall, B. (2012). **Panel discussion:** Teaching About Adolescence: Similarities and Differences across Disciplines. Society for Research on Adolescence Conference, Vancouver, British Columbia.

National

Secor-Turner, M., Randall, B.A., Christensen, K., Jacobson, A., & Loyola-Melendez, M. (2017). **Poster presentation:** Tailoring Comprehensive Sexuality Education to Meet the Needs of New American Refugee Youth. 2017 National Sexual Health Conference, Denver, CO.

Secor-Turner, M., Randall, B.A., Christensen, K., & Packineau, Z. (2017). **Poster presentation:** Adapting Evidence-based Community Prevention Programs to Meet the Community Need. 2017 FYSB Adolescent Pregnancy Prevention Grantee Conference, St. Louis, MO.

Mudzongo, C. C., Randall, B. A. & **Secor-Turner, M.** (2016). **Poster presentation:** Sexual and reproductive health knowledge and behaviors of at-risk adolescents. Society for Research on Adolescence Conference, Baltimore, MD.

Secor-Turner, M., Jacobson, A., Christensen, K., & Olerud, R. (2015). **Oral presentation:** From the Ground Up: Creating and Sustaining Partnerships for Sex-Positive Programming in a Conservative Environment. Drawing Water from a Deeper Well, Denver, CO.

Mudzongo, C., Randall, B., & **Secor-Turner, M.** (2015). **Poster:** Parent-youth communication of at-risk youth. Society for Research in Child Development, Philadelphia, PA.

Secor-Turner, M., Greise, E., Kenyon, D., & Randall, B. (2014). **Oral presentation:** Sexual risk behavior among rural adolescents: Profiles of pregnancy risk and protection. Society for Adolescent Health and Medicine Conference, Austin, TX.

Secor-Turner, M., Randall, B., & Mudzongo, C. (2014). **Poster:** Barriers and facilitators that shape the health experiences of rural Kenyan youth. Society for Research on Adolescence Conference, Austin, TX.

Wilcox, B., Mustanski, B., & **Secor-Turner, M.** and moderated by Randall, B. (2014). **Panel discussion:** Adolescent Sexual Health Research as an Exemplar of the Politicization Problem. Society for Research on Adolescence Conference, Austin, TX.

Brennan, A., Randall, B., & **Secor-Turner, M.** (2014). **Poster:** External Developmental Assets and Rural Adolescent Mental Health. Society for Research on Adolescence Conference, Austin, TX.

Secor-Turner, M., Randall, B., Brennan, A., Anderson, M., & Gross, D. (2013). **Poster:** How Adolescent Friendly are Rural Health Services? Society for Adolescent Health and Medicine Conference, Atlanta, GA.

Shlafer, R., Gerrity, E., Baker, R., & **Secor-Turner, M.** (2013). *Doula support for incarcerated mothers.* Paper accepted for the biennial meeting of the Society for Research in Child Development. Seattle, WA.

Secor-Turner, M., Sieving, R., Pettingell, S., & Bearinger, L. (2012). **Oral Presentation:** Sexual Risk Behavior: Early Pregnancy Risk and Protection. Society for Adolescent Health and Medicine Conference, New Orleans, LA.

Secor-Turner, M., McMorris, B., Sieving, R., & Bearinger, L. (2011). **Poster:** Are Life Experiences of Instability Related to Sexual Risk Behavior Among High Risk Adolescent Girls? Poster Presentation, Society for Adolescent Health and Medicine Conference, Seattle, WA.

Kugler, K., Sieving R., McMorris, B., Pettingell, S., Beckman, K. & **Secor-Turner, M.** (2010). **Poster:** Outcomes from a clinic-based intervention to reduce sexual risk behaviors among adolescent girls: the *Prime Time* study. Poster presentation, Society for Prevention Research, Conference, Denver, CO.

Secor-Turner, M., Sieving, R., & Garwick, A. (2009). **Poster:** Social messages, social context and teen sexual health: Voices of urban African American Youth. Poster presentation, Society for Adolescent Health and Medicine Conference, Los Angeles, CA.

Secor-Turner, M., Sieving, R., & Skay, C. (2008). **Oral Presentation:** Associations between adolescents' sources of information about sex and risky sexual behaviors. Platform Presentation, Society for Adolescent Health and Medicine Conference, Greensboro, NC.

Kenyon, D.B., Koerner, S.S., & **Secor-Turner, M.** (2008). **Poster:** Perceptions of parent-adolescent relationship change before and after the transition to college. Poster presentation, Society for Research on Adolescence, Conference, Chicago, IL.

Regional

Stubstad, C., Citrowske, Z., & Olson, M., Mudzongo, C. C., Randall, B. A., & **Secor-Turner, M.** (2017). **Poster:** Links Between Risky Sexual Behaviors and Substance Use among College Freshman. Red River Psychology Conference, Moorhead, MN.

Secor-Turner, M., Randall, B.A., & Christensen, K. (2016). **Oral Presentation:** Building a Comprehensive Sexuality Education Program in a Conservative Environment: Partnerships and Outcomes. Dakota Conference on Rural and Public Health, Grand Forks, ND.

Mudzongo, C. C., Randall, B. A. & **Secor-Turner, M.** (2016). **Poster:** Sexual and reproductive health knowledge and behaviors of at-risk adolescents. Red River Psychology Conference, Moorhead, MN.

Secor-Turner, M., Schmitz, K., & Benson, K. (2015). **Poster:** Adolescent Experiences of Menstrual Hygiene Management in Rural Kenya. Nursing Research Showcase, Sanford Health, Fargo, ND.
**Winner Favorite Research Poster

Secor-Turner, M., Griesse, E., Kenyon, D., & Randall, B. (2014). **Poster:** Predictors of Sexual Risk Behaviors among Rural Adolescents. Ignite Your Spirit: Nursing Research Showcase, Sanford Health, Fargo, ND.

Dei, N. & **Secor-Turner, M.** (2014). **Poster:** Maternal Health in South Sudan: Needs and Challenges. Ignite Your Spirit: Nursing Research Showcase, Sanford Health, Fargo, ND.

Anderson, M., **Secor-Turner, M.,** Gross, D., Lundeen, T., & Friesner, D. (2014). **Poster:** Improving Adolescent Friendly Healthcare Services: Implementing Comprehensive Psychosocial Histories into Practice. Sanford Health Nursing Research Symposium, Fargo, ND.

KapplemanBeyer, D., **Secor-Turner, M.,** Gross, D., Barnacle, M., & Friesner, D. (2014). **Poster:** Addressing Student Depression on Campus. Sanford Health Nursing Research Symposium, Fargo, ND.

- Hauff, A. & **Secor-Turner, M.** (2013). **Poster:** Homeless Health and Respite Care Needs in Fargo-Moorhead. Sanford Nursing Symposium Gallery of Innovation, Fargo, ND. **Winner of the Nursing Research Category Award*
- Secor-Turner, M.,** Randall, B., Brennan, A., Anderson, M., & Gross, D. (2013). **Poster:** How Adolescent Friendly are Rural Health Services? Sanford Nursing Research Showcase, Fargo, ND.
- Hauff, A. & **Secor-Turner, M.** (2012). **Oral Presentation:** Health Needs and Respite Care for Fargo-Moorhead Homeless Population. Minnesota Coalition for the Homeless 2012 Annual Conference. Duluth, MN.
- Wright, M., Heuer, L., **Secor-Turner, M.,** Kiser-Larson, N., Azure, L., & McDonald, L. (2012). **Poster:** A Community/Academic Partnership Promoting Recruitment and Retention of American Indians into Nursing. Poster presentation, Nuts & Bolts for Nurse Educators Conference, Minneapolis, MN.
- Secor-Turner, M.,** McMorris, B., Sieving, R., & Bearinger, L. (2011). **Poster:** Are Life Experiences of Instability Related to Sexual Risk Behavior Among High Risk Adolescent Girls? Poster Presentation, Nursing Research Day, University of Minnesota, Minneapolis, MN.
- Secor-Turner, M.,** Garwick, A., Sieving, R.E., & Seppelt, A. (2011). **Oral Presentation:** Characteristics of Violence among Adolescent Girls at High Risk for Early Pregnancy. Oral presentation, Midwest Nursing Research Society Annual Meeting, Columbus, OH.
- Secor-Turner, M.,** Sieving, R., & Garwick, A. (2009). **Oral Presentation:** Social messages, social context and teen sexual health: Voices of urban African American Youth. Oral presentation, Midwest Nursing Research Society Annual Meeting, Minneapolis, MN.
- O'Boyle, C., Robertson, C., and **Secor-Turner, M.** (2005). **Poster:** Variables that Influence the Response of Nurses During a Bioterrorism Event. AAOHN poster presentation. Minneapolis, Minnesota.
- University*
- Stubstad, C., Citrowske, Z., & Olson, M., Mudzongo, C. C., Randall, B. A., & **Secor-Turner, M.** (2017). **Poster:** Links Between Risky Sexual Behaviors and Substance Use among College Freshman. NDSU College of Human Development and Education 11th Annual Research Symposium, Fargo, ND.
- Chinopfukutwa, V. S., Randall, B. A., & Secor-Turner, M. (2017). **Poster:** Strong Relationships as Predictors of Effective Peer Education for Adolescents. NDSU College of Human Development and Education 11th Annual Research Symposium, Fargo, ND.
- Brennan, A., Randall, B., & **Secor-Turner, M.** (2013). **Poster:** External Developmental Assets and Rural Adolescent Mental Health. North Dakota State University Graduate Student Poster Competition. **Winner of the Best Student Poster Award*
- Hauff, A. & **Secor-Turner, M.** (2012). **Poster:** Homeless Health and Respite Needs in Fargo-Moorhead. North Dakota Nurse Practitioner Pharmacology Conference.
- Brewster, L. & **Secor-Turner, M.** (2012). **Poster:** I am AIDS: Bridging the Gap. North Dakota Nurse Practitioner Pharmacology Conference.
- Lloyd, A., Oishi, M., Pulvers, E., Sorg, E., Rubenstein, P., Marcewicz, L., Sampath, A., **Secor-Turner, M.,** Falk, K., Heuer, L., Cushman, L., McDonald, L., Lindquist, C., & Ripp, J. (2012). **Poster:** Increasing Health Career Interest in Native American Youth of the Spirit Lake Nation: A Descriptive Study. Mt. Sinai Medical Student Research Day, New York, NY.

- Sorg, E., Lloyd, A., Pulvers, E., Marcewicz, L., Sampath, A., Rubenstein, P., **Secor-Turner, M.**, Falk, K., Oishi, M., Heuer, L., Cushman, L., McDonald, L., Lindquist, C., & Ripp, J. (2012). **Poster:** Effects of a Community-Based Participatory Program on Youth Interest in Health Careers in the Spirit Lake Nation, North Dakota. Mt. Sinai Medical Student Research Day, New York, NY.
- Rubenstein, P., Ripp, J., Oishi, M., McDonald, R., Lindquist, C., Lloyd, A., Marcewicz, L., Pulvers, E., Sampath, A., Sorg, E., Cushman, L., **Secor-Turner, M.**, & Heuer, L., (2012). **Poster:** Evaluation of Health Professional Development Curricula for the Spirit Lake Dakota Nation. Mt. Sinai Medical Student Research Day, New York, NY.
- Secor-Turner, M.**, McMorris, B., Sieving, R. & Bearinger, L. (2010). **Oral Presentation:** Are experiences of instability related to sexual risk behavior among high risk adolescent girls? Oral Presentation, Nursing Research Day, University of Minnesota.
- Walters, S., **Secor-Turner, M.**, & Eisenberg, M. (2009). **Poster:** Social messages received about reproductive and sexual health: Perspectives of College Men. Poster Presentation, Fellows' Research Day, University of Minnesota.
- Secor-Turner, M.**, Sieving, R., & Garwick, A. (2008). **Oral Presentation:** Social messages, social context and teen sexual health: Voices of urban African American Youth. Oral Presentation, Fellows' Research Day, University of Minnesota.
- Secor-Turner, M.**, Sieving, R., & Skay, C. (2008). **Poster:** Associations between adolescents' sources of information about sex and risky sexual behaviors. Poster Presentation, Nursing Research Day, University of Minnesota.
- Secor-Turner, M.**, Sieving, R., & Skay, C. (2007). **Poster:** Associations between adolescents' sources of information about sex and risky sexual behaviors. Poster Presentation, Fellows' Research Day, University of Minnesota.

RESEARCH EXPERIENCE

Project Title, Role	Funding Agency	Amount, Status	Date	Purpose
PREP: Making Healthy Choices <i>Co-Principal Investigator</i>	Department of Health and Human Services/ACF	\$750,000 funded	9/15-9/18	To provide medically accurate, culturally responsive, evidence-based sexuality education and adulthood preparation instruction grounded in healthy youth development to high-risk, vulnerable youth in the metropolitan area of Fargo, North Dakota.
STANDING Together to Promote Native Communities' Health Coalition <i>Principal Investigator, Evaluation</i>	Office of Adolescent Health	\$5,000,000 Not funded	7/15-6/20	To implement and evaluate the efficacy of the <i>Native STAND</i> curriculum at contributing to positive health outcomes among AI/AN communities in diverse US states.
Afya: A Rapid Participatory Appraisal of Health in Rural Kenya <i>Principal Investigator</i>	Midwest Nursing Research Society	\$10,000 Not funded	Submitted 12/13	To assess health-related needs and assets in the Tharaka-Nithi community of rural Kenya using Rapid Participatory Appraisal methods.
PREP: Making Healthy Choices <i>Co-Principal Investigator</i>	Department of Health and Human Services/ACF	\$1,085,460 Funded	9/12-8/15	To provide medically accurate, culturally responsive, evidence-based sexuality education and adulthood preparation instruction grounded in healthy youth development to high-risk, vulnerable youth in the metropolitan area of Fargo, North Dakota.
Increasing Seatbelt Usage among Pre-driving Youth in North Dakota <i>Co-Investigator</i>	North Dakota Department of Transportation	\$49,780 Funded	10/12-9/13	To evaluate the effectiveness of a pilot curriculum to increase youth seatbelt knowledge, self-reported seatbelt use, and family/peer seatbelt use among reservation and non-reservation based 4 th , 6 th , and 8 th graders.
<i>Prime Time</i> : Long-Term Intervention Outcomes <i>Co-Investigator</i>	University of Minnesota, Grant-In-Aid Funding (subcontract)	\$6,000	7/12-4/13	1) To examine sustained effectiveness of <i>Prime Time</i> intervention (i.e., 6 and 12-months post-intervention) in reducing sexual risk outcomes (i.e., behaviors & psychosocial factors). 2) To evaluate differences in contextual factors (e.g., supportive sexual partner, family instability) between intervention participants who reported reductions in risky sexual behaviors versus those who maintained risky sexual behaviors over time.

Gauging and Creating Public and Political Will for Comprehensive Youth Sexuality Education <i>Co-Principal Investigator</i>	Ford Foundation	\$415,000 Not funded		1) To understand North Dakotan's attitudes toward adolescent sexuality education from the perspective of adolescents, parents, eligible voters and policy makers. 2) To educate and train emerging leaders in scholarship and policy to work in partnership with communities and youth-serving organizations to advocate for evidence-based sexuality education that is informed by principles of healthy youth development. 3) To create strategic communication that translates sexuality research findings into messages targeted specifically to parents, eligible voters, school districts, and other policy makers. 4) To disseminate strategic messages developed with community partners via strategic communications in order to improve sexuality education for youth.
Sustaining Career Pathways for American Indian Health Professionals in ND: Building Apprenticeship and Workforce Options <i>Co-Investigator</i>	Department of Health and Human Services	\$1,958,439 Funded	11/11-12/13	To build a <i>sustainable career path</i> for American Indian people to enter the professional health care workforce in ND; and 2) to create a health professional workforce that is culturally diverse and responsive to the significant health care needs of Tribal populations.
Culturally Specific Health-Related Risk and Protective Factors among Rural Kenyan Adolescents <i>Principal Investigator</i>	Society for Research on Adolescents	\$7,000 Funded	3/12-2/13	To understand culturally-specific risk and protective factors that influence rural adolescent risk behaviors and outcomes in Kenya.
Nursing Practicum in Global Health: The Kenya Experience	NDSU Development Foundation	\$55,000 Not funded		To support students learning in acute care and community-based health service delivery settings in Kenya.
North Dakota Teens' Cell Phone and Internet Usage <i>Co-Investigator</i>	NDSU	\$7,600 Funded	4/11-present	To understand decisions ND adolescents in grades 7-12 make regarding using their cell phones and internet, specifically regarding texting.

Aging Farmers: Perspectives on Health and Farm Work <i>Co-Investigator</i>	NDSU Development Foundation	\$14,000 Not funded		To provide a deeper understanding of the health related experiences and challenges of aging farmers as they actively farm or transition into retirement.
Understanding Suicide Among American Indian Youth: Native Voices <i>Principal Investigator</i>	National Institutes of Health	\$397,375 Not funded		To examine the interplay of contextual individual, social and cultural risk and protective factors related to disproportionately high rates of suicide behaviors among Midwest American Indian youth from the perspective of urban and reservation-based youth, parents, and tribal elders.
Sexual Risk Behavior: Early Pregnancy Risk and Protection, <i>Principal Investigator</i>	Midwest Nursing Research Society	Resubmitted Not funded		To expand understanding of profiles of sexual risk by examining the interplay of multiple risk and protective factors for sexual risk behaviors among adolescent girls at high risk for early pregnancy and STD (Logistic regression and probability profiling analysis methods).
Loan Repayment Program Renewal Application, <i>Recipient</i>	National Institutes of Health	\$17,000 Funded	9/11-9/13	The objective of the LRP program is to recruit and retain highly qualified health professionals as pediatric investigators.
Transition to Adulthood and Adult Healthcare for Youth with Mobility Limitations <i>Program Director</i>	CDC, National Center for Birth Defects and Developmental Disabilities	Funded	April-August 2010	To identify barriers and facilitators to developmentally appropriate, high quality healthcare services among youth with mobility limitations; and to examine the relationship between healthcare services and achievement of optimal health-related outcomes in adulthood among youth with mobility limitations.
Sexual Risk Behavior: Early Pregnancy Risk and Protection, <i>Principal Investigator</i>	Midwest Nursing Research Society	\$10,000 Not funded	7/10-6/11	To expand understanding of profiles of sexual risk by examining the interplay of multiple risk and protective factors for sexual risk behaviors among adolescent girls at high risk for early pregnancy and STD (Logistic regression and probability profiling analysis methods).
Experiences of Instability and Risky Sexual Behavior, <i>Principal Investigator</i>	Sigma Theta Tau International	\$1,333 Funded	7/09-6/10	To examine and describe cross-sectional and longitudinal relationships between individual experiences of environmental unpredictability or chaos and risky sexual behaviors among a sample of urban , high-risk adolescent girls (Structural equation modeling analysis methods).
Loan Repayment Program, <i>Recipient</i>	National Institutes of Health	\$17,000 Funded	9/09-9/11	The objective of the LRP program is to recruit and retain highly qualified health professionals as pediatric investigators.

Social Messages and Teen Sexual Health: Voices of Urban African American Youth, <i>Principal Investigator</i>	National Research Science Award (NRSA) Individual Predoctoral Fellowship (F31), NIH	\$34,572 Funded	7/07-7/08	To complete a doctoral research training program, including a qualitative dissertation focused on young women's perceptions of how social messages influenced their sexual behaviors and childbearing as adolescents. (Community engagement research methods).
Prime Time: Health Promotion for Multiple Risk Behaviors (R. Sieving, PI), <i>Intervention & Research Staff</i>	National Institute of Nursing Research, NIH	\$3,020,379 Funded (\$43,000 subcontract at NDSU)	9/08-9/11	To test a youth development based intervention designed to prevent sexual risk behaviors, violence involvement and school disconnection among 13-17 year old girls at high risk for these negative health outcomes. <ul style="list-style-type: none"> • Co-taught peer education and service learning intervention components. • Participated in quantitative and qualitative data analysis.
Internet-Based Health Care Transition Program (P. Scal, A. Garwick, Horvath, K., Co-PIs), <i>Research Associate, Consultant</i>	University of Minnesota-Academic Health Center Faculty Research Development Program	Funded	9/08- 8/10	To develop and pilot test an internet intervention to improve health care transition for adolescents Juvenile Chronic Arthritis (JCA). <ul style="list-style-type: none"> • Moderated and led analysis of teen /young adult focus groups to guide internet-based intervention design. • Participated in website design, content, and analysis. • Co-developed national survey to assess health care transition needs of youth with JCA.
Lead Peace Plus (R. Sieving, PI), <i>Research assistant</i>	Prevention Research Center (CDC), University of Minnesota	Funded	9/04-8/08	Community-partnered project focused on reducing multiple risk behaviors including violence involvement, substance use, and school failure among middle school students from economically disadvantaged Minneapolis neighborhoods by changing core risk and protective factors for these behaviors. <ul style="list-style-type: none"> • Interim Evaluation Coordinator (2007). • Adapted health education curricula to an urban, multi-ethnic student population. • Co-taught 8th grade health education intervention classes.
Nurses' Response to Bioterrorism (C. O'Boyle, PI), <i>Research assistant</i>	Grant-in-Aid, U of Minnesota Graduate School	Funded	6/03-6/04	<ul style="list-style-type: none"> • Coordinated research study with more than 200 participants. • Managed data and performed basic statistical analysis using SPSS.

AWARDS and FELLOWSHIPS

Fellow, Society for Adolescent Health and Medicine, March 2017.

Emerging Leader Award, Planned Parenthood Minnesota, North Dakota, South Dakota, November, 2016.

Scholar, Aspen Institute Spotlight Health, June, 2016.

YWCA Woman of the Year Nominee, Advocacy and Equality Category, April, 2016.

Excellence in Nursing Research Award, Sigma Theta Tau International Nursing Honor Society, Xi-Kappa At-Large Chapter, October, 2015.

Tapestry of Diverse Talents, North Dakota State University, inducted February, 2015.

Distinguished Alumni Humanitarian Award, University of Minnesota School of Nursing, 2014.

Exceptional Contributions for Collaborative Efforts Award, NDSU College of Human Development and Education, 2014. Awarded to the Reach One Teach One Program Team (**Secor-Turner, M.** & Randall, B., Co-PIs)

Nominee, Dean's Award for Excellence in Research, College of Pharmacy, Nursing and Allied Science, North Dakota State University, Spring 2012.

Postdoctoral Fellow, Adolescent Health Protection Research Training, CDC, School of Nursing, University of Minnesota, Minneapolis, Minnesota, September 2008 to 2010.

Sophia Fund Nursing Scholarship for Public Health Nursing to support dissertation research, September, 2007.

Predoctoral Fellow, Adolescent Health Protection Research Training, School of Nursing, University of Minnesota, Minneapolis, Minnesota, 2003 – 2007.

Graduate Nursing Scholarship, 2002-2003.

INVITED PRESENTATIONS

Research Presentations

"A Social Contextual Approach to Adolescent Health Risk and Protection." Psychology Colloquium Series, North Dakota State University, February, 20, 2015.

"Adolescent Health Risk and Protection: A Social-Contextual Approach." Kenya Mission Network Meeting, Detroit, MI. October 11, 2013.

"Adolescent Risk and Protection." Sanford Research Seminar Series keynote speaker, Sioux Falls, SD. September 27, 2013.

Guest Lectures

"An Introduction to Nursing Research and Evidence-based Practice." Clive Irvine College of Nursing, PCEA Chogoria Hospital, Chogoria, Kenya, April 5, 2017.

"Health care in Kenya." Guest Faculty: Physical Therapy Program. Jamestown University, February 27, 2014.

"Public Health and Public Policy." Guest Faculty: Political Science: Health Policy. North Dakota State University, March 27, 2012.

"Understanding Risk and Protection to Improve Adolescent Health." Department of Human Development and Family Science Colloquium Series. North Dakota State University, November 21st, 2011.

"Adolescent Health Promotion Research: Understanding Risk and Protection." Guest Faculty: Comm 780: Health Communication. North Dakota State University, April 27th, 2011.

"Promoting Adolescent Health: Risk and Protection." Keynote Presenter: Women in Research Networking Luncheon. North Dakota State University, February 7th, 2011.

"Preparing a federally funded, mentored research proposal: Lessons learned." Co-presenter: Center for Child & Family Health Promotion Research. University of Minnesota, November, 2009.

"Reading and Critiquing Qualitative Research." Guest Faculty: Nursing 5016: Critical Readings in Adolescent Health. University of Minnesota, November, 2009.

"Adolescent Sexual Health: Lenses for Understanding." Guest Faculty: Adolescent Sexual Health Seminar, University of Minnesota, Interdisciplinary Fellowship Training. January, 2009.

"Adolescent Health and Development." Guest Faculty: Introduction to Social Work, Metropolitan State University, November, 2006.

Other

"Promotion to Professor Luncheon," Panel Member, FORWARD Faculty Panel Discussion, North Dakota State University, February 2, 2016.

"Getting Ready for Summer Research," Panel Member, FORWARD Faculty Panel Discussion, North Dakota State University, May 19, 2015.

"What is Diversity in North Dakota?" Panel Member, Community Engagement Forum, North Dakota State University, February 10, 2015.

"Learning through Partnership: Community Health in Rural Kenya." Keynote speaker, World iView Spring Speaker Series, North Dakota State University, February 20, 2014.

"The Makers—Reactions to the Women's Movement." Panel discussion participant, North Dakota Women's Network, Fargo, ND, November 4, 2013.

"NDSU Nursing Students in Kenya." Great Western Exchange Service Club. Fargo, ND, June 4th, 2013.

"Experiences of Instability and Risky Sexual Behaviors." Sigma Theta Tau International, Zeta Chapter Induction. University of Minnesota, April 29th, 2011.

TEACHING EXPERIENCE

North Dakota State University

<i>Course #, Credits, Term</i>	<i>Course Title</i>	<i>Role</i>
Nurs 450 , 4 sem cr • Spring, 2012-14	Nursing Synthesis and Practicum Kenya Experience	Course development/Primary instructor
• Spring, 2015	Nursing Synthesis and Practicum Malawi Experience	
• Spring, 2016-17	Nursing Synthesis and Practicum Kenya Experience	

Nurs 406 , 4 sem cr <ul style="list-style-type: none"> • Spring, 2011 • Summer, 2011 (<i>LPN/RN to BSN; web-based course</i>) • Spring, 2012 • Summer, 2012 (<i>LPN/RN to BSN; web-based course</i>) • Spring, 2013 • Spring, 2014 • Spring, 2015 • Spring, 2016 • Spring, 2017 	Public Health Nursing	Primary instructor
Nurs 715 , 3 sem cr <ul style="list-style-type: none"> • Fall, 2010 • Fall, 2011 • Fall, 2012 • Fall, 2013 • Fall, 2014 • Fall, 2015 • Fall, 2016 • Fall, 2017 	Advanced Community Assessment (web-based course)	Primary instructor
MPH 790 , 1 sem cr <ul style="list-style-type: none"> • Fall, 2013 • Spring, 2014 • Fall, 2014 	Interdisciplinary Community Health Seminar Series	Coordinator
<i>Holden Village</i> <ul style="list-style-type: none"> • Summer, 2017 	Guest Faculty	
<i>University of Minnesota</i>		
Course #, Credits, Term	Course Title	Role
Nurs 5800 (2) , 3 sem cr <ul style="list-style-type: none"> • Spring, 2010 	Population-focused Assessment & Prioritization (web-based course)	Co-instructor
Nurs 5800 , 1 sem cr <ul style="list-style-type: none"> • Fall, 2009 	Topics in Nursing: Applied Research Seminar for Masters in Nursing Students	Co-instructor
Nursing 5604 , 2 sem. crs <ul style="list-style-type: none"> • Summer, 2008 	Sexual Health For All Youth: Are We There Yet?	Co-instructor
Nurs 4205W/V , 3 sem. crs <ul style="list-style-type: none"> • Spring, 2004 	Nursing Theory and Research	Teaching assistant
Nurs 4203 , 3 sem. crs <ul style="list-style-type: none"> • Fall, 2003 	Nursing Fundamentals II	Co-instructor, skills lab
Nurs 4201 , 6 sem. crs <ul style="list-style-type: none"> • Fall, 2003 	Nursing Care of Adults	Clinical instructor

Nurs 4500W, 4 sem crs
 • Fall, 2003

Nursing Leadership
 (web-based course)

Teaching assistant

Metropolitan State University, St. Paul, Minnesota

Course #, Credits, Term

Course Title

Role

Nursing 335, 3 sem. crs
 • Summer, 2009
 • Spring, 2008
 • Fall, 2008

Nursing Research
 (web-enhanced course)

Primary instructor

THESIS AND PROJECT ADVISING

DNP Practice Improvement Projects

<i>Student</i>	<i>Degree</i>	<i>Department</i>	<i>Advising Role</i>	<i>Graduation Date</i>
Katie Banley	DNP	Nursing	Chair, Examining Committee	2017
Jessica Lindblom	DNP	Nursing	Chair, Examining Committee	2017
Kayla Chesley	DNP	Nursing	Chair, Examining Committee	2016
Vanessa Skolness	DNP	Nursing	Chair, Examining Committee	2015
Dianne Kappleman Beyer	DNP	Nursing	Chair, Examining Committee	2015
Natalie Aughinbaugh	DNP	Nursing	Member, Examining Committee	2015
Melinda Anderson	DNP	Nursing	Chair, Examining Committee	2014
Jenna Stout	DNP	Nursing	Chair, Examining Committee	2014
Kayla Thompson	DNP	Nursing	Member, Examining Committee	2014
Amanda Jensen	DNP	Nursing	Member, Examining Committee	2014
Alicia Hauff	DNP	Nursing	Chair, Examining Committee	2013
Leah Spicer	DNP	Nursing	Chair, Examining Committee	2013
Andrea Nelson	DNP	Nursing	Member, Examining Committee	2013
Ahren Dosch	DNP	Nursing	Member, Examining Committee	2013
Angela Dolalie Kelsch	DNP	Nursing	Member, Examining Committee	2013
Kathryn Gustin	DNP	Nursing	Member, Examining Committee	2013
Jana Suder	DNP	Nursing	Member, Examining Committee	2012
Julie Ternes	DNP	Nursing	Member, Examining Committee	2012
Jill McMullen	DNP	Nursing	Member, Examining Committee	2012
Heidi Saarinen	DNP	Nursing	Member, Examining Committee	2011
Jana Sundeen	DNP	Nursing	Member, Examining Committee	2011

Masters Theses and Doctoral Dissertations

<i>Student</i>	<i>Degree</i>	<i>Department</i>	<i>Advising Role</i>	<i>Graduation Date</i>
Natasha Petry	MPH	Public Health	Chair, Master's Paper	2018
Samantha Myhre	PhD	Psychology	Member, Examining Committee	2018
Michelle Adelman	MPH	Public Health	Chair, Master's Paper	2017
Maggie Carlson	MPH	Public Health	Chair, Master's Paper	2016
Courage Mudzongo	PhD	HDFS	Member, Examining Committee	2016
Elizabeth Schwartz	MS	HDFS	Member, Examining Committee	2015
Rosa Jacobs	MS	Nursing	Chair, Examining Committee	2015
Hannah Altmann	PhD	Mathematics	Member, Examining Committee	2015
Katherine Rogers	MS	HDFS	Member, Examining Committee	2013
Shauna Erickson	MS	HDFS	Member, Examining Committee	2013
Alexis Hanson	MS	HDFS	Member, Examining Committee	2013
Alexa Evenson	PhD	HDFS	Member, Examining Committee	2013
Kathrine Christiansen	PhD	HDFS	Member, Examining Committee	2012
Emily Haugen	MS	HDFS	Member, Examining Committee	2012
Anthony Randles	PhD	HNES	Member, Examining Committee	2011

FACULTY DEVELOPMENT/CONTINUING EDUCATION ATTENDANCE

11/22/2011 Cynthia Lindquist, Pedagogical Luncheon	NDSU
11/10/2011 Estelle Lederer, "RAGE—A New Target in Diabetes, Cancer, and Alzheimer's	NDSU
10/6/2011 Dr. Joe Redish, Pedagogical Luncheon	NDSU
1/27/2011 Valerie Young, Faculty Workshop, "The Imposter Syndrome"	NDSU
1/27/2011 Valerie Young: Pedagogical Luncheon- "The Imposter Syndrome"	NDSU
12/1/2010 Bonnie Coffey, "Contacts Count," Women in Research Presentation	NDSU
11/4/2010 Dr. Philip Boudjouk, "Building a Nationally Competitive Research Program at NDSU"	NDSU
10/4/2010 Dr. Denise K. Lajimodiere, "First Native Professor, My Experiences at NDSU"	NDSU
9/21/2010 Dr. Joann Moody: Women Faculty- "Tricks of the Trade: Saving Time and Sanity"	NDSU
9/21/2010 Dr. Joann Moody: Pedagogical Luncheon- "Mentoring Students: Good and Bad Practices"	NDSU
9/18/2010 "F-M First Nation's Journey: Walking with our Youth,"	MSUM
8/2010 Dr. Jeanne Frenzel: Pedagogical Luncheon	NDSU
8/20/2010 NDSU Department of Nursing, "Growing with the Speed of Change"	Fargo, ND

CONSULTING EXPERIENCE

"Rapid Participatory Appraisal of Community Health Needs of Rural Adolescents in the Kaare Subarea." Millicent

Garama, Executive Director, Faraja Family Resource Center, Chogoria, Kenya. Collaboratively led and participated in a community assessment of 6 rural villages to identified adolescent health needs within the community and plan for future programming, 2014.

“Community Health Services for Post-detained Youth: Youth Perspectives.” Chiwe Umez (PI), University of Minnesota. Consulted on study design and methodology for conducting individual interviews with detained youth. 2010-11.

“Key Information Interviews with Minneapolis High School Administrators.” Rachel Clasen (PI), University of Minnesota. Consulted on recruitment, study design, interview questions and analysis approaches for qualitative key informant interviews. 2011.

“Caregiver Outcomes Post Nursing Home Placement of a Family Member.” Consulted in question design and moderation of 4 focus groups with nursing home resident family members and staff for an NIH funded study. University of Minnesota, Summer 2009.

“Rainbow Health Initiative.” Focus group planning consultation to plan and implement focus groups with LGBT young women who have experienced unplanned pregnancy. Minneapolis, May, 2009.

Telephone consultation to UW Madison OB/GYN resident conducting focus groups with African American adolescents regarding teen childbearing. March, 2009.

PROFESSIONAL MEMBERSHIPS (current)

North Dakota Center for Nursing

- North Dakota Nurses Day at the Legislature Planning Committee, member

Midwest Nursing Research Society

- Program Planning Committee, 2016-2017
- Abstract Review Committee, 2016

Society for Adolescent Health and Medicine

- Abstract Review Committee, 2016
- Co-director of Nursing Research Special Interest Group, 2011-2013

Society for Research on Adolescence

American Public Health Association

UNIVERSITY SERVICE

Faculty Senate Executive Committee, Fall 2016-present

School of Nursing Promotion, Tenure and Evaluation Committee, 2015-present, chair beginning 2016

NDSU Research Council, appointed Fall 2015-present

FORWARD Steering Committee, NDSU, Fall 2015-present

Tapestry of Diverse Talents Selection Committee, NDSU, Fall 2015-present

Faculty Senate, NDSU, Fall 2015-present

Graduate Council, NDSU, Fall 2015-present

Faculty Grievance Special Review Committee, NDSU, appointed reviewer, Summer 2015

Curriculum Committee, MPH Program, Member, Spring 2015-present

Institutional Review Board, Human Subjects Protection, Alternate Member, NDSU, 2010-2016

Graduate Council, School of Nursing, NDSU, 2010-present

Provost Search Committee, Member, Fall 2013-Spring 2014

School of Nursing Faculty Search Committee, Member, Fall 2011, Spring 2012, Spring 2014

Health, Nutrition, and Exercise Science Faculty Search Committee, Member, Fall 2011

Pharmacy Practice Faculty Search Committee, Member, Fall, 2011

MPH Associate Director Search Committee, Member Fall 2014

MPH Director Search Committee, Member, Spring/Summer 2011

Co-Faculty Advisor, Public Health Student Association, NDSU, 2011-2013

Assessment and Evaluation Committee (Co-Chair, 2011-Fall 2013), School of Nursing, NDSU, 2010-2014

Adolescent Health Training Faculty Committee-Fellow/Student Representative,
November, 2006-2009.

Organization for Ph.D. Students in Nursing (OPSN), Member, 2003-2008

COMMUNITY SERVICE

Sanford Women's Comprehensive Health Clinic Community Advisory Board, member, 2017-present

For the Good PERIOD, Programs Director, 2015-present

Health and Wellness Coordinator, Lincoln Elementary PTA, 2013-present

Faraja Family Resource Center Board of Directors, Chogoria, Kenya, 2013-present

Planned Parenthood North Dakota Advisory Committee, *Chair beginning Fall 2011*, Winter 2011-present

REFEREE EXPERIENCE

Pharmacy Practice Seed Grant Reviewer, NDSU

- June, 2011
- November, 2010

Family Planning Grant Reviewer, State of Minnesota

- April, 2009
- May, 2007

Manuscript Peer Review

- Journal of Pediatric Health Care
- Journal of Pediatric Nursing
- Journal of Adolescent Health
- Nursing Research
- Culture, Health & Sexuality
- Journal of School Health
- Journal of Rural Health
- Public Health Nursing
- Sexual Health
- Sexuality Research & Social Policy
- Arthritis Care & Research
- SAHARA (Social Aspects of HIV/AIDS Research Alliance) Journal
- American Journal of Infection Control
- Journal of Adolescent Research

LICENSURE and CERTIFICATION

Registered Nurse, State of North Dakota, 2010 to present

Registered Nurse, State of Minnesota, 2001 to 2010

Public Health Nurse Certification, State of Minnesota, 2001 to 2010

Registered Nurse, State of Montana, 1999-2002

TRACY C. BARRETT
2416 W. Country Club Dr. S.
Fargo, ND 58103
(214) 585-3744
Tracy.Barrett@ndsu.edu

Experience:

North Dakota State University:	Associate Professor, 2013 - present Coordinator of Graduate Studies, 2011 - 2015 Assistant Professor, 2009 - 2013
Texas A&M University – Commerce	Visiting Assistant Professor, 2006 – 2009 Adjunct Faculty, 2003
Cornell University	Instructor, Freshman Writing Seminar Fall 2004 Graduate Teaching Assistant, 1999 - 2001
Frisco Independent School District (Texas), 1998	High School Substitute Teacher
AEON-Amity Corporation (Japan), 1996 - 1997	English Language Instructor
The Ohio State University, 1994 – 1996	Graduate Teaching Assistant
Retail Planning Associates (Ohio), 1994	Chinese Technical Translator
Beijing Shifan Daxue Fushu Zhongxue, 1993	English Language Instructor

Education:

Cornell University
Ph.D., History, 2007
M.A., History, 2001

Vietnamese Advanced Studies Institute, 1999
Intensive Vietnamese Immersion Course (Hanoi)

Southeast Asian Studies Summer Institute, 1998
Intensive Vietnamese Course

The Ohio State University
MA, History, 1996
MA, Chinese Literature and Linguistics, 1996

College of William and Mary
BA, East Asian Studies and History, 1994

Beijing Normal University, 1993
Certificate, Chinese Language (Mandarin)

Languages:

Fluency in English
General Proficiency in Mandarin Chinese, Vietnamese
Reading Fluency in French, Classical Chinese
Basic Skills in Nom (Classical Vietnamese), Japanese,
German

Awards:

NDSU President's Travel Grant
Advance Forward Travel Grant
Sponsored Programs Travel Grant
Knight Biggerstaff Fellow, Spring 2005
Luce Foundation ANU-SEAF Fellow, 2003-2004
Fulbright Fellow, 2002-3 (grant awarded in 2001-2)
FLAS Fellow, 2001-2
FLAS Fellow, 2000-1
Lam Family South China Research Travel Grant, 2000
SEAP Mario Einaudi Travel Grant, 2000
Fulbright Program Fellowship (VASI), Summer 1999
Sage Fellow, 1998-9
FLAS Fellow (SEASSI), Summer 1998
FLAS Fellow, 1995-6

Scholarship:

Books:

The Chinese Diaspora in Southeast Asia: The Overseas Chinese in Indochina. London:
I.B. Tauris Press, 2012.

Research Articles and Essays:

"The Curious Case of Victor Stanwood: Politics, Race, and Murder on the East African
Coast, 1878-1895" (under review)

"Chinese Entrepreneurship in Colonial Java and Malaya," *Bijdragen tot de taal-, land- en
volkenkunde (Journal of the Humanities and Social Sciences of Southeast Asia)*
171 (2015): 1 – 8.

"A Geography of Hierarchies: A Skinnerian model of Indochina's Overseas Chinese
Congregation and its Influences on French Colonialism," *Frontiers of History in
China* 10, no. 1 (2015): 74-95.

"Teaching East and Southeast Asia through Asian Eyes" *ASIANetwork Exchange: A
Journal for Asian Studies in the Liberal Arts* 21:2 (2014): 36-44.

"A Bulwark Never Failing: The Evolution of Overseas Chinese Education in French
Indochina, 1900 – 1954" in Sherman Cochran and Paul Pickowicz, eds, *China on*

the Margins Cornell East Asia Series No. 146 (Ithaca, NY: Cornell East Asia Program, 2010) 221-242.

PhD Dissertation: *Transnational Webs: Overseas Chinese Economic and Political Networks in French Indochina, 1870 – 1945* (2007)

Selected Book Reviews:

Barrett, Tracy C. Review of *Southeast Asian Personalities of Chinese Descent: A Biographical Dictionary*. 2 vols. Singapore: ISEAS Publishing, 2012. Edited by Leo Suryadinata. *Bijdragen tot de taal-, land- en volkenkunde (Journal of the Humanities and Social Sciences of Southeast Asia)* 170:1 (2014): 165 –167.

Barrett, Tracy C. Review of *Vietnam and the West: New Approaches*. Studies on Southeast Asia; 52. Ithaca, NY: Southeast Asia Program Publications, Cornell University, 2010. Edited by Wynn Wilcox. *Pacific Affairs*, 85:3 (2012): 670-672.

Robert W. Strayer, *The Ways of the World: A Brief Global History with Sources*. Boston: Bedford St Martin's, (2011) for *The Middle Ground* world history journal

Conference Participation:

Association for Asian Studies in Africa (A-Asia) Inaugural Conference: Asian Studies in Africa: Challenges and Prospects of a New Axis of Intellectual Interactions, Accra, Ghana: September 2015: “*Structures of Colonial Control: Confronting the Chinese in Madagascar*”

World History Association Vietnam Symposium, Hanoi, Vietnam, December 2013: “*Colonial Templates: The Overseas Chinese and Colonial Patterns of Control in French Madagascar*”

Association of Asian Studies Annual Conference, San Diego, CA, March 2013: “*‘Macro regions’ On the Margin: A Skinnerian model of Indochina's Overseas Chinese Congregation and its Influence on French Colonialism.*”

NDSU Department of History, Philosophy, and Religious Studies Brown Bag Series, Fargo, ND, March 2013: “*The Curious Case of Victor Stanwood: Politics, Race, and Murder on the East African Coast, 1878-1895*”

American Historical Association Annual Meeting, New Orleans, LA, January 2012: “*Lost in Translation: Redefining Identity in Colonial Southeast Asia*”

American Historical Association Annual Meeting, Chicago, IL, January 2012: “*Teaching Southeast Asia through Southeast Asian Eyes*”
Panel Chair and Presenter.

French Colonial Historical Society Annual Conference, Toronto, CA, June 2011:
“*Colonial Templates: Confronting the Chinese in Madagascar*”

Association for Asian Studies Annual Meeting, Honolulu, HI, April 2011: “*On Shifting Sands: Political Interactions along the Sino-Tonkinese Frontier, 1903–1930*”
Panel Organizer, Panel Chair, and Presenter.

6th Galway Conference on Colonialism: Education and Empire, Galway, Ireland, June 2010: “*Learning Resistance: Revolution and Anticolonialism in Tonkin, 1903–1908*”

Association for Asian Studies Annual Meeting, Chicago, IL, April 2009: “*Enemies of the Fatherland: The Politics of Deportation and Repatriation in Colonial Tonkin, 1900–1911*” Panel Organizer, Panel Chair, and Presenter.

Phi Alpha Theta Regional Conference, Texas Wesleyan University, Fort Worth, TX, April 2008: *Newspapers and Reporting History*. Panel Chair and Discussant; Conference Judge.

Association for Asian Studies Annual Meeting, Atlanta, GA, Mar 2008: *Heroism, Nostalgia, and Memorial: China and Vietnam’s Contested and Collaborative Terrains in the 20th Century*. Panel Discussant

World History Association of Texas Conference, St. Edwards University, Austin, TX, February 2008: *From Commerce, Texas to Kathmandu: Teaching World History in Rural East Texas*. Roundtable Organizer and Participant.

Phi Alpha Theta Regional Conference, West Texas A&M University, Canyon, TX, January 2008: *History and Memory*. Panel Chair and Discussant; Conference Judge.

University of California at San Diego Chinese History Workshop, San Diego, CA, June 2007: “*A Bulwark Never Failing: The Evolution of Overseas Chinese Education in French Indochina, 1900–1954*”

Association for Asian Studies Annual Meeting, Boston, MA, Mar 2007: “*The Rise of Chinese Labor Organizations in Cochinchina in the 1920’s and 1930’s*”

Water Frontiers Workshop, Phuket, Thailand, Feb 2006: “*Chinese Secret Societies in the Mekong Delta, 1860–1910*”

VSS Conference, Canberra, Australia, Feb 2004: “*Storms of Fortune: The Bankruptcy of Cholon’s Ly Family, 1871–1913*”

NYCAS Conference, Geneva, NY, Oct 1999: “*King Vajiravudh’s The Jews of the Orient: Certain Questions of Contextualization*”

Invited Lectures:

University of North Dakota History Department Lunch Speaker Series, Grand Forks, ND, November 2011: “*Cast in Colonial Mold: Governing the Overseas Chinese in French Madagascar*”

USDA Biosciences Research Laboratory Diversity Awareness and Outreach Committee Seminar, Fargo, ND, May 2010: “*Pirates, Secret Societies, and Revolutionaries: Perspectives on the Chinese in French Indochina*”

NDSU Science, Religion, and Lunch Seminar, Fargo, ND, March 2010: “*Portable Pantheons: The Malleability of Traditional Cult Practices in Overseas Chinese Religion*”

Inaugural Session, Texas A&M University - Commerce History Department Faculty Research Colloquium, 2007: “*A Bulwark Never Failing: The Evolution of Overseas Chinese Education in French Indochina, 1900 – 1954*”

Vietnam Focus Film Series 2006, Commerce, TX. Moderator: “*Graham Greene’s The Quiet American: Fact or Fiction?*”

RSPAS Seminar Series 2004, Canberra, Australia. Seminar: “*Elections and the Electoral Process in French Indochina’s Chinese Congrégations, 1870-1945*”

University Service: AHSS PTE Committee, 2015-present
NDSU Provost’s PTE Committee, 2015-2016
Chair, AHSS Faculty Awards and Recognition Committee, 2016-present
International Studies Major Advisory Board, 2009-present
Cooperative Sponsorship Committee, 2015-present
Faculty Senator, AHSS, 2012-2015
History Program, Coordinator of Graduate Studies, 2011 - 2015

Courses Taught:

History 121: US History to 1877
History 122: US History from 1877 to the Present
History 161: A Tale of Two Cities: Two Hundred Years in Shanghai and Singapore
History 265: Mass Murder: Genocide and State Terror in the 20th Century
History 280: Premodern East Asia to 1600
History 281: Modern East Asia from 1600
History 480: History of Modern China
History 481: History of Japan
History 482: Vietnam: 125 Years of Conflict
History 485: World History from 1200 to the Present

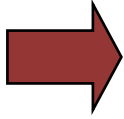
History 489: Senior Capstone Research Seminar
History 496: History of Modern Southeast Asia
History 499: War and Memory in the Pacific
History 780: Readings in Global History
History 799: Problems in Modern Chinese Historiography
History 799: Novel Histories: Southeast Asian History
through Literary Eyes (also previously taught
online)

Associations:

Fulbright Association
Association of Asian Studies
American Historical Association
French Colonial Historical Association
Phi Alpha Theta History Honors Society

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: **Policy 603 Sexual Misconduct and Title IX Compliance**

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? X ☐ Yes ☐ No
 - Describe change: NDSU Policy 603 should be removed from the policy manual:
 - The “policy” content of Policy 603 is now covered in Policy 162 and applies to all students, employees, and third parties. The “process” content of Policy 603 is covered in Policy 156 and applies to all students, employees, and third parties. OCR and ATIXA recommends institutions to use one policy, one process for students and employees for civil rights and sexual misconduct.
 - Recently Policy 162 was updated to include content in sexual misconduct and Title IX compliance (in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013 (VAWA), the Campus Sexual Violence Elimination Act (SaVE), the Jeanne Clery Disclosure of Campus Security Policy.
2. This policy change was originated by (individual, office or committee/organization):
 - Office of the Provost – Canan Bilen-Green – 02/20/2018
 - Email address of the person who should be contacted with revisions canan.bilen.green@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office:

Legal Review:

Faculty Senate:

Staff Senate:

Student Government:

President:

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!

North Dakota State University

Policy Manual

SECTION 603

SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE

SOURCE: NDSU President

Policy 603 has been incorporated into Policy 162 and Policy 156. This policy can be deleted from the policy manual.

- ~~1. INTRODUCTION: North Dakota State University (NDSU) strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, NDSU 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 recurrence;~~
 - ~~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) 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.~~
 - ~~b) 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 a 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:~~
 - ~~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 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 alleging 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 or a Deputy Title IX Coordinator and will be promptly investigated. NDSU 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. For more information see: [a link to the Sexual Assault Prevention Programs location with this information will be provided here.](#))~~
- ~~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 a term or condition of an individual's employment or academic achievement;~~

- ~~2. Submission to 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 intimidating, 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 an NDSU 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 an NDSU 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 NDSU Police or your local law enforcement. NDSU 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 either to the Title IX Coordinator or a Deputy Title IX Coordinator:~~

~~**Canan Bilen-Green, Vice Provost for Faculty and Equity/Title IX Coordinator**~~

~~—Old Main 201~~

~~—Phone: 701-231-7040; email: canan.bilen.green@ndsu.edu~~

~~**Janna Stoskopf, Dean of Student Life/Deputy Title IX Coordinator**~~

~~—Memorial Union 250~~

~~—Phone: 701-231-8240; email: janna.stoskopf@ndsu.edu~~

~~**Colleen Heimstead, Associate Athletics Director for Compliance/Deputy Title IX Coordinator**~~

~~—Bison Sports Arena 102W~~

~~—Phone: 701-231-5696; email: colleen.heimstead@ndsu.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. NDSU 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 NDSU cannot ensure confidentiality in all cases. NDSU 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.), NDSU may be required to respond to an incident, even if confidentiality has been requested. Therefore, NDSU 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~~

~~NDSU Counseling Center: 701-231-7671 (Available 24 hours)~~

~~<http://www.ndsu.edu/counseling/>~~

- ~~5. FORMAL/INFORMAL RESOLUTION: NDSU offers both formal and informal resolution of sexual misconduct complaints involving NDSU students, faculty or staff. Regardless of the path chosen by the recipient of the behavior, NDSU 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 NDSU Rights and Responsibilities of Community: A Code of Student Behavior.~~
- b) ~~If the alleged perpetrator is an NDSU employee, the University will follow the applicable policy for the circumstances (e.g. Policy 156: Equal Opportunity Grievance Procedures, Policy 162: 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. Dean of Student Life, 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 the University how this behavior needs to be addressed so that they, or anyone else at the University, 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 the University. The sanction may be appealed either to the Title IX Coordinator or to the Dean of Student Life/Deputy Title IX Coordinator, who shall have the final decision on the appropriate sanction.

8. ~~ANONYMOUS COMPLAINTS: Anonymous complaints will be accepted by the University. The University'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) ~~Bias Report Form: <https://www.ndsu.edu/biasreport/>~~

~~b) Dean of Student Life Anonymous Report Form
https://www.ndsu.edu/student_life/departments_and_programs/sexual_assault_prevention/report_a_sexual_assault/file_an_anonymous_report/~~

~~c) Sexual Assault Resources and Advocacy (SARA):
http://www.ndsu.edu/student_life/departments_and_programs/sexual_assault_prevention/get_help_now/~~

9. ~~INTERIM MEASURES: When warranted by the circumstances surrounding a complaint of sexual misconduct, the University 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 University 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: NDSU considers both physical surroundings and educational programming in addressing prevention of sexual misconduct. The 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 the NDSU University Police and Safety Office: 701-231-8998 (NDSU University Police) or 701-231-7759 (Safety Office). NDSU offers curricular and co-curricular educational experiences concerning bystander intervention, primary prevention efforts, personal safety, sexual assault, and sexual misconduct. For further information on pertinent campus educational opportunities, contact the NDSU Dean of Student Life Office at 701-231-6560.
http://www.ndsu.edu/student_life/~~

- ~~11. INTERVENTION: The NDSU community actively supports individuals who experience sexual misconduct through a coordinated response system that attends to their physical and emotional well-being. NDSU disciplinary efforts respect the personal rights of all parties. For further information, see NDSU Rights and Responsibilities of Community: A Code of Student Behavior and NDSU Calendar Handbook distributed by Residence Life. 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, NDSU publishes and disseminates annual statistics on incidents of sexual assault in the annual Personal Safety and Security publication (available in printed and online form). http://www.ndsu.edu/police_safety/police/annualsecurityreport/~~
- ~~12. FALSE COMPLAINTS: Knowingly submitting a false report of sexual misconduct is prohibited. Anyone submitting a false report is subject to disciplinary action.~~
- ~~13. FOR MORE INFORMATION on sexual assault and sexual assault prevention programs, please contact the NDSU sexual assault advocate at ndsu.sa-advocate@ndsu.edu.~~

HISTORY:

New	September 1995
Amended	October 2007
Amended	January 2008
Amended	June 3, 2011
Amended	September 12, 2013
Housekeeping	September 17, 2013
Housekeeping	July 23, 2014
Housekeeping	April 8, 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: **Policy 352 – Promotion, Tenure and Evaluation**

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
 - Sec. 1.3: New section describing responsibility of colleges to create and enforce workload policies and to demonstrate congruency of such policies with promotion and tenure requirements.
 - Sec. 5.2: Outlines involvement of Professors of Practice and Research Professors in the PTE process.
 - Sec. 5.3: Clarifies involvement in the PTE process of faculty and administrators who have themselves applied for promotion/tenure.
 - Sec. 6.2: Clarifies procedure for tenure-track faculty who withdraw or do not submit a portfolio.
2. This policy change was originated by (individual, office or committee/organization):
 - Ad Hoc Committee of the Faculty Senate for Review of Policy 352 – submitted 4-19-2018
 - Email address of the person who should be contacted with revisions: Alan.Denton@nds.edu

This portion will be completed by SCC Secretary (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:

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North Dakota State University

Policy Manual

SECTION 352

PROMOTION, TENURE AND EVALUATION

SOURCE: NDSU President
NDSU Faculty Senate

1. INTRODUCTION

- 1.1 The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.
- 1.2 From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions.
- 1.3 [All colleges are responsible for creating and enforcing a workload policy. Workload policies and procedures are documents that map percentage allocations of time, across teaching, research, and service, as specified in a job description with actual job duties. Colleges are responsible for demonstrating congruency between the policy and its promotion and tenure requirements.](#)
- 1.4 The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their

policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

2. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

- 2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.
- 2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and service, on- and off- campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

2.2.1 TEACHING

- 2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
 - 2.2.1.1.1 The effective delivery of instruction to and the stimulation of learning by students and/or clients;
 - 2.2.1.1.2 the continuous improvement of courses or instructional programs;
 - 2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.
- 2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:
 - 2.2.1.2.1 the receipt of awards or special recognition including certification or licensing for teaching;
 - 2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;
 - 2.2.1.2.3 peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;
 - 2.2.1.2.4 the dissemination of best practices in teaching;
 - 2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

2.2.2 RESEARCH

- 2.2.2.1 CRITERIA In the areas of research and creative activities (as defines above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
- 2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
 - 2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.
- 2.2.2.2 EVIDENCE A candidate demonstrates quality of research by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as:
- 2.2.2.2.1 presentation of scholarly or professional papers, and publication of books or articles;
 - 2.2.2.2.2 juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
 - 2.2.2.2.3 the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property ;
 - 2.2.2.2.4 peer evaluation of research by colleagues from an individual's discipline or area of expertise;
 - 2.2.2.2.5 the receipt of awards or special recognition for research ;
 - 2.2.2.2.6 the receipt of grants or other competitive awards.

2.2.3 SERVICE

- 2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:
- 2.2.3.1.1 contributions to the welfare of the department, college, university, or profession, and/or
 - 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.
- 2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:
- 2.2.3.2.1 the receipt of awards or special recognition for service;

- 2.2.3.2.2 evaluation of an individual's service contributions by peers, administrators, and constituents;
- 2.2.3.2.3 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
- 2.2.3.2.4 active participation and leadership in University governance and programs at the department, college, university and system levels;
- 2.2.3.2.5 contributions to fostering a campus climate that supports and respects faculty, staff, and students who have diverse cultures, backgrounds, and points of view;
- 2.2.3.2.6 effective management or improvement of administrative procedures or programs;
- 2.2.3.2.7 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
- 2.2.3.2.8 contributions to the operation of state or federal agencies.

2.3 The foregoing lists are not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and specific promotion and tenure criteria of the individual academic units are important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

3. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

- 3.1. Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.
- 3.2. A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes,

shall be reviewed and approved by the Provost assure consistency with University and State Board of Higher Education (SBHE) policies.

- 3.3. For probationary faculty, and for non-tenure-line faculty at the assistant rank, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit that were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured and non-tenure-line candidates for promotion to the rank of full professor may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application. Candidates applying for promotion to the rank of full professor more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.

3.4. Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience, eligibility for tenure requires a probationary period of six years. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

3.5 Faculty Hired with Previous Relevant Experience

- 3.5.1 Individuals hired into a tenure-eligible position at a negotiable faculty rank may be hired with tenure and at a rank of Associate Professor or Professor when this is negotiated as a provision of the original contract. Decisions regarding tenure and advanced rank are made using the same process and standards as in the customary promotion and tenure process, although the timeline may be altered. The recommendation proceeds through the regular channels, including the respective Department and College PTE Committees, the Department Chair/Head, College Dean, Provost and President, prior to hire. The process of review is initiated by the Chair/Head of the unit in which the tenure line is housed.

- 3.5.2 A probationary faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original contract. The Department PTE Committee recommends to the Department Chair/Head the maximum number of years of tenure credit offered.

There are two options:

- 3.5.2.1 Faculty may be hired with one to three years of tenure credit. For each year of tenure credit awarded, one year shall be subtracted from the tenure application deadline. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service. Faculty accomplishments during the tenure credited years are included as

accomplishments in the faculty member's promotion and tenure portfolio. Requirements for promotion and tenure shall be adjusted according to the years at NDSU to maintain productivity at the same rate as that expected for promotion and tenure without tenure credit; for example, if six quality publications are required in the six-year probationary period for promotion and tenure, then one quality publication shall be required for each year the faculty member is at NDSU.

3.5.2.2 Faculty may be allowed the full six-year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service. How prior work is considered must be specified in the appointment letter.

3.5.2.3 For either option, failure to achieve tenure will lead to a terminal year contract. 3.6 Extensions to Probationary Period, apply in all other cases.

3.5.3 Any exceptions to Section 3.5 must be approved by the President.

3.6 Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed a total of three years based on institutional, personal or family (pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances, personal illness or disability, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are also eligible for this extension. Faculty members are encouraged to request probationary period extension as soon as they recognize the need for extension. Written notification to the Provost must be submitted within one year of the beginning of the event for which the extension is requested and approved prior to July 1 of the year in which the tenure/promotion portfolio is due. A faculty member who submits an extension request during the academic year in which they are to undergo third year review must successfully undergo third-year review and renewal before any extension can take effect. The request must be in writing and will be submitted to the Provost who will review the request and will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4, however, appeals will not be granted for requests that are submitted outside the required timeline for extension.

3.6.1 Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child (or children in case of twins, triplets, etc.) by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period upon written notification to the Provost. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year (per birth/adoption occurrence, not to exceed three years total extension) must be requested under the provisions of 3.6 above.

3.6.2 Extension of Probationary Period for Personal Illness or Disability

A probationary faculty member who experiences a personal illness or disability may request an extension of his/her probationary appointment. Medical documentation of

the personal illness or disability is required. Such documentation shall be collected and housed by the Office of Human Resources/Payroll following guidelines provided in NDSU Policy 168. However, the Office of Human Resources/Payroll shall not make recommendations to the Provost pertaining to probationary period extension requests. The faculty member will grant the Provost access to Human Resources records relevant to the request. The Provost shall maintain strict confidentiality of such documentation. Written notification of the request for an extension, along with supporting documentation, must be provided to the Provost.

3.6.3 Extension of Probationary Period for Institutional Circumstances

A probationary faculty member may be granted an extension of probationary period due to institutional circumstances, such as major disruption of work or faculty's ability to perform their duties beyond the reasonable control (e.g., natural or human-caused disaster, or lab-space unavailability) of the faculty member. Written notification of the request, along with supporting documentation, for an extension must be provided to the Provost.

3.6.4 Procedures for Initiating, Reviewing, and Approving Notifications/Requests for Extension of the Probationary Period

- 3.6.4.1 Notification of extension of the probationary period due to childbirth or adoption may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.2 Request for extension of the probationary period due to personal or family circumstances, personal illness or disability shall be initiated by the faculty member. In the case of requests involving disability or illness, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.
- 3.6.4.3 Request for extension of the probationary period due to institutional circumstances may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.4 Faculty members may inform their Department Chair/Head and/or Dean of the college of their request if they wish to do so, but they are not required to do so.
- 3.6.4.5 Extension of the probationary period requests shall be submitted to the Provost using the Request for Probationary Period Extension form.
- 3.6.4.6 Once an extension of the probationary period request is approved, the faculty member, Department Chair/Head, and the Dean of the college will be notified in writing by the Provost. If the request is denied, the faculty member will be notified in writing by the Provost.

3.6.5 Confidentiality

Individuals involved in the extension of the probationary period process (which may include the supervisor, the Department Chair/Head, the Dean of the college, the Provost, and/or the Office of Human Resources/Payroll) have the responsibility of

keeping information pertaining to the request confidential and not sharing such information with individuals not involved in the process. Medical documentation provided by a faculty member requesting extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll. Other written documentation and forms pertaining to the request/notification of extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of the Provost. It is understood that some information provided pursuant to this policy may be subject to disclosure pursuant to North Dakota open records laws.

- 3.6.6 Granting of an extension does not increase expectations for performance. For instance if the department requires at least five refereed journal articles in the standard six year probationary period, and a faculty member receives an extension of the probationary period, then the department will still only require at least five refereed journal articles for that faculty member's probationary period.

Related Policies and Procedures:

Policy 156. Discrimination, harassment, and retaliation complaint procedures
(<http://www.ndsu.edu/fileadmin/policy/156.pdf>)

Policy 168. Reasonable accommodation on the basis of disability - guidelines for employee requests (<http://www.ndsu.edu/fileadmin/policy/168.pdf>)

Policy 320. Faculty obligations and time requirements
(<http://www.ndsu.edu/fileadmin/policy/320.pdf>).

- 3.7 Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

4. PERIODIC REVIEW

- 4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.
- 4.2 The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.
- 4.3 All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.
- 4.4 Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the

case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.

- 4.5 While faculty in Professor of Practice and Research Professor positions are not eligible for tenure, promotion through ranks is encouraged and is based on time in rank and satisfactory evaluations of assigned responsibilities. An application for promotion is initiated via a departmental recommendation and follows the same procedure and submission deadlines as for tenure-line faculty. Faculty in such positions are eligible to apply for promotion from assistant to associate after the completion of five years in rank.
- 4.6 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.
- 4.7 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.
- 4.8 The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

5. COMPOSITION OF PTE COMMITTEES

- 5.1 Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.
- 5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to service with full voting rights on a college or department PTE Committee. When reviewing applications for promotion of Professors of Practice or Research Professors, PTE committees are encouraged to solicit advisory input from Associate/Full Professors of Practice or Research Professors. If allowed by department and college policies, PTE

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committees may include representation from Associate/Full Professors of Practice or Research Professors. In such cases, full voting rights for Professors of Practice or Research Professors are limited to applications for promotion of Professors of Practice or Research Professors.

5.3 Prior to commencement of deliberations, the chair of any PTE committee must have received PTE committee training within the last three years, provided through the Office of the Provost. ~~Faculty members and administrators being considered for promotion may not be involved in any candidate review and recommendation process, including the selection of external reviewers, while under consideration.~~ Nonadministrative faculty members who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate. Administrators who have applied for promotion may not be involved in the review and recommendation process of any candidate where there may be an actual or apparent conflict of interest. A candidate may provide input concerning selection of external reviewers if allowed by department and college policies.

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5.43 The department and college PTE committees' reviews and recommendations are part of a process of peer review. Thus, faculty holding academic administrative appointments, including those with interim status, are not eligible to serve. ("Academic administrative appointment" includes appointments as President, Provost, Vice President or Provost, Associate or Assistant Vice President or Provost, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, and any other administrators who supervise and/or evaluate other faculty.) Center or Program Directors who do not supervise and/or evaluate other faculty are eligible to serve.

5.54 A college PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee. In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.

5.65 Faculty members, including administrators, who participate in the PTE process shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of compromising, a faculty member's judgment with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:

- A family relationship
- A marital, life partner or dating/romantic/intimate relationship
- An advising relationship (e.g., the faculty member having served as the candidate's PhD or postdoctoral advisor)
- A direct financial interest and/or relationship
- Any other relationship that would prevent a sound, unbiased decision

Recusal due to a conflict of interest with one candidate does not prevent a faculty member from participating in deliberations and decisions regarding other candidates.

6. PTE PROCEDURES

6.1 The candidate shall ensure that the electronically submitted portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the electronic portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the College's PTE Committee according to the PTE Timeline

published by the Office of the Provost:

https://www.ndsu.edu/fileadmin/provost/PTE/PTE_Timeline.pdf

- 6.2 [In the absence of an approved extension, faculty who do not submit a tenure portfolio during their final probationary year, or who withdraw a submitted tenure portfolio, shall receive a one-year terminal contract for the following year.](#)

[6.2.1](#) After the deadline for submission of the portfolio to the Dean's office, as stated on the PTE timeline, the information that may be added to the portfolio is limited to
a) Recommendations by the evaluating units considering the portfolio at that time;
b) the candidate's response to those recommendations;
c) any materials requested by the evaluators.

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[6.2.24](#) Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree to the addition in order for additional material to be added.

[6.2.32](#) Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

- 6.3 Unsolicited individual faculty input is limited to the department level of review.
- 6.4 Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.
- 6.5 Allegations of misconduct discovered after the deadline for submission of the portfolio to the Dean's Office that could be detrimental to a candidate's case (e.g. academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.
- 6.6 Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.
- 6.7 The College PTE Committee and the College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.
- 6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost according to the PTE Timeline. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.
- 6.9 The College Dean shall also prepare a separate written report, including recommendations and an explanation of the basis for them that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate,

to the Provost according to the PTE Timeline. A copy of the Dean's report shall be sent to the College PTE committee, the chair or head of the academic unit, and the candidate.

- 6.10 The Provost shall review the candidate's materials and the recommendations of the Department, College PTE Committee, and College Dean, and shall solicit input from a nonvoting advisory committee consisting of a faculty representative from each College PTE Committee, selected by the Provost with attention to diversity. The Provost shall submit a recommendation to the President in writing, including an explanation of the basis for it, by the deadline established in the PTE guidelines. Copies of the Provost's written recommendation shall be sent to the candidate, the Department Chair/Head, the College Dean, and the Department and College PTE Committees.
- 6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.
- 6.12 In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units which shall be included in the portfolio.
- 6.13 When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

7. APPEALS

- 7.1. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.
- 7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

8. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

HISTORY:

Amended	May 13, 1974
Amended	February 10, 1975
Amended	December 12, 1988
Amended	May 14, 1990
Amended	April 1992
Amended	December 12, 1994 (Effective date July 1, 1995)
Amended	June 1997
Amended	November 2000
Amended	October 2001
Amended	October 2007
Amended	July 2008
Housekeeping	February 14, 2011

Amended	October 11, 2011
Amended	June 19, 2014
Amended	October 19, 2015
Amended	January 27, 2016
Amended	April 11, 2016
Amended	September 8, 2016
Amended	April 12, 2017
Housekeeping	April 19, 2017
Amended	March 29, 2018

UCC Info

Per the University Curriculum Committee's charge as indicated in Faculty Senate [Bylaws](#), Section 14.2.c.; and after almost two years of discussion, the committee has implemented procedures for General Education course review including the process for revalidation of existing General Education courses. The process ensures that students achieve the outcomes as NDSU has indicated in the [Bulletin/Catalog](#).

The revalidation process is spread over the next five years with existing courses indicated being due for review in the procedures document on the [UCC website](#), along with syllabi templates. Due dates were assigned for review of the courses that had not been reviewed in the last five years or longer (most not since before 2005). It will be important to have adequate evidence to show to our Higher Learning Commission accreditors that we are accomplishing what we say we are doing. There is an accreditation report due August 1, 2019 that will need to include information about assessment of the program. There will be particular scrutiny of General Education as the [CULE](#) process was the quality improvement project from the last accreditation cycle. It is particularly important that we indicate assessment of student learning outcomes as we need to address "met with concerns" from the last HLC review. Indicating that students only meet 60% of the learning outcomes for the General Education program would not be acceptable.

Resolution Delaying Implementation of General Education Re-Validation

Whereas in August of 2018 the University Curriculum Committee issued a 5-year schedule for General Education Re-Validation which requires courses falling into General Education Category A (Humanities and Fine Arts) to submit revised syllabi to the Committee by December of 2018;

Whereas the re-validation process requires substantial revision of course syllabi to meet general education learning objectives adopted by the Faculty Senate at various times between 2013 and 2017, and a new submission format adopted by the University Curriculum Committee in August of 2018;

Whereas the courses on the re-validation schedule for the Fall of 2018 fall almost entirely in the College of Arts Humanities, and Social Sciences (44 of 48 courses), with the majority falling in only three departments: English (7 courses), Modern Languages (12 courses), and History, Philosophy, and Religious Studies (8 courses);

Whereas the burden of revising these syllabi in a three-month period constitutes an undue burden on the twenty-nine tenured and tenure-track faculty in the aforementioned departments, who are all engaged full-time in teaching and research and who had no notice of this obligation prior to August of 2018;

Resolved, that the Faculty Senate of North Dakota State University:

- 1) Instructs the University Curriculum Committee to extend the deadline for submission of revised syllabi for re-validation in General Education Category A (Humanities and Fine Arts) to at least Fall of 2019; and
- 2) Recommends that the University Curriculum Committee revise its schedule for re-validation of all general education courses to avoid placing undue burdens on individual departments in any given semester or academic year.

University Curriculum Committee Report
For Faculty Senate Meeting on October 8, 2018

Program Changes

B.S./B.A. Biological Sciences Education – adding BIOL 252 as a required course in the curriculum

New Courses

Subject	No.	Title	Effective Term
ANSC	200	Introduction to Anthrozoology	Spring 2019
ANSC	485	Poultry Industry and Production Systems	Spring 2019
MGMT	472	Managing Family Enterprises	Spring 2019
PSCI	300	Pharmaceutical Organic Chemistry	Fall 2019
PSCI	301	Biochemistry and Molecular Biology for Pharmacists	Spring 2019
VETS	387L	Veterinary Clinical Pathology Lab	Spring 2019

General Education Recommendation

ANSC 200 – approval for Social & Behavioral Sciences category

Course Changes

From:				To:				
Subject	No.	Title	Crs.	Dept	No.	Title	Crs.	Effective Term
HNES	436	Contemporary Issues in Sport Mgt	3	HNES	436	Managing Sport Facilities	3	Spring 2019
THEA	362	Dance Styles for Theatre	1	THEA	362	Dance Styles for Theatre	2	Fall 2018
VETS	387	Veterinary Clinical Pathology III	3	VETS	387	Veterinary Clinical Pathology	2	Spring 2019
VETS	483	Clinical Veterinary Practicum 1-3	1-3	VETS	483	Clinical Veterinary Practicum	1	Fall 2018

Changes in Prerequisites/Co-Requisites/Course Descriptions

Subject	No.	Title	Prerequisite/Co-requisite/Description Change	Effective Term
HNES	436	Managing Sport Facilities	Desc: This class will cover numerous issues from construction-related concerns to marketing facilities, naming rights, and concession concerns. Also covered will be topics related to the facility management side of the industry, with special attention paid to back-of-the-house operations such as water, heating, cooling, and related activities. This is a comprehensive course focusing on applied rather than theoretical knowledge. Prereq: HNES 190, HNES 224, HNES 226, HNES 304 and students must be admitted to the Sport Management professional program.	Spring 2019
MS	110	Army ROTC Physical Fitness	May be repeated for credit.	Fall 2018
NURS	446	Population Focused Nursing Care	Prereq: NURS 366	Fall 2018
NURS	446L	Population Focused Nursing Care – Clinical	Prereq: NURS 366	Fall 2018
PHRM	552L	Pharmacy Practice Laboratory IV	Co-req: PHRM 580	Spring 2019
THEA	362	Dance Styles for Theatre	Desc: Intermediate study of the concepts and principles of ballet, tap and lyrical/jazz through studio practice and performance. May be repeated for credit. Prereq: BFA MT permission of the instructor or head of the dept.	Fall 2018
VETS	387	Veterinary Clinical Pathology	Desc: A course regarding the study of urine analysis, cytology and serum chemistry principles and procedures commonly utilized in veterinary medicine. Co-req: VETS 387L and must be accepted into the Veterinary Technology program.	Spring 2019
VETS	483	Clinical Veterinary Practicum	Desc: A case based course designed to pull together the knowledge learned in lectures and the skills taught in labs throughout the Veterinary Technology program. Prereq: Must be accepted into the Veterinary Technology program.	Fall 2018

Course Inactivations

Subject	No.	Title	Effective Term
ADHM	355	Flat Pattern Design & Draping	Spring 2019
CED	725	Wellness in Native Communities	Spring 2019
CED	726	Youth Development in Native Communities	Spring 2019
CED	727	Indian Country Agriculture and Natural Resources	Spring 2019
CED	728	Role of Tribal Colleges in Economic Development	Spring 2019
CED	742	Economic and Fiscal Impact Analysis	Spring 2019
CED	743	Cost-Benefit Analysis	Spring 2019
CED	744	Local Economic Analysis	Spring 2019
Course Inactivations (continued)			
CSCI	454	Operations Research	Fall 2018

HIST	628	War and Society in Early America	Spring 2019
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How often are General Education courses evaluated?

Courses that have been approved for the General Education program are required to be evaluated every five years to ensure that learning outcomes are being met as indicated. In late summer/early Fall 2018, departments will receive a list of courses due for evaluation. New courses can also be proposed in fall semesters for evaluation and approval, and new courses are encouraged to help keep the program up to date and to help fill demand in required categories/outcomes. Currently highest demand is for D, G, S.

When are proposals evaluated by the UCC?

Submission procedures of proposals for General Education new courses ~~or revalidation of courses~~ is only open in fall semester. ~~The UCC will continue to evaluate all submitted courses that flow to them by the end of fall semester.~~ **General Education courses that are being revalidated will have until February 15 of the spring semester.** If a course due for evaluation is not submitted, it will be automatically removed from the General Education course list in the next issue of the [Bulletin](#).

Attachment 3

Policy 133 Version 2 0204/2205/18+7

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: **133 Educational Policy**

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: The changes clarify and further align with SBHE Policy 820 which was amended on May 1, 2016 and with NDUS Procedure 820.1 which was amended on May 1, 2016.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted:
 - Karin Hegstad – Customer Account Services
 - Colette Erickson – Human Resources and Payroll
 - Email address of the person who should be contacted with revisions:
 - Karin.Hegstad@nds.edu, Colette.Erickson@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: 4/10/17

Faculty Senate: 4/11/17

Staff Senate: 4/11/17

Student Government: 4/11/17

President's Cabinet: 4/11/17

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!

North Dakota State University

Policy Manual

SECTION 133

EDUCATIONAL POLICY

SOURCE: SBHE Staff Human Resources Policy Manual
SBHE Policy Manual, Section 820.2e43

The North Dakota State Board of Higher Education encourages ~~its~~ the employees within the North Dakota University System to pursue a program of continuing education.

1. For courses taken at the request of the employee, institutions shall waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections 1 and 2 as follows:
 - 1.1 For courses taken at the campus of employee-employment regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which shall be paid by the employee.
 - 1.2 For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the- employee paying the remaining 50% of tuition and 100% of all fees.
2. This educational benefit is available to benefited employees as defined in SBHE Policy 703.2. Employees who are eligible for this educational benefit are not eligible for the graduate assistant tuition waiver ~~absent exceptional circumstances.~~
3. Employees may be released from work for one face-to-face regular class sessions for one academic class per semester with approval of the employee's immediate supervisor and/or department head. Approval may be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
4. ~~This policy is applicable to any degree eligible and remedial courses, regardless of delivery or instruction mode system, for NDSU employees only. This includes, but is not limited to, self support and online courses, that would be normally accepted toward a degree program. For these types of courses, the policy does not apply to employees of other institutions or of the university system.~~
 - 4.1 ~~Waivers cannot be used for third party provided curriculum where NDSU directly pays full or partial tuition collected to the third party-sponsored, grant funded, consortium programs such as the Great Plains IDEA consortium, study abroad, study tour, or remedial professional development courses which do not result in the award of college credit.~~
5. Release time may be granted only for the amount of time required to attend the regular class session. Field trips and outside class activities are not included.
6. The waiver-tuition assistance benefit is applicable to all North Dakota University System institutions of higher education, ~~and~~

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~~6.7.~~ The waiver benefit is available to NDSU employees taking classes through the Tri-College University Course Exchange. Classes taken through the Tri-College University Course Exchange by employees of other ND University System institutions are available for the 50% tuition assistance benefit paid by the employee's institution to NDSU, subject to approval by the employee's institution.

~~7.8.~~ Regular employees, who are not North Dakota residents, may receive a waiver from the non-resident portion of tuition requirements for courses beyond the three classes per calendar year. All benefited employees are eligible for the North Dakota Resident tuition rate, regardless of receiving the waiver or tuition assistance benefit. It is the employee's responsibility to ensure ND resident tuition rates are assessed.

~~8.9.~~ **Procedure:**

~~9.1.~~ The employee must obtain initial approval for this educational benefit from his/her immediate supervisor and/or department head. ~~and final approval from~~ After the initial approval is obtained, the Human Resources and Payroll Office will review to ensure the employee is eligible as a benefitted employee. The Customer Account Services office will review the educational benefit for course and waiver exclusions, and will process the tuition waiver or tuition assistance benefit.

~~89.1.1~~ To obtain a tuition waiver or tuition assistance benefit, employees must complete the standard "NDUS Employee Tuition Waiver or Assistance" form which is available in the Human Resources and Payroll Office.

~~89.1.2~~ The request for a tuition waiver or tuition assistance must be submitted and approved prior to the beginning of the class for which the ~~waiver benefit~~ is requested.

~~89.1.3~~ No employee who has an overdue accounts receivable balance with the University may receive a tuition waiver or tuition assistance.

9.1.4 The benefit will count towards the three-class limit documented in Section 1, if the employee drops the course after the 100% drop date. If the employee drops the course prior to the 100% drop date resulting in the course being fully refunded, it is the employee's responsibility to notify the Human Resources and Payroll office of the dropped class in order to utilize the benefit for future class enrollment.

~~9.1.4 The benefit will be considered used if the employee is enrolled in the course past the 100% drop date. If the employee does not remain enrolled in the course past the 100% drop date and wishes to use the benefit towards a new class, it is the employee's responsibility to notify the Human Resources and Payroll office.~~

~~89.2~~ ~~Upon approval, eE~~ employees are responsible for registering for classes through regular admission/registration procedures.

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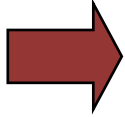
HISTORY:

New	July 1990
Amended	April 1991
Amended	November 1992

Amended	January 1994
Amended	January 1996
Amended	February 1996
Amended	August 1997
Amended	February 1998
Amended	August 1999
Amended	October 2000
Amended	April 2002
Amended	May 2003
Amended	February 2006
Amended	February 2009
Amended	October 18, 2010
Housekeeping	January 2011
Housekeeping	November 8, 2011
Amended	October 19, 2015

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 ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.

SECTION:

Policy 154 Distribution of Literature

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: Updated Section 7 with correct policy reference and areas to contact for additional information

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

- Office/Department/Name and the date submitted – Student Affairs / Mary Asheim
- Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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 ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

North Dakota State University

Policy Manual

SECTION 154

DISTRIBUTION OF LITERATURE

SOURCE: NDSU President
Rights and Responsibilities of Community: A Code of Student Conduct

1. All individuals or organizations responsible for distribution of literature on campus must be identified on the literature.
2. All individuals or organizations distributing literature will be held responsible for cleaning up all litter resulting from its distribution. Clean-up costs will be assessed to any such person or group which does not clean up all such litter within a reasonable time.
3. Distribution by means involving shouting, pursuing, hawking, or accosting individuals is prohibited, as is any interference with normal University functions or interruption of the free flow of traffic, inside or outside a building.
4. Commercial literature may not be sold or distributed on campus unless the rules governing advertising in the NDSU Policy Section 150, Commercial and Fund-Raising Activities, have been followed. (These rules include prohibiting the placing of leaflets or flyers on cars on the NDSU campus.)
5. Any person or group of persons wishing to distribute literature to the public in the Memorial Union may use the following methods:
 - a. literature racks located near the Service Center on the main level;
 - b. contact tables in the main concourse area, available for reservation for up to two-week periods, (a rental fee will be charged for off-campus entities wishing to utilize contact tables);
 - c. exterior locations as designated by the University. Exterior location distributions are limited to one location for no more than two consecutive weeks per group, with at least five class days between multiple registrations. In times when a large number of requests have been received, the Memorial Union Administrative Office reserves the right to reduce the two week limit to accommodate as many users as possible. Distributor(s) must register in advance in the Memorial Union Administrative Office, at which time the following information will be required.
 - a) the type, location, date(s), and time of the distribution;
 - b) a copy of the literature;
 - c) the name of the organization represented, if any; and
 - d) the name, address, and signature of the person or a group representative.

6. Literature may not be distributed in classrooms except by permission of the instructor or by registered student organizations at the scheduled meetings or events.
7. Literature may not be distributed in buildings on campus other than the Memorial Union unless it is University or student organization sponsored and complies with building policies. An employee, student or visitor may not solicit or distribute literature to NDSU employees in work areas for matters not related to NDSU business (See [NDSU Policy 706.3700 Services and Facilities Usage](#)). Literature may not be distributed in classrooms except by permission of the instructor or by recognized student organizations at the scheduled meetings or events. ~~For questions regarding literature distribution within the Memorial Union, contact the Director of Operations. Literature to be distributed within~~ [For questions regarding literature distribution within the Residence Halls, must be approved by](#) [contact the Associate Director of Residence Life. For questions regarding literature distribution in other areas, contact the Director of Facilities Management.](#)
8. A poster distribution list of places on campus where notices may be posted is available in the Memorial Union Administrative Office, Room 246. Bulletin boards in buildings on campus are restricted unless a notice on the board states otherwise.
9. Demonstrations
 - 9.1 The University community is one of inquiry and persuasion. An individual or group may protest, rally or demonstrate provided such protest or demonstration does not disrupt University operations or obstruct physical movement to, from, or within any place on the campus, including University property located off the main campus. While the campus must be open to the free exchange of ideas, the University may limit the time, place and manner of protests, rallies, and demonstrations. All members of the community are expected to conduct dialogues with dignity and courtesy. Organizers and participants must allow other community members freedom of movement on campus and the freedom to engage in the performance of their duties or the pursuit of their educational activities
 - 9.2 A protest, rally, or demonstration must not interfere with the missions, processes, procedures or functions of the University. Therefore, organizers and participants must recognize and allow the staff and faculty of the University to engage in the performance of their duties, and for students to pursue their educational activities. Impeding or restricting these activities by making noise, blocking entrances or exits from University facilities, or by coercion, intimidation or threats or use of violence is unacceptable.
 - 9.3 Organizers and participants are expected and required to vacate an area or facility of the University when directed to do so by an appropriate official of the University for reasons stated in subsections 9.1 or 9.2 or if there has been a failure to register pursuant to 9.4.
 - 9.4 Any protest, rally or demonstration must be registered with the Memorial Union Administrative Office and University Police prior to the event. Whenever possible, at least 24 hours lead time will be given. The registration process will enable University officials to:
 - A. Outline and discuss with demonstrators the guidelines necessary to keep the demonstration non-violent and non-disruptive.
 - B. Plan for the control of possible counter-demonstrations which would infringe upon the rights of the demonstrators or result in violent or abusive action.
 - C. Identify information similar to section 5.

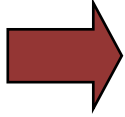
- 9.5 If the Demonstration/Parade will involve a public street, applicants may also have to get a City of Fargo Special Event permit. Parades through campus buildings are not permitted, except in the case of a silent march through the Memorial Union.
-

HISTORY:

New	July 1990
Amended	July 2001
Amended	December 2002
Amended	April 2005
Amended	November 2005
Amended	October 2007
Housekeeping	September 2015
Housekeeping	August 25, 2017

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: Policy 155 Alcohol and Other Drugs: Unlawful and Unauthorized Use By Students and Employees

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: Updated Section 5.1.2 based on proposed changes to Policy 601. The two policies will need to be submitted together, and the changes to Policy 155 will be dependent upon the approval of Policy 601.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted – Student Affairs / Mary Asheim / 8/15/18
 - Email address of the person who should be contacted with revisions – mary.asheim@nds.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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!

North Dakota State University

Policy Manual

SECTION 155

ALCOHOL AND OTHER DRUGS: UNLAWFUL AND UNAUTHORIZED USE BY STUDENTS AND EMPLOYEES

SOURCE: NDSU President
SBHE Policy Manual, Section 918

1. 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, and [2 CFR § 182.215](#).

North Dakota State University has a genuine caring concern for the community in which it lives and for its people. For this reason, the university is committed to maintaining an academic and social environment that is conducive to the intellectual and personal development and the safety and welfare of all members of the university community.

This policy statement has been established because NDSU:

- is committed to changing the culture that perpetuates the misuse and abuse of alcohol and other drugs;
- is concerned with promoting the well-being of our campus and surrounding communities;
- believes that the solution to alcohol and other drug misuse and abuse will require a community-wide approach.

The misuse and abuse of alcohol and other drugs represents a major health problem in the United States today and poses a serious threat to the health and welfare of the NDSU community. In addition, alcohol and other drug abuse consequences can limit career choices and achievement. NDSU has gathered data that demonstrates that high-risk drinking among students is significantly associated with violence, memory loss, driving under the influence (DUI), sexual assault, lessening of academic performance, estrangement of social relationships and property damage. Studies outside the university show that alcohol misuse can result in serious bodily injury, illness, or death. This policy applies to all NDSU students and employees, as well as visitors to campus.

2. 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 [SBHE Policy 918: Alcoholic Beverages](#).

The University prohibits the *unlawful or unauthorized* use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and products (hereafter referred to as “alcohol”), as well as 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, non-compliance with this policy could result in disciplinary action up to and including termination of employment (see section 5.2).

For NDSU students and student organizations, non-compliance with this policy could result in disciplinary action up to and including suspension, expulsion or loss of status as a registered student organization (see section 5.1).

3. The University recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, NDSU personnel may refer students to the [NDSU Counseling Center](#) (701-231-7671), or to agencies outside of NDSU for evaluations and/or treatment for alcohol- or other drug-related problems. NDSU personnel may also refer NDSU employees to agencies outside of NDSU for evaluation and/or treatment for alcohol or other drug related problems. As part of their benefit package, employees may access services through the [Employee Assistance Program](#). Employees may refer students in need of services to the Counseling Center at (701) 231-7671. Faculty, staff, and students can access information on available drug and alcohol prevention programs the university offers by going to the [Alcohol and Other Drug Prevention Programs](#) website.

3.1 Organizations are required, by Federal Regulation ([2 CFR § 182.215](#)), to not only publish a drug-free workplace statement, but also establish a drug-free awareness program for employees. Part of the drug-free awareness program is to inform employees regarding the dangers of drug abuse in the workplace. Information on the health risks of [alcohol abuse](#) and [drug abuse](#) can be found at the U.S. National Library of Medicine and the National Institute for Health. Additional information can be found at the [Alcohol and Other Drug Prevention Programs website](#).

4. These guidelines apply to students, employees, and campus organizations, which include, but are not limited to registered student organizations under the Congress of Student Organizations. For information concerning applications of this policy, please consult the Vice Provost for Student Affairs and Enrollment Management (for students) or the University Human Resources/Payroll Director (for employees).

4.1 Students and employees and their respective campus organizations may not use organizational or public funds (including general and special funds) for the purchase of alcohol or associated permits.

4.2 Sale of alcohol by students, employees and their respective campus organizations is strictly forbidden. This is to include any action that can be remotely construed as alcohol sales such as charging admission to parties, passing the hat, selling empty cups, selling drink tickets, etc.

4.3 Off-campus activity conducted by students and employees, and their respective campus organizations shall not encourage excessive and/or rapid consumption of alcohol. The use of alcohol at any such events is expected to be lawful and low risk. Acceptable low-risk use of alcohol may vary due to certain individual considerations. For further information about low-risk alcohol consumption, see the [Alcohol and Other Drug Abuse Prevention Program website](#).

4.4 Registered student organizations planning off campus events at which alcohol may be available must complete and file with the Student Activities Office the [NDSU Event Risk](#)

[Management Planning Notification Form](#). When planning an off-campus work related event where alcohol will be present, employees with questions about low-risk guidelines should contact the [Director of Human Resources/Payroll, SGC Building](#).

4.5 University sponsored events that are held at locations off campus, and at which alcohol may be present, are required to adhere to this policy. In addition, if alcohol will be served at the event, the sponsor(s) of the event should ensure compliance with N.D.C.C. [§ 5-02-06\(4\)](#) regarding individuals under twenty-one years of age at events where alcohol is served. Sponsors need to be aware of both potential civil and criminal liability for knowingly serving alcohol to minors or obviously intoxicated persons (N.D.C.C. [§ 5-01-06.1](#), [§ 5-01-09](#)). Oversight of the distribution and consumption of alcohol is required at such events in order to manage risk. If the event is to be held on public grounds, e.g., Fargo parks, the sponsor(s) of the event is/are required to obtain the appropriate permit for the event per [N.D.C.C. § 5-02-01.1\(2\)](#). See, for example, the [Park District of the City of Fargo Alcoholic Beverage Policy](#).

4.6 Alcohol shall not be used as awards or prizes in connection with events or activities sponsored by students, employees and their respective campus organizations, on or off-campus.

4.7 The public display of advertising or promotion of the use of alcohol in University buildings or any other public campus area including all University owned housing areas is prohibited. This includes banners, lighted beer/liquor signs, and large inflatable advertising, etc. (Entities that lease commercial or research property from the university may be excluded. However, the University may, in these leases, include provisions that will assist in its effort to promote legal and safe use of alcohol and to change the culture that perpetuates alcohol and other drug misuse and abuse.)

4.8 Alcohol promotional activities including advertising shall not be associated with otherwise existing campus events, programs, or campus organizational functions on or off-campus. This includes, but is not limited to, such items as: cups, t-shirts, beverage can coolers, and any other items carrying alcohol/beer advertising.

4.9 Advertising of alcohol shall not appear in University controlled or affiliated publications (including University affiliated web sites). Advertising of establishments that sell alcohol may appear and must adhere to the following guidelines.*

*Student Media (Bison Information Network, the Spectrum, Thunder Radio)

NDSU student media (as governed by the Board of Student Media) is not subject to the advertising portion of this university policy due to first amendment provisions of the US Constitution and [State Board of Higher Education Policy 507](#). Student media organizations are accountable to the Board of Student Media for standards of conduct. Because of the belief that advertising perpetuates the culture of high-risk and underage drinking, the established boards of NDSU Student Media may, if they choose to accept revenue for advertising alcohol, decide to adopt guidelines compatible with this policy. Student Media organizations shall comply with all federal laws relating to advertising of alcohol or other drugs.

- a) Advertising of establishments that sell alcohol shall not include brand names, logos, prices, visual images or verbal phrases that refer to consumption of alcoholic beverages. Advertising of establishments that sell alcohol shall not encourage any form of alcohol abuse nor shall it promote alcohol specials such as two for one, happy hour drink specials, or any ads that encourage rapid and extensive consumption of alcohol.
- b) Advertising of establishments that sell alcohol shall not portray drinking as a solution

to personal or academic problems or as necessary to social, sexual or academic success.

- c) Advertising of establishments that sell alcohol shall not associate consumption of alcohol with the performance of tasks that require skilled reactions such as the operation of motor vehicles or athletic performance.
- d) Advertising of establishments that sell alcohol shall include a statement of low-risk such as "know when to say when" or "please use our products legally and in a responsible manner".

4.10 Unless otherwise authorized by the President of the University, the use of alcohol during all events held on the NDSU campus is strictly forbidden (including concerts, theatrical performances, athletics events, workshops, etc.)

4.11 Though alcohol consumption is legal for individuals over 21 years of age, and the most commonly used drug by young adults, the focus of this policy is not limited to alcohol. The misuse of illicit and/or otherwise legal prescription drugs poses a significant threat to student well-being and undermines the student-focused goals of the University. The use of marijuana, including recreational and medicinal uses, is strictly prohibited under Federal law. As such, any use of marijuana on campus property or at University sponsored or hosted events is strictly prohibited.

- 5. When students, student organizations, or employees violate University alcohol policy they will be subject to campus resolution. Campus resolution of such acts may proceed before, during, or after any pending civil or criminal proceedings are concluded. Since the campus actions are educational and/or managerial in nature, and not criminal proceedings, such simultaneous actions do not constitute double jeopardy and differing judgments may result.

5.1 Sanctions-Students and Student Organizations: Individual students and student organizations (including fraternities, sororities, residence hall associations and registered student organizations) who are found in violation of the University policy on alcohol and/or other drugs are subject to one or more of the following sanctions, dependent upon the severity of the violation and the existence or absence of prior alcohol or other drug violations: (For a more complete description of these sanctions and terms and conditions see [Code of Student Conduct](#).)

5.1.1 When a student has been found responsible for violating University policies, one or more of the following sanctions may be imposed:

- a. Written warning.
- b. Conduct probation
- c. Supervised conduct probation.
- d. Conduct suspension.
- e. Conduct expulsion.

5.1.2 With each sanction, ~~other restorative actions or other terms and~~ conditions may be assigned. In addition, notification may be given to other ~~u~~University officials as necessary. ~~Terms and e~~Conditions include, but are not limited to:

- a. Alcohol or other drug programming, evaluation, and/or testing
- b. Written assignments.
- c. Participation in a specific activity or project.

- d. Restricted access.
- e. Loss of privileges.
- f. No contact orders.
- g. Restitution.
- ~~h. Confiscation.~~
- ~~e. Educational sanction/project (i.e., reflection paper or research).~~
- ~~d. Registration/Graduation Hold.~~

NOTE: These sanctions and terms and conditions need not necessarily be applied in any numerical sequence. Any sanction may be chosen from this list for any violation, dependent upon its severity, and the behavioral history of the involved student(s) or student organization.

Individual student behavioral actions and or student organization behavioral actions will be adjudicated as assigned by the Vice Provost for Student Affairs and Enrollment Management or designee.

Good Samaritan Responsible Action Expectations:

All students are ~~expected~~ encouraged to ~~protect~~ promote the well-being of ~~themselves,~~ fellow students and others ~~wherever events occur.~~ If a person needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, it is critical that students ~~are expected to call~~ take responsible action by calling an ambulance or other appropriate emergency response personnel (ambulance, police, etc.) to gain that assistance. Students/student organizations who fail to respond appropriately may be subject to serious university sanctions and may potentially be subject to additional civil and/or criminal liability.

Students/student organizations who ~~appropriately report~~ take such responsible action, or for whom action is taken, will not be subject to the Student Conduct process for ~~charges~~ alleged policy violations related to alcohol or drug use, nor will the incident become part of the student's conduct record. However, all students [including the student(s) needing assistance and reporter(s)] may be required to have an educational meeting with ~~u~~University personnel and/or complete an educational program. This protection may not apply if other conduct violations occurred within the same incident. ~~This protection will only apply once in a two-year period. Subsequent incidents will not be eligible for protection under this policy.~~ See [Code of Student Conduct](#).

Parental Notification:

Parents or guardians of students under 21 may be contacted by an NDSU ~~student-affairs~~ administrator following alcohol and/or other drug related incidents.:

- ~~If a student is found responsible for violating the University's alcohol/drug policy that results in a University referral for assessments or evaluations for chemical dependency, and/or when University judicial sanctions of Conduct Probation or greater are assigned.~~
- ~~Based on situations that appear to endanger the health, safety, or life of other persons or the student.~~
- ~~If an individual is involved in incidents that resulted in significant property damage.~~
- ~~If a decision is made that it is in the best interest of a particular student to involve a parent or guardian to help address other significant life concerns related to illegal use of alcohol or other drugs.~~

See [Student Affairs](#) website for the full policy and rationale.

Financial Aid Eligibility:

A federal or state drug conviction can disqualify a student from receiving federal financial aid funds. The conviction must have occurred during a period of enrollment for which the student was receiving Title IV aid (i.e., Federal Pell Grant, Federal Perkins Loan, Federal Direct Loan, etc.). Depending on whether the conviction was for sale or possession and if the student has previous offenses, the period of ineligibility can range from one year to an indefinite period. The student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program as defined in the [Higher Education Opportunity Act of 2008, § 485\(a\)\(7\)\(c\) and \(a\)\(9\)](#).

5.2 Notice and Sanctions - Employees

Individual employees who are found in violation of the University policy on alcohol and other drugs by their supervisors will be reported to the Director of Human Resources/Payroll for consultation prior to action. For potential actions see 5.2.1 and 5.2.2.

Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol-related statute while in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify his or her immediate supervisor within five days of the arrest. An arrest and/or failure to report an arrest, depending on the circumstances may be grounds for actions or sanctions. The status of the criminal proceeding is a factor the supervisor may take into consideration. It is important that faculty and staff supervisors seek advice from the appropriate, designated University contact. Staff supervisors should contact the Human Resources/Payroll Director, and Faculty supervisors should contact the Office of the Provost, before taking action in arrest situations.

Any employee convicted of violating any federal, state, or local criminal drug or alcohol-related statute in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify the University Human Resources/Payroll Director no later than five days after such conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal, state or local court. North Dakota State University is required by law to inform the federal contracting officer within 10 days of receiving notice of a conviction of violating a criminal drug statute from an employee or otherwise receiving notice of such conviction.

If an employee is convicted of violating any criminal drug or alcohol-related statute while in the workplace, as described above, University actions may include:

- 5.2.1 Requiring the employee to participate in a drug assistance or rehabilitation program approved by the University;
- 5.2.2 Disciplinary action for a violation of university alcohol or drug policy up to and including termination of employment. Disciplinary action may include one or more of the following:
 - a. Warning/reprimand;
 - b. Ineligibility to receive the next available annual salary increase;

- c. Suspension without pay for up to 5 days;
- d. Termination of employment; or
- e. Any combination of the above sanctions.

NOTE: These sanctions need not necessarily be applied in any sequence. Any sanction may be chosen from this list for any offense, dependent upon its severity. Referral for prosecution may also be a result of any criminal violations.

Work attendance while under the influence:

Unlawful consumption of alcohol or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the NDUS are prohibited. See [Policy 151 Code of Conduct](#) (for employees).

Local, State and Federal Laws:

In compliance with the [Drug-Free Schools and Communities Act Amendments of 1989](#) a summary of local, state and federal laws related to alcohol and other drugs can be found at the [Alcohol and Other Drug Prevention Programs website](#).

A paper copy of this policy is available from the [Human Resources/Payroll Office](#) (for employees) and [One Stop](#) (for students).

HISTORY:

New	March 18, 1989
Amended	December 1992
Amended	October 1999
Amended	April 2003
Amended	October 2003
Amended	January 2004
(renumbered) Amended	April 2010
Amended	March 25, 2011
Housekeeping	August 18, 2011
Housekeeping	May 22, 2012
Housekeeping	June 12, 2013
Housekeeping	August 27, 2013
Housekeeping	September 2015
Amended	December 2, 2016
Housekeeping	August 25, 2017

Attachment 6

Policy 400 Version 1_05/15/18

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: **400 Purchasing General Policies**

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: Thresholds were changed to match State Procurement and NDUS. Changes made to policy were change in dollar amounts, bidding documents needed for each threshold level and definitions. I also added a chart that combines the new thresholds and bidding requirements.
2. This policy change was originated by (individual, office or committee/organization):
 - Purchasing, Stacey Winter ,
 - Stacey.winter@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office:

Legal Review: 06/22/2018

Faculty Senate:

Staff Senate:

Student Government:

President: Presidential exception – policy went into effect 7/1/18 per NDUS. Policy will be routed to senates after first SCC meeting at start of fall semester.

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!

North Dakota State University

Policy Manual

SECTION 400

PURCHASING – GENERAL POLICIES

SOURCE: SBHE Section 803.1, Purchasing Procedures
NDSU President

1. Definitions:

- a) Procurement Officer – means an individual duly authorized to enter and administer purchasing contracts and make written determinations with respect thereto and also includes an authorized representative acting within the limits of authority.
- b) Commodities – means all property, including equipment, supplies, materials, printing, insurance, and leases of equipment. The definition applies to commodities obtained through payment methods, including purchase, sponsorship or exchange.
- c) Services – means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance. The term includes professional services. The definition applies to services obtained through all payment methods. Including purchase, sponsorship or exchange.
- d) Informal Quote/Bid – means an oral or written competitive solicitation for commodities or services that does not require formal sealed proposals, public opening, or other formalities. Award is made to the lowest cost, responsive, responsible bidder meeting specifications.
- e) Informal Proposal – means a written competitive solicitation for commodities or services that does not require formal sealed proposals, public opening, or other formalities. Award is made to the highest scoring bidder based on stated evaluation criteria.
- f) Formal Bid- means a process by which sealed bids are received and opened at a specific time in response to a solicitation for a well-defined commodity or service. Award is made to the responsible bidder whose bid is the lowest price and responsive to the specifications and other solicitation requirements.
- g) Formal Request for proposal (RFP)- means a process by which sealed proposals are received and opened at a specified time in response to a solicitation for a certain commodity. Award is made to the highest scoring bidder based on the stated evaluation criteria. RFPs are subject to the requirements outlined in N.D.C.C. §54-44.4-10.
- h) Sole Source – means that the commodity or service is unique and that the vendor, to the best of the requestor's knowledge and belief, based on the thorough research of the requestor, is the only vendor able to furnish the commodity or service.

2. Each institution shall develop and implement necessary and appropriate policies and procedures to ensure compliance with laws and State Board of Higher Education policies governing purchasing. Officers and employees involved in purchasing decisions shall comply with all applicable federal and state laws and regulations relating to conflict of interest and acceptance of gifts and gratuities. Institution purchasing policies and procedures shall incorporate (or refer to) SBHE Policy 611.4 relating to conflict of interest, and include procedures for disclosing a conflict of interest. Further, institution purchasing policies and procedures shall address whether vendors' offers of scholarships, endowments, and other premiums contained in bids or proposals will be considered and, if so, the criteria for evaluating such offers.

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4.
NDSU Guidelines

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2.11.1 *The Director of Purchasing is responsible for the preparation and enforcement of NDSU purchasing policies. The Director of Purchasing may delegate authority to an NDSU employee to purchase specific types and classes of goods and services with prior written authorization by the departmental supervisor. This authorization shall specify what may be purchased by the employee and the duration of the purchasing authorization.*

2.21.2 *Purchasing has the responsibility for obligating the University and for making the final determination of source of supply consistent with the required delivery schedule, ability to meet specifications and price negotiations, except where others are so authorized. These decisions will be made in conjunction with user departments as appropriate.*

2.21.2.1 *In the event there is an unauthorized purchase, Purchasing will arrange to meet with the individual(s) and the supplier to reduce the potential for future non-compliance. Any unauthorized purchase may result in holding the individual personally responsible.*

22.31.3 *The basic responsibilities of Purchasing and those of the using departments are as follows:*

Purchasing	Requestors
Responsible for:	Responsible for:
1. Prequalifying suppliers	1. Preparing purchase requisitions
2. Taking bids	2. Providing reasonable lead time
3. Processing quotations	3. Providing justifications as required
4. Negotiating with suppliers	4. Assuring that contract and grant requirements are met
5. Making awards	5. Assuring that funds are available
6. Releasing award information	6. Others as appropriate
7. Auditing purchasing actions of others	
8. Administering a minority business development program	
9. Others as appropriate	

1.4

2.4 No personal purchases shall be made in the name of the University nor shall any University resources be used in any way for the purpose of making personal purchases.

2.51.5 North Dakota University System, Policy 611.4; North Dakota State University Policy 151 - Conflict of Interest and North Dakota Century Code Sections 12.1-13-03 and 48-02-12 are referenced and made part of this Purchasing Policy. Any employee of the University authorized to sell or lease any property or make any contract in the employee's official capacity may not be interested in any such sale, lease or contract.

2.61.6 All employees involved in federal fund projects shall comply with the conflict of interest requirements that govern any federal grants or other sponsored agreements.

2.71.7 Equipment and supplies purchased for use by a governmental agency are not subject to sales/use tax or federal excise tax except heating fuel, gasoline and property purchased by NDSU that is installed by an independent contractor. A letter is on file in the Purchasing Department which may be sent to vendors who need proof of our tax exemption.

2.8 In addition to this section, all other federal and state laws, rules and regulations relating to Purchasing must be followed.

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3. NDUS institutions shall cooperate and make joint purchases with the Office of Management and Budget Purchasing Division when advantageous to do so as intended by North Dakota Century Code 54-44.4-02. Institutions may also purchase equipment or supplies through participation in joint purchasing alliances formed with other states or organizations, when it is advantageous to do so. Additional bids or proposals shall be solicited from other vendors when required by law or this policy.

2.
NDSU Guidelines

3.12.1 All NDSU personnel will be required to purchase from prime vendor or other annual contracts or other such pricing agreements that are established.

3. 4. Personal property, equipment or supplies estimated at less than \$100,000~~50,000~~ may be purchased at the discretion of the institution. When feasible, informal quotes or proposals should be solicited from more than one vendor. Reasonable steps shall be taken to ensure that qualified North Dakota vendors have an opportunity to compete for the contract. Personal property, equipment or supplies estimated at \$10,000~~50,000~~ or more must be purchased from formal bids. As many sources as possible, including qualified North Dakota vendors, should be solicited.
NDSU Guidelines

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4.13.1 NDSU employees authorized by their respective department or unit can make a single non-repetitive purchase of a good or service in the amount of \$10,000~~5,000.00~~ or less. Purchases of \$10,000.01~~5,000.01~~ and above shall be processed through the NDSU Purchasing Department.

4.2 With the exception of direct purchases as defined in 5 of this policy, the following procurement requirements apply to commodities and services. In accordance with N.D.C.C. §54-44.4-11(3), procurement requirements may not be artificially divided as to constitute a lesser purchase under these requirements.

Purchases of \$10,000.01 and above shall be processed through NDSU Purchasing Department.

<u>Purchase Price</u>	<u>Quote/Bid Requirement</u>	<u>Documentation Maintenance Requirement</u>
<u>-\$10,000</u> <u>Less than \$10,000</u>	<u>At least one fair and reasonable quote.</u> ✓ <u>Equipment must be added to inventory if \$5000.00 or greater</u> ✓ <u>Software purchases must be approved by NDSU I.T. prior to purchase</u>	<u>Documentation not required.</u>
<u>\$10,000 - \$50,000</u> <u>At least \$10,000 but less than \$50,000</u>	<u>Solicit informal bids or quotes or proposals from at least three vendors. May send to additional vendors.</u>	<u>Documentation is required.</u> <u>Alternate Procurement form required if competition not solicited from at least three vendors (not required if fewer than three bids or proposals are received)</u>
<u>\$50,000- \$100,000</u> <u>At Least \$50,000 but less than \$100,000</u>	<u>Solicit informal bids or proposals using SPO Online with appropriate state bidders list from at least three vendors. May send to additional vendors.</u>	<u>Documentation is required.</u> <u>Alternate Procurement form required if:</u> ✓ <u>Competition is not solicited</u> ✓ <u>SPO Online is not used.</u>
<u>\$100,000 +</u> <u>\$100,000 and over</u>	<u>Must be purchased using formal bids or request for proposal (RFP).</u> <u>Solicitations must be posted using SPO Online with appropriate State Bidders List from at least three bidders. May send to additional vendors.</u>	<u>Documentation is required.</u> <u>Alternate Procurement form required if:</u> ✓ <u>Competition is not solicited</u> ✓ <u>SPO Online is not used.</u>

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5. Consulting or other contract services and insurance estimated at less than \$100,000, shall be purchased by negotiation, telephone or informal written quote or proposal. When feasible more than one vendor should be requested to submit prices to ensure appropriate competition. Reasonable steps shall be taken to ensure that qualified North Dakota vendors have an opportunity to compete for the contract. Consulting or other contract services or insurance estimated at \$100,000 or more must be purchased through a formal request for proposal process that includes procedures for identifying eligible vendors, developing a comprehensive requirements document, specifying unique needs, negotiating mutually acceptable contract terms, and listing minimum proposals requirements. Payments for services may be made only according to a written contract.

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NDSU Guidelines

5.14.1 Consulting services and insurance greater than \$50,000 shall be coordinated through the Purchasing Department.

~~1. Personal property, equipment or supplies estimated at \$50,000 or more, must be purchased from formal bids. As many sources as possible, including qualified North Dakota vendors should be solicited.~~

6. All service contracts for a term in excess of three years shall include a provision for review of contract performance at specified intervals, not less frequently than once every two years. Service contracts may not exceed a term of ten years.

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NDSU Guidelines

6.15.1 Formal bids for goods and services shall be processed through the NDSU Purchasing Department.

7. Items which do NOT require competitive bidding are purchases made from discount contracts under a group alliance or consortium, other items possessing unique characteristics or properties which because of those peculiarities are essential to the conduct of particular research projects or instructional endeavors or sole source services. Purchases of an item or service under this exception is permitted only with the written approval of the purchasing officer or other official delegated that authority based upon documentation of:

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- a) The unique characteristics of the products, and
- b) Specifically what task is to be performed requiring the unique characteristics of the product.

The purchasing office shall document in writing the process in all cases in which the lowest bid is not accepted. All required documentation shall be retained according to governing records retention policies.

NDSU Guidelines

~~7.16-1~~ A letter of justification on any Sole Source Purchase not covered under a term contract, priced at \$~~10,000.00~~~~5,000.00~~ and above shall be sent to the Director of Purchasing. This should be done on the Alternate Procurement Form

~~7.26-2~~ Items which do not require competitive bidding are:

- a) Utilities such as telephone, electric power, and natural gas services.
- b) Public books and maps, periodicals and technical pamphlets.
- c) Services for the maintenance or servicing of equipment by the manufacturer or authorized servicing agent of that equipment when the maintenance or servicing can best be performed by the manufacturer or authorized service agent, or when such a contract would otherwise be advantageous to the state.
- d) Direct purchases from any NDSU campus auxiliary service or internal service fund operation(s).
- e) Term contracts created by the NDSU/NDUS/State Purchasing Personnel.
- f) Consulting Services up to \$50,000 (**excluding** architect/engineering services) if the Contracted Services Agreement form is used or an agreement is reviewed and approved by the Attorney(s) assigned to NDSU. The Purchasing Department will determine if competitive bids are required for services greater than \$50,000 but less than \$100,000.
- g) Construction/Remodeling Services up to \$30,000 **total project cost**, if the Contracted Services Agreement form is used and the specifications are in compliance with applicable building codes and policies and the NDUS/NDSU "Guidelines for Architects and Engineers" manual. A copy of the completed form should also be sent to the Facilities Management Director, Thorson Maintenance Center.

~~7.~~ 8. Preference shall be given to North Dakota bidders when required pursuant to N.D.C.C. Section 44-08-01. Accordingly, preference equal to the preference given or required in the state of a nonresident bidder shall be given in purchasing any goods, merchandize, supplies, or equipment. Also, when accepting bids for the provision of professional services, including research and consulting services, the contract shall be awarded to a resident North Dakota bidder if the bid of the resident North Dakota bidder is equal to or less than the low bid of a nonresident bidder and the resident North Dakota bidder has an acceptable performance history and meets the minimum requirements specified in the bid solicitation.

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HISTORY:

Amended	July 1990
Amended	January 1997
Amended	March 2003
Amended	July 2004

Housekeeping August 2011
Housekeeping July 23, 2012
Housekeeping August 31, 2015
Housekeeping May 24, 2016

Attachment 7

Policy 601 Version 2 08/22/18

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: Policy 601 Rights and Responsibilities of Community:
A Code of Student Conduct

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: Changes to increase clarity of policy, practices, and procedures and to omit redundancies and duplications of information
 - V2 changes: Adjusted language in section 3.1 and the second paragraph in 3.41 per Matt Hammer's recommendation.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted – Student Affairs / 8/22/18
 - Email address of the person who should be contacted with revisions – mary.asheim@nds.edu

This portion will be completed by SCC Secretary (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):

Legal Review:

Responsible Office:

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

Provost:

President:

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!

SCC://SCC_cover_sheet.doc Revised 11/09/2017

North Dakota State University
Policy Manual

SECTION 601
RIGHTS AND RESPONSIBILITIES OF COMMUNITY: A CODE OF STUDENT CONDUCT

SOURCE: NDSU President

Table of Contents

1. Introduction 8

1.1 General NDSU Values 8

1.2 General Complaint Procedures 9

1.3 Authority 9

2. Community Expectations 10

2.1 General Student Responsibilities 10

2.2 Responsible Action Expectations 10

2.3 Individuals Covered Under This Code 11

2.4 Student Conduct Communication 11

2.5 Prohibited Conduct Not on University Property 11

2.6 Tri-College Policies 12

2.7 Multiple Accountabilities 12

2.8 Bias-Motivated Violations 13

2.9 Repeated Code Violations 13

3. Prohibited Conduct 13

3.1 Violations of Law 13

3.2 Complicity in Prohibited Acts 13

3.3 Attempts to Commit Prohibited Acts 13

3.4 Alcohol on NDSU Property 13

3.5 Off Campus Alcohol 14

3.6 Drugs Other Than Alcohol 14

3.7 Conduct While Under the Influence of Alcohol or Other Drugs 14

3.8 Alcohol at Student Organization Events 14

3.9 Advertising Related to Alcohol 15

3.10 Smoking 16

3.11 Animals 16

3.12 Intellectual Property Infringement 16

3.13 Use of NDSU's Name or Trademark 17

3.14 Sale of Class Lecture Notes/Materials 17

3.15	Misuse of Proprietary Information	17
3.16	Computer Related Conduct	17
3.17	Deception/Falsification/Misrepresentation	17
3.18	Financial Aid Misuse.....	17
3.19	Disruption of University Business	18
3.20	Failure to Comply.....	18
3.21	Identification.....	18
3.22	Bribery.....	18
3.23	Arson.....	18
3.24	Burglary.....	18
3.25	Robbery.....	18
3.26	Motor Vehicle Theft.....	19
3.27	Theft of Property	19
3.28	Theft of Services	19
3.29	Possession of Stolen Property	19
3.30	Vandalism.....	19
3.31	Trespassing.....	19
3.32	Unauthorized Sales, Solicitations, and Distribution of Materials	19
3.33	Traffic Safety and Parking Regulations.....	20
3.34	Unauthorized Entry/Use of Facilities	20
3.35	Intimidation.....	21
3.36	Unwanted Physical Contact	21
3.37	Physical Assault.....	21
3.38	Instigation/Provocation	21
3.39	Disorderly Conduct and Other Disturbances	21
3.40	Discrimination, Harassment, and Retaliation.....	22
3.41	Sexual and Gender-Based Harassment, Sexual Misconduct, and Title IX Compliance.....	22
3.42	Other Acts of Harassment.....	23
3.43	Stalking.....	23
3.44	Lewd or Obscene Conduct.....	23
3.45	Endangerment of Individuals.....	23
3.46	Hazing.....	24
3.47	Sporting Activity Restrictions	24
3.48	Firearms/Explosives/Weapons	24
4.	Student Organizations/Activities	25
4.1	Responsibilities of Student Organizations and Affiliated University Groups.....	25
4.2	Student Organizations and Affiliated University Group Compliance with University Policy	25

4.3	Conduct Resolution and Enforcement Procedures.....	26
4.4	Recognition	26
4.5	Membership.....	26
4.6	Registration Requirements.....	27
4.7	National/International Affiliated Organizations	27
4.8	On and Off Campus Activities/Events.....	27
4.9	Fraternities and Sororities	28
5.	Procedures.....	28
5.1	Reporting and Investigating Complaints.....	31
5.2	Reporting Alleged Code Violations.....	31
5.3	Student Advisor Options	32
5.4	Investigation	32
5.5	Interim or Remedial Measures	33
5.6	Right to Entry	33
5.7	Notice of Alleged Violations	34
5.8	Prehearing Conference.....	34
5.9	Conduct Hearings	35
5.10	Default Proceedings and Unresolved Alleged Code Violations.....	36
5.11	Student Organizations in Default.....	37
5.12	Conflicts of Interest.....	37
5.13	Burden of Proof.....	37
5.14	Standard of Proof.....	37
5.15	Witnesses/Witness Statements	37
5.16	Evidence	38
5.17	Self Incrimination.....	38
5.18	Closed Hearings.....	38
5.19	Appeals.....	39
6.	Hearing Procedures for Potential Suspension or Expulsion Cases	39
6.1	Introduction	39
6.2	Complaint and Response.....	39
6.3	Presentation of Witnesses.....	40
6.4	Questioning of Parties.....	40
6.5	Closing Statements.....	40
6.6	Notice of Decision.....	40
7.	Sanctions and Conditions	40
7.1	Sanctions.....	42
7.2	Conditions.....	43

8.	Appeal Procedures	45
8.1	Deadline for Appeals.....	45
8.2	Appeal Documentation	46
8.3	Emergency Provisions.....	46
8.4	Review	47
8.5	Appeal Advisory Board	47
8.6	Decision/Sanction	47
9.	Special Circumstances and Conditions	48
9.1	Registration/Graduation Hold	48
9.2	Returning and/or New Students.....	48
9.3	Rehearing Requests for Cases Resulting in Suspension or Expulsion	48
9.4	Temporary Emergency Suspension	49
9.5	Administrative Withdrawal	49
9.6	Negotiated Withdrawal	50
9.7	Crimes of Violence	50
10.	Conduct Records.....	51
10.1	Disclosure	51
10.2	Retention and Destruction.....	51
1.	Introduction.....	4
1.1	General NDSU Values	4
1.2	General Complaint Procedures	5
1.3	Authority.....	5
2.	Community Expectations	6
2.1	General Student Responsibilities	6
2.2	Persons Covered Under This Code	6
2.3	Official University Communication	7
2.4	Prohibited Conduct Not on University Property	7
2.5	Tri College Policies	7
2.6	Multiple Accountabilities.....	8
2.7	Financial Responsibility	8
2.8	Bias Motivated Violations	8
2.9	Repeated Code Violations.....	9
3.	Prohibited Conduct	9
3.1	Violations of Law	9
3.2	Complicity or Attempts to Commit Prohibited Acts.....	9
3.3	Alcohol on NDSU Property.....	9
3.4	Off Campus Alcohol.....	9

<u>3.5</u>	<u>Drugs Other Than Alcohol</u>	<u>10</u>
<u>3.6</u>	<u>Conduct While Under the Influence of Alcohol or Other Drugs</u>	<u>10</u>
<u>3.7</u>	<u>Alcohol at Student Organization Events</u>	<u>10</u>
<u>3.8</u>	<u>Advertising Related to Alcohol</u>	<u>11</u>
<u>3.9</u>	<u>Good Samaritan Responsibilities</u>	<u>11</u>
<u>3.10</u>	<u>Smoking</u>	<u>12</u>
<u>3.11</u>	<u>Animals</u>	<u>12</u>
<u>3.12</u>	<u>Intellectual Property Infringement</u>	<u>12</u>
<u>3.13</u>	<u>Use of NDSU's Name or Trademarks</u>	<u>12</u>
<u>3.14</u>	<u>Sale of Class Lecture Notes/Materials</u>	<u>13</u>
<u>3.15</u>	<u>Misuse of Proprietary Information</u>	<u>13</u>
<u>3.16</u>	<u>Computer Related Conduct</u>	<u>13</u>
<u>3.17</u>	<u>Deception/Falsification/Misrepresentation</u>	<u>13</u>
<u>3.18</u>	<u>Financial Aid Misuse</u>	<u>13</u>
<u>3.19</u>	<u>Disruption of University Business</u>	<u>13</u>
<u>3.20</u>	<u>Failure to Comply</u>	<u>14</u>
<u>3.21</u>	<u>Identification</u>	<u>14</u>
<u>3.22</u>	<u>Bribery</u>	<u>14</u>
<u>3.23</u>	<u>Arson</u>	<u>14</u>
<u>3.24</u>	<u>Burglary</u>	<u>14</u>
<u>3.25</u>	<u>Robbery</u>	<u>14</u>
<u>3.26</u>	<u>Motor Vehicle Theft</u>	<u>14</u>
<u>3.27</u>	<u>Theft of Property</u>	<u>15</u>
<u>3.28</u>	<u>Theft of Services</u>	<u>15</u>
<u>3.29</u>	<u>Possession of Stolen Property</u>	<u>15</u>
<u>3.30</u>	<u>Vandalism</u>	<u>15</u>
<u>3.31</u>	<u>Trespassing</u>	<u>15</u>
<u>3.32</u>	<u>Unauthorized Sales or Solicitations</u>	<u>15</u>
<u>3.33</u>	<u>Traffic Safety and Parking Enforcement</u>	<u>16</u>
<u>3.34</u>	<u>Unauthorized Entry/Use of Facilities</u>	<u>16</u>
<u>3.35</u>	<u>Intimidation</u>	<u>16</u>
<u>3.36</u>	<u>Physical Assault</u>	<u>17</u>
<u>3.37</u>	<u>Instigation/Provocation</u>	<u>17</u>
<u>3.38</u>	<u>Disorderly Conduct</u>	<u>17</u>
<u>3.39</u>	<u>Discrimination, Harassment, and Retaliation</u>	<u>17</u>
<u>3.40</u>	<u>Sexual and Gender Based Harassment, Sexual Misconduct, and Title IX Compliance</u>	<u>18</u>
<u>3.41</u>	<u>Other Acts of Harassment</u>	<u>18</u>

3.42	Stalking	19
3.43	Lewd or Obscene Conduct	19
3.44	Endangerment of Individuals	19
3.45	Hazing	19
3.46	Sporting Activity Restrictions	20
3.47	Weapons/Firearms/Explosives	20
4.	Student Organizations/Activities	20
4.1	Responsibilities of Student Organizations and Affiliated University Groups	20
4.2	Student Organizations and Affiliated University Group Compliance with University Policy	21
4.3	Conduct Resolution and Enforcement Procedures	21
4.4	Recognition	21
4.5	Membership	22
4.6	Registration Requirements	22
4.7	National/International Affiliated Organizations	23
4.8	On and Off Campus Activities/Events	23
4.9	Fraternities and Sororities	23
4.10	Commercial Solicitations and Distribution Issues	24
5.	Procedures	24
5.1	Reporting and Investigating Complaints	26
5.2	Reporting Alleged Violations	26
5.3	Investigations	27
5.4	Interim Measures	28
5.5	Searches and Seizures	28
5.6	Notice of Charges	29
5.7	Prehearing Conference	29
5.8	Conduct Hearings	30
5.9	Student Advisory Options	31
5.10	Default Proceedings and Unresolved Charges	31
5.11	Student Organizations in Default	32
5.12	Conflicts of Interest	32
5.13	Burden of Proof	32
5.14	Standard of Proof	32
5.15	Witnesses/Witness Statements	32
5.16	Evidence	33
5.17	Self Incrimination	33
5.18	Closed Hearings	33
5.19	Appeals	34

6.	Hearing Procedures for Potential Suspension or Expulsion Cases	34
6.1	Introduction	34
6.2	Complaint and Response	34
6.3	Presentation of Witnesses	35
6.4	Questioning of Parties	35
6.5	Closing Statements	35
6.6	Notice of Decision	35
7.	Sanctions and Conditions	35
7.1	Sanctions	37
7.2	Conditions	39
8.	Appeal Procedures	40
8.1	Deadline for Appeals	41
8.2	Appeal Documentation	41
8.3	Emergency Provisions	41
8.5	Review	42
8.6	Decision/Sanction	42
8.7	Rehearing Requests for Cases Resulting in Suspension or Expulsion	42
9.	Special Circumstances and Conditions	42
9.1	Registration/Graduation Hold	42
9.2	Returning and/or New Students	43
9.3	Temporary Emergency Suspension	43
9.4	Negotiated Withdrawal	43
9.5	Administrative Withdrawal	44
9.6	Interim Actions	44
9.7	Crimes of Violence	44
9.8	Notification of Hearing Outcomes for Crimes of Violence	45
10.	Conduct Records	45
10.1	Disclosure	45
10.2	Retention and Destruction	45

1. Introduction

1.1 General NDSU Values

North Dakota State University (NDSU) students have an opportunity to gain the most from their education when every member of the NDSU community takes responsibility to observe and help maintain a code of personal conduct that contributes to the educational effectiveness of the University. The Code of Student Conduct is derived from three core values that support an educationally purposeful environment:

- Respect for the NDSU ~~c~~Community;
- Respect for the ~~p~~Protection and ~~r~~Rights of ~~o~~Others;
- Respect for ~~individuals-students~~ in the ~~c~~Conduct ~~r~~Resolution ~~p~~Process.

The intent of this Code is to foster educational development of personal accountability and commitment to the community.

Respect for the NDSU Community

All NDSU stakeholders have a responsibility to respect the NDSU community. It is vital for all individuals to conduct themselves in a manner that does not negatively affect the educational mission of the University or the welfare of themselves or others. This includes promoting an environment conducive to learning and nurturing a sense of shared and mutual community responsibility. Community responsibility also involves awareness of how personal decisions affect others.

Respect for the Protection and Rights of Others

A community respecting the protection and rights of others is necessary to provide a positive and enriching educational environment. Conduct that inhibits the educational process is of concern, whether it occurs on or off University premises.

Respect for ~~Individuals-Students~~ in the Conduct Resolution Process

All NDSU students have identified rights within the Code of Student Conduct and as afforded by due process as outlined in this Code. The University will work with students in an educational and fair manner to assist them in reflecting upon and growing from their personal experiences.

1.2 General Complaint Procedures

Students may report ~~general~~ concerns, issues and complaints utilizing the [Problems and Complaints](#) guidelines and form. The ~~complaint~~ procedure is designed to provide for 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.

Students ~~also may~~~~may also~~ arrange a meeting with a staff member in the Student Affairs Office, Memorial Union 250, for advice and direction in resolving the problem. Complaints regarding student conduct covered in this Code will be resolved according to procedures described in this document.

1.3 Authority

The Vice Provost for Student Affairs and Enrollment Management (the "Vice Provost"), as delegated by the President, has responsibility for supervision of the process of handling the University's response to student violations of University rules and regulations, including the

imposition of sanctions. All student non-academic conduct that violates University rules and regulations and conduct occurring off-campus that affects the University is considered the responsibility of the Vice Provost.

This authority includes the overall supervision of ~~the various~~^{any} administrative committees and boards charged with hearing complaints against students or student organizations for violation of those rules and regulations. Student organizations and University employees are required to inform the Vice Provost or designee whenever action is deemed necessary against a student or student organization.

A Code of Student Conduct contains statements of University policies relevant to student life. Development and enforcement of these standards of conduct are an educational endeavor designed to foster students' personal, social, and ethical development. This document forms the basis for student conduct expectations as a member of the NDSU community. The enforcement of these standards serves to promote the protection of the rights, responsibilities, and health and safety of members of the NDSU community.

Conduct described in this Code is illustrative rather than exhaustive. The term "including" should be interpreted to mean "including, but not limited to." All ambiguities, inconsistencies, or clarifications of the Code will be resolved by the Vice Provost or designee. Faculty, staff, and students are encouraged to request clarification if a clause or rule is unclear. Final authority for interpretation of this Code lies with the Vice Provost.

Administrators identified in this document may designate one or more individuals to act on their behalf.

Questions should be referred to the Student Affairs Office, 250 Memorial Union.

2. Community Expectations

2.1 General Student Responsibilities

All students are expected to observe the University standards published in the University Policy Manual. ~~This section~~Policy 601 outlines responsibilities that pertain specifically to students. However, students must follow all other University policies, procedures, contracts, or license contracts published elsewhere. In addition, students are expected to observe the laws of the community, the state, the nation, and relevant jurisdictions when touring or studying abroad.

2.2 Responsible Action Expectations

All students are encouraged to promote the well-being of themselves, fellow students, and others. If an individual needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, it is critical that students take responsible action by calling an ambulance or other appropriate emergency response personnel (police, fire, etc.) to gain that

assistance.

Responsible action includes:

1. CALL for help: In medical emergencies, immediate action should be taken by calling 9-1-1 either off or on campus. In non-emergency situations, you can also contact NDSU Police (701-231-8998) or notify Residence Life staff.
2. STAY with the individual until help arrives and you have been told your assistance is no longer needed.
3. COOPERATE with responding staff or emergency personnel, including all requests for information and assistance.

Students/student organizations who take such responsible action, or for whom such action is taken, will not be subject to the Student Conduct process for alleged policy violations related to alcohol or drug use or minor policy violations, nor will the incident become part of the student's conduct record. However, students [including the student(s) needing assistance and reporter(s)] may be required to have an educational meeting with University personnel and/or complete an educational program. This protection may not apply if other conduct violations occurred within the same incident.

2.3 ~~Persons~~ Individuals Covered Under This Code

For the purpose of this document, "student" is defined as any individual who has been admitted to the University or enrolled ~~for credit or non-credit in one or more~~ courses. Students ~~previously enrolled in the University~~ may be held accountable under this Code for ~~these~~ violations committed any time after they were admitted ~~and before they left the University~~. Students are accountable for their guests' conduct; if a student's guest(s) commits prohibited acts, the student may be sanctioned as if they had committed the violations themselves. Student organizations are held to the same conduct standards ~~that apply to~~ individual students.

2.3-4 ~~Official University~~ Student Conduct Communication

~~NDSU will use~~ Student conduct communication will be sent to the student's email address as provided by the University. This address is considered the official form of communication for all purposes (NDSU Policy 609. E-mail as an Official Communication Method to Students). ~~It is the student's responsibility to maintain the accuracy of all personal data.~~ Students must be expected to monitor the University provided email account for important announcements, notifications, and other messages.

2.4-5 Prohibited Conduct Not on University Property

The University may discipline a student for acts of prohibited conduct committed outside of University property ~~which, in the University's determination, may adversely affect the University community or the pursuit of its objectives~~. When NDSU becomes aware of alleged Code violations through law enforcement or other third party reports, the University may

pursue ~~charges action~~ under this Code against NDSU students identified ~~on-in~~ such reports.

~~2.5-6~~ Tri-College Policies

NDSU students who ~~are charged with a violation of~~have allegedly violated institutional policy at Concordia College, Minnesota State University Moorhead, Minnesota State Community and Technical College, or North Dakota State College of Science ~~will be referred to NDSU and~~ may be subject to action under this Code.

~~2.6-7~~ Multiple Accountabilities

Because of the varying roles/relationships/responsibilities students may have within and outside of the University, a student may be held accountable for prohibited conduct under other university, local, state, or federal policies/laws/jurisdictions, including relevant jurisdictions when touring and/or studying abroad. Examples of other areas of accountability may include:

- Student athletes under the Student Athlete Code of Conduct
- Student leaders within student organizations
- Personnel actions with student employees
- Academic actions under academic programs' professional standards
- Criminal charges or civil suits

Actions under this Code are educational (administrative) as are other actions taken under NDSU policies. Because the University's procedures are educational and not criminal in nature, such separate proceedings do not constitute double jeopardy. The University may proceed under this Code before, during, or after the other NDSU administrative processes, or legal proceedings; NDSU does not typically wait for a court finding judgment prior to proceeding with University process. Findings under this Code may differ from judgments in criminal courts. Court judgments are not determinative of University findings.

~~2.7~~ Financial Responsibility

~~All students must pay in full any debts to NDSU. For the complete text of the NDSU Collection Policy, please consult the Customer Account Services staff or NDSU Policy 513, NDSU Collection Policy.~~

~~NDSU bears no responsibility for financial obligations of individual students or student organizations. Any debts incurred, either on or off campus, by students or student groups will be the responsibility of the individual, organization and its leadership. In the event an organization dissolves and is no longer in existence, individuals holding leadership positions at the time the debt was incurred will maintain responsibility for settling outstanding debts.~~

~~NDSU will normally take no action on behalf of creditors in the case of debts incurred by students, student organizations or other student groups. NDSU officials will not use the~~

Commented [MA1]: Moved to Related University Policy Statements at end of policy

~~power of the state to act as a collection agency for private debts of students.~~

2.8 Bias-Motivated Violations

Any Code violation that is determined to have been motivated by ~~hate-bias~~ based on a protected classes may result in enhanced sanctions above those typically assigned for the same violations when not motivated by ~~hate-bias~~. See [NDSU Policy 100, Equal Opportunity and Non-Discrimination Policy](#) for further information.

2.9 Repeated Code Violations

Repeated violations of this Code are relevant in determining a student's continued membership in the University community. Progressively more severe sanctions, including suspension or expulsion from the University, may be assigned, depending on the nature of the violation(s).

3. Prohibited Conduct

3.1 Violations of Law

~~The University reserves the right to address any conduct occurring on or off campus that may be construed as potential or alleged violations of local, state or federal laws.~~ Violation of local, state, or federal law is prohibited by this Code. The University reserves the right to address conduct occurring on or off campus that may be construed as potential or alleged violations.

3.2 Complicity ~~or Attempts to Commit in~~ Prohibited Acts

Complicity is association with and/or participation in an act prohibited by this Code. To avoid being complicit ~~to in~~ Code violations, students are expected to do one or more of the following:

- Personally confront those involved and stop the violation, except in cases of violence;
- Bring the violation to the awareness of a staff member; or
- Leave the scene of the violation, if not responsible for the space in which the violation is occurring.

3.3 ~~Attempts to Commit~~ Prohibited Acts

~~Students who are complicit or attempt to~~ Attempts to commit prohibited acts is a violation of this Code. Students attempting to commit prohibited acts may be sanctioned to the same extent as if they had committed the prohibited act. ~~Students are accountable for their guests' conduct and may be sanctioned under this provision as if they had committed the violations themselves.~~

Commented [MA2]: Moved to 2.3 Persons Covered Under This Code

3.3-4 Alcohol on NDSU Property

Regardless of a ~~person's~~ student's age, the manufacture, sale, transfer, purchase, transportation, possession, use or consumption of alcohol, and/or possession or display of

empty alcohol beverage containers anywhere on NDSU owned or controlled property and/or sponsored or supervised events is prohibited, ~~except as authorized by NDSU Policy 155 Alcohol and Other Drugs: Unlawful and Unauthorized Use By Students and Employees.~~

Commented [MA3]: Moved to end of policy under Related University Policy Statements

3.4-5 Off Campus Alcohol

~~Students may face campus charges for alcohol related incidents occurring off campus. Illegal use or possession of alcohol occurring off campus is prohibited.~~ Such incidents include, ~~but are not limited to:~~ minor in possession/consumption/under the influence of alcohol, driving under the influence of alcohol, and public consumption of alcohol.

3.5-6 Drugs Other Than Alcohol

Possession, consumption, being under the influence, or transport of illegal drugs or any other controlled substances is prohibited except pursuant to a physician's, dentist's, or other authorized medical personnel's prescriptions (see next paragraph for information regarding medical marijuana). The manufacture, exchange, distribution, purchase, or sale of illegal drugs or controlled substances is prohibited. The possession of drug paraphernalia ~~for illegal drug use~~ is prohibited ~~as well~~.

Although North Dakota state law permits the use of medical marijuana, i.e., use by individuals possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any North Dakota State University housing or any other University property, nor is it allowed at any University sponsored event or activity off campus.

3.6-7 Conduct While Under the Influence of Alcohol or Other Drugs

Being under the influence of alcohol or other drugs is a violation of this Code when the ~~person; student causes a disturbance or endangers, or may endanger, the safety of others, property, or themselves.~~

- ~~a) Endangers, or may endanger, the safety of others, property or themselves; or~~
- ~~b) Causes a disturbance.~~

3.7-8 Alcohol at Student Organization Events

Recognized NDSU student organizations planning off campus events at a venue where alcohol may be present must complete and submit an Event Risk Management Planning Notification Form Alcohol Risk Management Form (ARMA) and a guest list to the Student Activities Office, Memorial Union 120. Events involving alcohol must be closed events, intended only for organization membership and invited guests, and alcohol must be sold and served by a licensed third party vendor.

Student organization or public funds may not be used for the purchase of alcoholic beverages or gift cards to alcohol establishments.

Sale of alcoholic beverages by students and student organizations is prohibited. This includes any action that can be remotely construed as an alcohol sale, such as charging admission to parties, passing the hat, selling empty cups, and selling drink tickets. Alcohol, if available, must be sold and served by licensed third party vendors.

Common sources or a bulk quantity of alcohol, such as cases or kegs, are not permitted at any student organization sponsored event.

No activities or promotions shall encourage excessive and/or rapid consumption of alcoholic beverages. This includes contests, drinking games, and discounts or special pricing of alcoholic beverages. Use of alcohol at events is expected to be lawful and responsible.

Alcoholic beverages may not be used as awards or prizes in connection with events or activities. Prize coupons and/or gift cards donated by establishments with a liquor license must include the statement, "Not valid for purchase of alcohol."

3.8-9 Advertising Related to Alcohol

Alcohol promotional activities, including advertising, shall not be associated with otherwise existing campus events, programs, or campus organizational functions on or off campus. This includes novelty items, giveaways, and apparel associated with the event. Advertising of establishments that sell alcohol must adhere to the following guidelines:

- ~~Advertising of establishments that sell alcohol~~ Shall not include brand names, logos, prices, visual images, or verbal phrases that refer to consumption of alcoholic beverages.
- ~~Advertising of establishments that sell alcohol~~ Shall not encourage any form of alcohol abuse or promote alcohol specials such as two for ones, happy hour drink specials, or any ads that encourage rapid and extensive consumption of alcohol.
- ~~Advertising of establishments that sell alcohol~~ Shall not portray drinking as a solution to personal or academic problems or ~~as necessary to~~ for social, sexual, or academic success.
- ~~Advertising of establishments that sell alcohol~~ Shall not associate consumption of alcoholic beverages with performance of tasks that require skilled reactions such as operation of motor vehicles or athletic performance. ~~and~~
- ~~Advertising of establishments that sell alcohol~~ Shall include a statement of low-risk such as "know when to say when" or "please use our products legally and in a responsible manner."

For additional policy details, consult [NDSU Policy 155, Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees](#), and the Event Risk Management guidelines,

available in the Student Activities Office, Memorial Union 120.

3.9 Good Samaritan Responsibilities

All students are expected to protect the well being of fellow students and others wherever events occur. If a person needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, students are expected to call an ambulance or other appropriate emergency response personnel (ambulance, police, fire, etc.) to gain that assistance. Students/student organizations who fail to respond appropriately may be subject to serious University sanctions and may potentially be subject to additional civil and/or criminal liability.

Students who appropriately report will not be subject to the Student Conduct process for charges related to alcohol or drug use, nor will the incident become part of the student's conduct record. However, all students [including the student(s) needing assistance and reporter(s)] may be required to have an educational meeting with University personnel. This protection may not apply if other conduct violations occurred within the same incident. This protection will only apply once in a two-year period. Subsequent incidents will not be eligible for protection under this policy.

Commented [MA4]: Moved to Section 2 (new 2.2)
Renamed Responsible Action Expectations

3.10 Smoking

Smoking, including the use of electronic cigarettes, is prohibited on ~~the~~ NDSU grounds and in University buildings, residence halls, apartments, and enclosed structures. [See \(NDSU Policy 153, Smoke-Free Facilities.\)](#)

3.11 Animals

With the exception of animals authorized by NDSU Disability Services or those defined as service animals under the Americans with ~~Disability~~ [Disabilities](#) Act (ADA), privately owned animals are prohibited inside campus buildings, with the exception of fish. Animals in outdoor areas must be on a leash, must be under control of the owners or their designees at all times, and should not be left unattended. Owners are responsible for any health or safety issues that may arise ~~concerning due to~~ the presence of these animals on University properties and at NDSU ~~outdoor~~ sponsored or supervised events. Questions may be directed to the Facilities Management Director, Thorson Maintenance Center, 701-231-7911. See [NDSU Policy 100.2, Use of Service and Assistance Animals](#), for further information.

3.12 Intellectual Property Infringement

Infringement of any intellectual property without authorization is prohibited. When reproducing or distributing information, ~~users~~ [students](#) are responsible for observation of copyrights and other intellectual property rights of others [by observing institutional and North Dakota University System \(NDUS\) policies](#) and all state and federal laws, ~~institutional and North Dakota University System (NDUS) policies~~. Generally, materials owned by others cannot be used without the owner's permission. NDSU assumes no obligation to monitor ~~users~~

[students](#) for infringing activities, but will, when such activities are called to the appropriate official's attention, investigate to determine if there is likely infringement and take appropriate action. For more information, see [NDSU Policy 190, Employee Responsibility and Activities: Intellectual Property](#).

3.13 Use of NDSU's Name or Trademarks

Use of NDSU's name without prior authorization is prohibited. For additional information and guidance, please see [NDSU Policy 700.1, Use of University Name](#).

3.14 Sale of Class Lecture Notes/Materials

Students are prohibited from transferring their class lecture notes or instructor provided materials for commercial purposes unless approved by the course instructor. In addition to copyright issues raised by such practices, commercial sales or transfers may interfere with the educational purposes of the instruction and potentially inhibit free discussion of ideas central to the academic purposes of instruction at NDSU. Note: This policy does not prevent note taking provided as part of an ADA accommodation.

3.15 Misuse of Proprietary Information

Unauthorized use or misuse of proprietary information, in ~~whatever any~~ form, is prohibited. "Proprietary" means property in which the University or its employees and/or students have a legal interest or responsibility to maintain confidentiality. See ~~(NDSU Policy 343, Confidential Proprietary Information)~~.

3.16 Computer Related Conduct

Failure to follow University acceptable use of electronic communication devices is prohibited. Please see [NDSU Policy 158: Acceptable Use of Electronic Communications Devices](#).

3.17 Deception/Falsification/Misrepresentation

Withholding [information](#) or providing false information is prohibited. This includes ~~but is not limited to:~~

- Falsely representing an entity and/or committing or using the resources of an entity without proper authorization;
- Knowingly, intentionally, or recklessly making false accusations of -prohibited conduct against another individual; [and/or](#)
- ~~Providing false information or falsified evidence with the intent of harming another person; and/or~~
- ~~Attempting to intimidate witnesses and/or a~~ [Altering, or destroying, or falsifying](#) evidence ~~necessary to conflict resolution.~~

3.18 Financial Aid Misuse

Misuse of financial aid through fraud or abuse is prohibited.

3.19 Disruption of University Business

Disruption or obstruction of University business, facilities, and grounds, such that the function or service is materially or substantially disrupted or obstructed, is prohibited.

University business includes ~~(but is not limited to):~~ teaching, research, administration, public service functions, meetings of University committees or boards, or any other authorized University activity or organization on or off University premises.

3.20 Failure to Comply

Failure to comply with the instructions or directions of all University and/or emergency personnel in the performance of their duties is prohibited. Such acts may include, ~~but are not limited to,~~ recklessly obstructing or delaying any University proceedings, providing misleading or false information during an investigation, resisting or fleeing a police officer, failing to comply with assigned University conduct sanctions, or engaging in verbal and/or physical abuse directed toward any University personnel.

3.21 Identification

Students are expected to carry University identification at all times. Failure to produce a University identification card upon request by any University personnel in the performance of their duties is prohibited. ~~Guests are expected to carry valid identification.~~

3.22 Bribery

Offering, giving, receiving, or soliciting anything of value to influence the official decision or action of University personnel, or ~~an~~ person-individual in a position of trust or influence, is prohibited.

Bribing others to fulfill or otherwise attempt to evade academic responsibilities, such as homework, papers, and exams, is prohibited.

3.23 Arson

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

3.24 Burglary

The unlawful entry into a building or another structure with the intent to commit a felony or theft is prohibited. This includes, ~~but is not limited to,~~ unlawful entry with intent to commit a felony or larceny ~~or felony~~, housebreaking, and safecracking. ~~Attempts to commit the aforementioned also would constitute a violation of this policy.~~

3.25 Robbery

The taking of, or attempting to take, anything of value under confrontational circumstances

from the control, custody, or care of ~~a person or persons~~ one or more individuals by force or threat of force or violence or by putting ~~the victim~~ another in fear is prohibited.

3.26 Motor Vehicle Theft

The theft or attempted theft of a motor vehicle is prohibited. This includes, ~~but is not limited to, persons~~ having unlawful access even though the vehicle is later abandoned, such as joyriding.

3.27 Theft of Property

Theft or removal of property belonging to the University or another individual is prohibited. This includes, ~~but is not limited to,~~ furniture, artwork, plants, electronics, books, window screens, and signs.

3.28 Theft of Services

Using University services to which one is not entitled is prohibited. This includes, ~~but is not limited to,~~ using campus laundry services intended only for campus residents, using parking services not purchased, ~~using parking lots other than those assigned by campus personnel,~~ and unauthorized use of University printing services.

3.29 Possession of Stolen Property

Possession of goods that one knows or that any reasonable ~~person~~ individual would realize were stolen is prohibited; ~~as is~~ This includes receiving, retaining, concealing, or disposing of property knowing that it was stolen. ~~If it can reasonably be demonstrated that the receiver was unknowing, the property should be returned to its owner with no action taken against the receiver.~~

3.30 Vandalism

The ~~willful-intentional~~ destruction or defacement of property belonging to the University or another individual is prohibited. This includes, ~~but is not limited to,~~ writing on or tearing down bulletin boards, spray painting or unauthorized chalking of buildings or sidewalks, and ~~intentionally~~ breaking or damaging property.

3.31 Trespassing

To enter and/or remain in or on property to which a ~~person~~ student does not have a legitimate right or purpose to enter or remain is prohibited. Such property may include ~~but is not limited to~~ vehicles, apartments, houses, fenced yards, and/or other buildings or portions of buildings, such as roofs. Properties need not be specifically posted with No Trespass signs.

3.32 Unauthorized Sales, ~~or Solicitations,~~ and Distribution of Materials

Unauthorized sales, ~~or solicitations,~~ and/or distribution of leaflets, signs, or posters, in residence halls, university apartments, or in any other campus buildings or property are

prohibited at any time. For questions regarding sales in the Memorial Union, see the Memorial Union Administrative Office, Room 246. For questions regarding sales in residence life facilities, see the Associate Director of Residence Life, West Bison Court. For questions concerning sales in any other areas, begin the inquiry at the Student Affairs Office, Memorial Union, Room 250. additional information, see NDSU Policy 700, Services and Facilities Usage and NDSU Policy 154, Distribution of Literature, or contact:

Memorial Union

Director of Operations

Administrative Office, Room 246

Memorial Union-

Residence Life Facilities

Associate Director of Residence Life

West Bison Court

Other Areas

Director of Facilities Management

Thorson Maintenance Center

3.33 Traffic Safety and Parking ~~Enforcement~~ Regulations

Failure to follow University traffic safety and parking enforcement regulations is prohibited. Please see NDSU Parking Regulations.

3.34 Unauthorized Entry/Use of Facilities

Unauthorized entry/use of facilities is prohibited. Examples of unauthorized entry and use include, ~~but are not limited to:~~

- ~~Unauthorized entry onto the property of the~~Any University ~~or into a University facility or any~~ portion thereof that has been reserved, restricted in use, or placed off limits;
- ~~unauthorized presence in a~~Any University facility after closing hours; ~~and~~
- ~~unauthorized p~~Possession or use of ~~a~~another individual's key/access card to any University facility; ~~are prohibited.~~
- ~~Unauthorized activities shall include, but are not limited to, e~~Entry, use, or occupancy to spaces which students are not permitted, such as spaces limited by virtue of enrollment, employment, class schedule, and/or gender in facilities restricted by gender;
- ~~University areas that are restricted include, but are not limited to, a~~All building roofs, fire escapes, steam tunnels, elevator shafts, equipment storage, ~~and~~ mechanical storage rooms, and construction sites; ~~The use of fire escapes is strictly limited to emergency purposes.~~
- Duplication, manufacture, possession, ~~or~~ loaning, or use of any key/access card or

unlocking device for use on University facilities, locks, or other property on University premises without proper authorization; ~~and are prohibited.~~

- ~~Entrance doors for on-campus housing facilities are locked 24 hours a day. Guests must meet their resident host at the entrance door to gain entry into the building. A resident must escort non-residents at all times. Entering a residential facility without being escorted by a resident or failure to escort non-residents.~~

3.35 Intimidation

Conduct in any form that involves an expressed or implied threat to ~~interfere or that has the purpose or reasonably foreseeable effect of interfering with~~ an individual's personal safety, safety of property, academic efforts, employment, or participation in University sponsored activities; ~~and causes the person to have a reasonable apprehension that such harm is about to occur;~~ is prohibited.

3.36 Unwanted Physical Contact

Unwanted physical contact by a student upon another is prohibited. Examples include kissing, hugging, and backrubs.

3.37 Physical Assault

Physical assault ~~by a student of on another person~~ is prohibited, ~~and includes, but is not limited to: Examples include use of physical force, violence, intoxicants, or other substances to restrict the freedom of action or movement of another, and/or endanger the health or safety of another, regardless if obvious or aggravated bodily injury is sustained.~~

- ~~Use of physical force, violence, intoxicants or other substances to restrict the freedom of action or movement of another person, and/or endangers the health or safety of another person;~~
- ~~Unwanted physical touching by one person upon another, with or without use/threatening display of a weapon, and regardless if obvious or aggravated bodily injury is sustained.~~

3.37 Instigation/Provocation

The face-to-face use of personally abusive epithets that, when addressed to ~~any person~~ another, are inherently likely to provoke immediate violent reaction whether or not the reaction occurs is prohibited.

3.38 Disorderly Conduct and Other Disturbances

Disorderly conduct ~~is behavior~~ that intentionally or recklessly creates a risk of public inconvenience, annoyance, or alarm without proper authority ~~is prohibited. These behaviors are prohibited and~~ Examples include, but are not limited to, participating in or hosting noisy or loud parties/gatherings or other public disturbances on or off campus, fighting, engaging in

~~violent behavior~~, making unreasonable noise, ~~fighting, engaging in violent behavior~~, obstructing vehicular or pedestrian traffic, disturbing a lawful assembly, and streaking.

~~Students may also be charged with Disorderly Conduct for participating in or hosting noisy or loud parties or other public disturbances on or off campus. Loud parties consist of two or more individuals whose conduct leads to noise complaints.~~

3.3940 Discrimination, Harassment, and Retaliation

NDSU is fully committed to ~~equal opportunity in educational programs/activities and employment decisions for all individuals~~providing a safe and non-discriminatory learning, living, and working environment for all members of its university community. Any discriminatory (different or unequal treatment) or harassing actions(s) (unwelcome behavior that has the intent or effect of unreasonably interfering with the individual's academic or employment endeavors or creating a hostile, intimidating or offensive environment) taken against another based on age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran, or other protected class as defined by local, state, or federal law, or participation in lawful activity off NDSU's premises during nonworking hours which is not in direct conflict with the essential business related interests of NDSU, is prohibited. Any attempt to retaliate because of one's participation in a protected act (anyone who, in good faith, alleges discrimination, harassment or sexual harassment or who provides information related to an equal opportunity grievance) is also prohibited. ~~For complete information regarding discrimination, harassment, and retaliation please see~~ See [NDSU Policy 100, Equal Opportunity and Non-Discrimination](#) and [NDSU Policy 156, Discrimination, Harassment, and Retaliation Complaint Procedures](#).

Students are encouraged to report incidents or information related to discrimination, harassment, and retaliation as soon as possible. Any NDSU employee who becomes aware of a violation of NDSU Policy 100 involving students shall report the complaint or policy violation (see Complaint Form) either to the Title IX Coordinator/Equity Office or to the Student Affairs Office.

Title IX Coordinator/Equity Office
Old Main 201
Phone: 701-231-7708

Student Affairs Office
Memorial Union 250
Phone: 701-231-6537

3.401 Sexual and Gender-Based Harassment, Sexual Misconduct, and Title IX Compliance

NDSU strives to create a campus community free from ~~interpersonal abuse including sexual~~

~~misconduct~~sexual discrimination of any kind. For complete information regarding sexual misconduct and Title IX compliance, please see [NDSU Policy 162. Sexual and Gender-Based Harassment, Sexual Misconduct, and Title IX Policy](#).

Students are encouraged to report incidents or information related to sexual misconduct as soon as possible. ~~Anyone~~[University employees](#) who becomes aware of a Title IX complaint or violation of this policy ~~and has the authority to take action on the complaint or violation have mandatory reporting responsibilities~~[shall report the complaint or violation \(see Complaint Form\)](#). ~~either~~[Reports may be made](#) to the Title IX Coordinator/Equity Office or ~~to the~~[Student Affairs Office](#).

Title IX Coordinator/Equity Office
Old Main 201
Phone: 701-231-7708

Student Affairs Office
Memorial Union 250
Phone: 701-231-6537

[Students may also report the complaint or violation to University or local police:](#)

[University Police](#)
[1523 12th Ave. N](#)
[Fargo, ND 58102](#)
[Phone: 701-231-8998](#)

3.424 Other Acts of Harassment

Any [unwelcome](#) action or any series of [unwelcome](#) actions that interfere with [an](#) individual's academic efforts, employment, personal safety, or participation in University sponsored co-curricular activities is prohibited.

3.432 Stalking

Stalking is prohibited. –Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct that would cause a reasonable ~~person~~[individual](#) to feel fear for ~~safety to self or~~ the safety of [self or](#) others; or ~~to~~[suffer](#) substantial emotional distress. [See Policy 162.](#)

3.434 Lewd or Obscene Conduct

Lewd or obscene behavior that ~~flagrantly~~ flaunts community standards with respect to sexuality is prohibited. Lewd behavior includes, ~~but is not limited to~~, sexual acts in public places, and exposing genitalia [in nonconsensual circumstances](#).

3.454 Endangerment of Individuals

Endangerment of individuals is prohibited. Examples include, ~~but are not limited to~~:

- ~~Initiating or circulating a false report or warning,~~
- Willful failure to comply with orders issued by any emergency personnel during any real or perceived emergency condition or willful failure to follow safety standards;
- Tampering with any fire protection sign or device or any other emergency equipment, elevator controls, elevator shaft access, and/or other elevator equipment; and
- ~~Tampering with elevator controls, elevator shaft access, and/or other elevator equipment,~~
- ~~Willful failure to follow safety standards,~~
- Creating a risk of bodily harm or ~~falsely~~ creating the impression of risk of bodily harm to others, ~~and,~~
- ~~Knowingly focusing, pointing or shining a laser pointer at an aircraft or at a person.~~

3.456 Hazing

Hazing is prohibited regardless of location, intent, or consent of participants. Hazing is defined as any action or situation that ~~intentionally-implicitly or unintentionally-explicitly endangers a student is required~~ for student admission ~~into~~ or affiliation with an student organization or group. Such activities and situations include, ~~but are not limited to,~~ paddling in any form; creating excessive fatigue; forced consumption of any substance; forced road trips; morally degrading, demeaning, unsanitary, humiliating games or stunts; and harassment, ridicule, or other activities prohibited by law or University policy.

It is the responsibility of the organization and its leadership in conjunction with the (inter)national organization, if any, to protect potential members, members, or others persons associated with the organization from any hazing activity or practice conducted, condoned, or encouraged by the current members of the organization, alumni, or other associates.

3.467 Sporting Activity Restrictions

~~Riding Use of~~ skateboards, ~~or scooters, and using in-line skates, roller skates, hover boards,~~ and bicycles ~~are is~~ prohibited inside all University facilities. Use of water guns, water balloons, and throwing of flying discs, balls, or other objects also are prohibited indoors, except when authorized. Use of projectile launchers is prohibited on campus without documented permission by an appropriate University official. ~~Launchers may include those intended for water balloons, potatoes, pumpkins and other items.~~ For guidance, contact the Director of [University Police and Safety Office](#).

3.487 Weapons/Firearms/Explosives/Weapons

Unauthorized and/or illegal possession, display or use of firearms, explosives, or other weapons is prohibited.

- Firearms ~~and weapons~~ include, ~~but are not limited to,~~ airsoft guns, BB guns, dart guns, handguns, paint ball guns, pellet guns, rifles, shotguns, stun guns or similar devices designed to deliver an electric shock, daggers, knives, sabers, swords, and bows and arrows.

- Explosives include, ~~but are not limited to,~~ bombs, ~~explosives,~~ fireworks, and other incendiary devices. Incendiary devices are defined as any flammable ~~liquid substance~~ enclosed in a readily breakable container that can be equipped with an igniter of any type.
- Other weapons include, ~~but are not limited to,~~ martial arts implements, dangerous fuels and chemicals. Any object may be considered a weapon when used to inflict or threaten infliction of bodily injury or property damage.
- ~~Throwing or casting any object into, upon or against any building, structure, motor vehicle or at any person is prohibited.~~

This policy shall not prohibit ~~persons-students~~ or student organizations from possessing, storing, or using weapons at approved locations for the purpose of meeting requirements of educational programs and/or a student group recognized by the University. For authorization, contact the Director of the [University Police and Safety Office](#).

The [University Police and Safety Office](#) provides limited, temporary storage space for on-campus residents to store ammunition and sporting arms, such as those used for hunting and other shooting sports. ~~Weapons~~ [Sporting arms](#) should be checked in immediately upon arrival to NDSU and checked-out immediately prior to leaving the campus. An officer must be present for check-in/check-out. The [University Police and Safety Office](#) is open and available for check-in/check-out on a 24/7 basis.

4. Student Organizations/Activities

4.1 Responsibilities of Student Organizations and Affiliated University Groups

A student organization or ~~a group affiliated with the University~~ [an affiliated University group](#) shall be deemed responsible for acts of prohibited conduct committed by individuals when such acts [meet one or more of the following criteria](#):

- ~~a)~~ Are mandated, sponsored, approved, or encouraged by the group or organization, whether explicitly or implicitly; ~~or~~
- ~~b)~~ Take place in the context of a tradition, custom, or past practice of the group or organization; or
- ~~c)~~ Are reasonably foreseeable as a result of an activity carried on by the student organization or affiliated University group.

Students residing in properties owned by organizations or ~~groups affiliated with the University~~ [affiliated University groups](#) will be held responsible for their conduct, conduct of their guests, and controlling access to their premises.

4.2 Student Organizations and Affiliated University Group Compliance with University Policy

Student organizations and affiliated University groups must ~~be in compliance~~ [comply](#) with

University policies, procedures, and regulations. Prohibited conduct includes, ~~but is not limited to~~, misappropriation of funds, misuse of property, improper registration or misrepresentation of an organization or group, or abuse of student election regulations.

4.3 Conduct Resolution and Enforcement Procedures

For information concerning the Code resolution procedure(s) to be utilized, refer to Part 5. Procedures and Part 6, ~~7~~, Hearing Procedures for Potential Suspension or Expulsion Cases.

When a student organization or an affiliated University group is ~~charged~~ noticed with prohibited conduct, the presiding officer or ~~individuals~~ students affiliated with the group shall be required to participate as representatives of the group in proceedings conducted under this Code.

In some cases, organizational officers or student members ~~also may~~ may also be ~~charged~~ noticed with individual violations related to the original incident involving the organization, in separate proceedings.

Because conduct records of student organizations are not protected by the Family Educational Rights and Privacy Act (FERPA), any individual is entitled to learn the results of conduct actions taken against student organizations as long as those disclosures do not compromise the privacy of any individual student's education record. In such situations, ~~federally protected~~ individual student names will be removed per federal protections.

4.4 Recognition

Recognition of student organizations is granted by the Congress of Student Organizations Commission and registered in the Student Activities Office in ~~the~~ Memorial Union. Although student organizations are independent units which exist at NDSU and are not considered agents of the University, they are expected to uphold and comply with ~~University policies; the Code of Student Conduct; and local, institutional and North Dakota University System (NDUS) policies and local~~, state, and federal laws.

Students and student organizations are free to examine and express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt regular and essential operations of the University. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

4.5 Membership

Membership ~~in student organizations and affiliated University groups must be~~ limited to current students, faculty, and staff of NDSU. ~~Students who transfer to another Tri-College institution who want to retain membership in an NDSU registered student organization may be eligible for on-going membership, contingent upon approval from the Vice Provost. In the~~

~~case of dual college or tri college recognized student organizations, membership criteria as defined in the Congress of Student Organizations (CSO) guidelines must be met.~~

4.6 Registration Requirements

The following information must be electronically filed with the Student Activities Office:

- ~~a.~~ Organization registration form,
- ~~b.~~ Privacy Statements by students in leadership positions, and
- ~~c.~~ Copy of the current constitution.

Students holding elected or appointed leadership positions must meet the following academic and good conduct eligibility standards:

- ~~a. Students in leadership positions m~~Must have attained and must maintain during the term of participation a minimal cumulative grade point average of 2.0, and may not be on academic probation.
- ~~b. Students in leadership positions m~~Must be enrolled for and maintain a minimum of nine (9) semester credits during the term of participation and have successfully completed nine (9) credits from the most ~~previous recent~~ semester of enrollment for undergraduate students. Graduate students must be enrolled for and maintain a minimum of five (5) semester credits during the term of participation and have successfully completed five (5) credits from the most recent semester of enrollment.
- ~~c. Students in leadership positions m~~Must be in good conduct standing with the Student Affairs Office.

Additional information regarding eligibility for participation in co-curricular activities can be found on the Student Affairs ~~webpage~~[website](#).

4.7 National/International Affiliated Organizations

National/international affiliated organizations must uphold the policies and procedures of their national/international organizations in addition to University policies and procedures. University policies will supersede in the case of conflicting policies.

4.8 On and Off Campus Activities/Events

All on and off campus activities/events must follow all guidelines and procedures set by the Student Activities Office. For further information, contact the Student Activities Office, 120 Memorial Union or ndsuo@ndsuo.edu.

~~Posters, Signs, Leaflets~~

~~Placing posters, signs or leaflets, except on one's own personal property or in areas authorized and provided for that purpose by the University, is prohibited. Individuals should seek permission from those persons who have administrative control of that location. For~~

guidance when this person is unknown, contact the Student Affairs Office.

4.9 Fraternities and Sororities

Membership

Social fraternities and sororities are chartered with a single institution and therefore are ineligible for Tri-College/-Dual-College recognition; membership is limited to students enrolled at NDSU.

Residents of Greek Chapter Houses

Only initiated member(s) of that chapter currently enrolled at NDSU, or a house employee, may reside in the house during the fall and spring semesters without authorization from the Student ~~Affairs~~ Activities Office and ~~by~~ chapter leadership.

Summer Rules

Fraternity and sorority presidents are to furnish names of the summer house managers to the ~~Assistant Director~~ Coordinator of Fraternity and Sorority Life, Student Activities Office. Chapter leadership is required to inform summer residents of University and fraternity/sorority life policies.

Alcohol and Other Drugs

- Fraternity Houses – No alcoholic beverages are permitted in common areas of chapter property at any time. ~~Members~~ Student members who are 21 years of age may consume alcohol in the privacy of their rooms/suites with no more than three ~~non-room/suite residents~~ others who are also 21 years of age or older. If multiple individuals live in one room/suite, all ~~residents~~ must be 21 years of age or older for alcohol to be present and/or consumed. Illegal drugs are not permitted on chapter or campus property at any time.
- Sorority Houses – National Panhellenic Conference policy requires alcohol free facilities for all house chapters. Illegal drugs are not permitted on chapter or campus property at any time.

Code Violations

As is the case with all University student organizations, fraternities and sororities will be held responsible for any conflicts with University policies occurring in chapter residences or at functions or social events sponsored by chapters.

~~4.10. Commercial Solicitations and Distribution Issues~~

~~Policies and procedures exist for students who wish to distribute information. For additional information, see NDSU Policy 154, Distribution of Literature.~~

5. Procedures

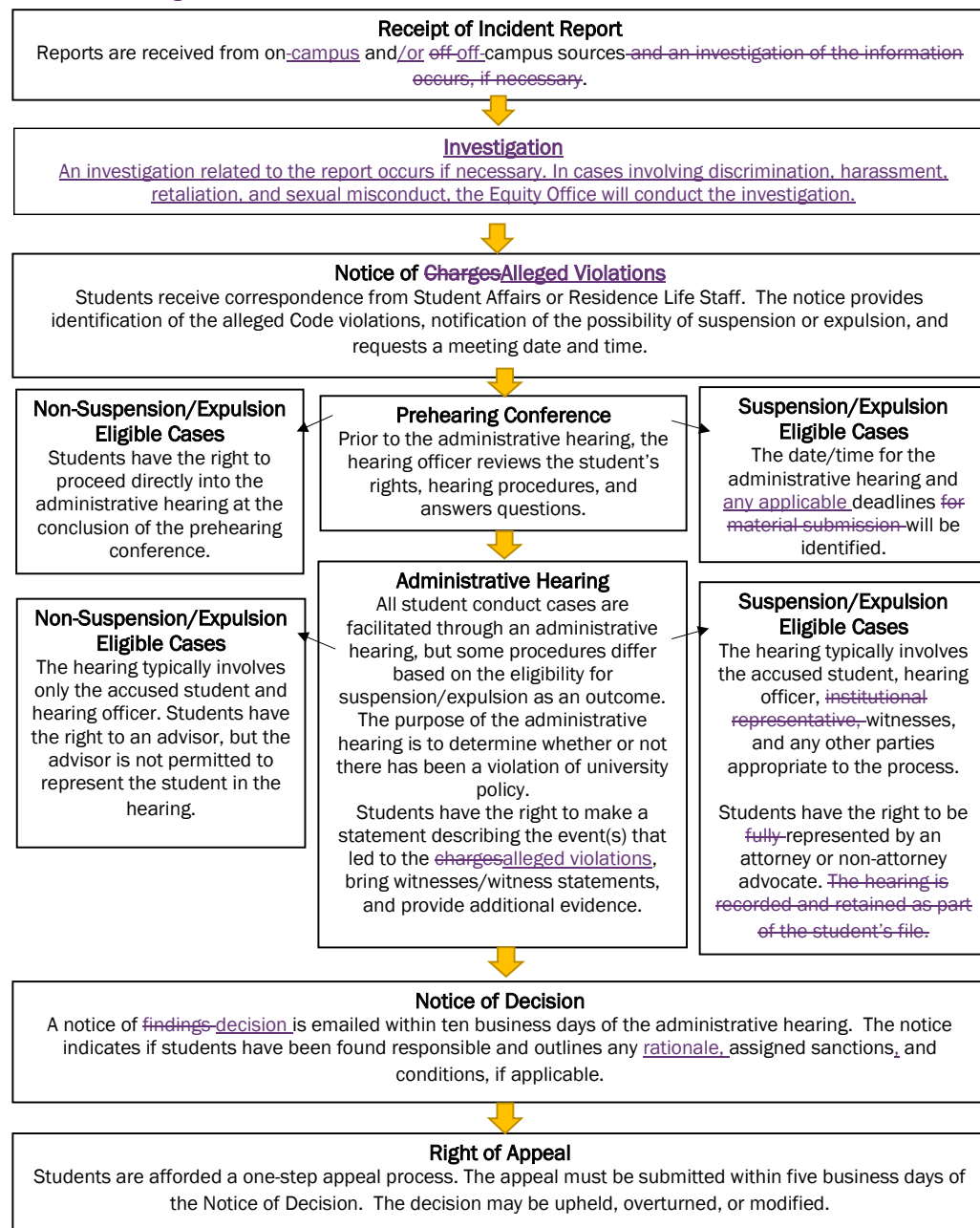
Resolution of Alleged Code Violations

The Code resolution process generally includes the following steps:

1. Receipt of an incident report;
- ~~2.~~ Creation of a conduct file;
- ~~2-3.~~ Investigation of incident, if necessary;
- ~~3-4.~~ Implementation of interim ~~actions~~ or remedial measures, if necessary;
- ~~a)~~ Investigation of incident, if necessary;
- ~~4-5.~~ Notice of ~~charges~~ alleged violations;
- ~~5-6.~~ Prehearing conference;
- ~~6-7.~~ Administrative hearing;
- ~~7-8.~~ Notice of decision;
- ~~8-9.~~ Right of appeal; and
- ~~9-10.~~ Notice of appeal decision.

A detailed description of these steps is provided below. Cases related to discrimination, harassment, retaliation, and sexual misconduct will may require some modification of the resolution process, as approved by the NDSU Title IX Coordinator. For additional information, see NDSU Policy 156, Discrimination, Harassment, and Retaliation Complaint Procedures.

Resolution of Alleged Student Code Violations Resolution of Code of Student Conduct Violations Flowchart



Discrimination, Harassment, Retaliation, and Sexual Misconduct

~~In all cases involving an allegation of violation to Policy 100 or Policy 162, both the reporting and responding students have equal procedural rights.~~

5.1 Reporting and Investigating Complaints

When provided information by law enforcement agencies, the University reserves the right to initiate action under this Code when alleged violations of the Code are believed to have occurred. Reports and investigations are used to determine whether a student is responsible for alleged violations of the Code of Student Conduct, and include the following purposes:

- ~~a)~~—To provide for the education of students;
- ~~b)~~—To promote the health, safety, and well-being of University community members;
- ~~c)~~—To provide for fair inquiries concerning alleged violations of University policies;
- ~~d)~~—To determine whether or not any individual student has violated a University policy;
- ~~e)~~—To allow for consideration of extenuating or mitigating factors when a violation has been found to exist;
- ~~f)~~—To determine a resolution; and
- ~~g)~~—To help the student make a constructive response toward self-discipline.

5.2 Reporting Alleged Code Violations

Alleged Code violations should be reported as soon as possible following the discovery of alleged prohibited conduct. ~~and Reports~~ may be initiated by law enforcement, any member of the NDSU community, or other interested parties. An alleged violation should be reported to one of the following:

~~a)~~—

Student Affairs Office,
250 Memorial Union,
[701-231-6537](tel:701-231-6537)
ndsu.srr@ndsu.edu

~~b)~~—

Department of Residence Life,
West Bison Court, ~~and/or~~
[701-231-7557](tel:701-231-7557)
ndsu.residence.life@ndsu.edu

~~c)~~—

Equity Office,
201 Old Main-
[701-231-7708](tel:701-231-7708)
ndsu.eoaa@ndsu.edu

For cases of discrimination, harassment, retaliation, and sexual misconduct, see Report Form.

5.3 Student Advisor Options

Students have the right to have an individual present who may act in an advisory capacity. Hearing advisors may not serve as witnesses. If a student would like an advisor but needs assistance in identifying an appropriate individual, the Student Affairs Office will identify a trained staff or faculty member to work with the student.

If a student chooses to have an attorney present as his or her hearing advisor, NDSU may request legal representation be present as well. In cases that do not involve potential for suspension or expulsion, the role of an attorney shall be to advise his or her client, not to participate in the hearing.

Any advisor, attorney, or non-attorney advocate who does not respect this provision may be cautioned by the hearing officer and, if they persist, may be asked to leave and the hearing will proceed.

In cases that could result in suspension or expulsion, attorneys or non-attorney advocates may fully participate, which means they may make opening and closing statements, examine and cross-examine witnesses present during the hearing, and provide the student with support, guidance, and advice throughout the process.

5.34 Investigations

If an investigation is to take place, the student(s) will receive notice from the office conducting the investigation. The purpose of the investigation means-is to gather the facts, details and circumstances associated with a complaint. The investigation may include interviewing witnesses, reviewing of documents to be considered, or completing other steps that will assist the Vice Provost and/or designee to determine whether charges are action under the Code is warranted. Written findings of the investigation along with a recommendation for dismissal of the complaint or a recommendation of pursuing charges action under the Code will be produced by the investigator(s) and provided to the Student Affairs Office. If the report indicates reasonable cause to believe that a violation occurred, then the Vice Provost's designee shall may proceed with a Notice of Charges Alleged Violations.

Upon receipt of notice, the University may independently investigate an allegation of student conduct Code violation, and may also initiate an investigation at the request of any member of the NDSU community or affected party. Designated, trained University personnel are authorized to investigate alleged violations of the Code of Student Conduct.

All cases of discrimination, harassment, retaliation, and sexual misconduct involving a

potential violation by a student shall be investigated by the Equity Office utilizing the procedures set forth in Sections 1 through 8.8 of [NDSU Policy 156](#). The Final Investigative Report as set forth in NDSU Policy 156 shall constitute the Investigation Determination for purposes of Section 5.67 below.

Any ~~person~~ individual believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. All information/evidence needs to be provided during the investigative phase in order to be considered for determining if a case will be dismissed or whether action will be pursued and in determining findings under the Code. With the exception of the reporting party. Failure to comply with a request to make and keep an appointment relevant to an investigation may result in a conduct hold being placed on a student's registration and records.

5.45 Interim or Remedial Measures

In the interest of safety and security, upon receipt of notice, interim ~~actions or remedial measures~~ may be implemented ~~by the Student Affairs Office~~ prior to a completed investigation or conduct hearing. Specific actions will be based on the circumstances of the allegations and may include, ~~but not limited to~~ no contact orders, housing/workplace changes, loss of privileges, restricted access to campus, or temporary emergency suspension.

5.56 ~~Searches and Seizures~~ Right to Entry

University policy on the privacy of student rooms stipulates that entry and search of University residences by University officials will be permitted only in one or more of the following instances:

- ~~a)~~ The student consents to the search;
- ~~b) The University~~ officials responsible fear an imminent danger to health, safety, life, or property;
- ~~c)~~ The Vice Provost or designee provides a written administrative authorization specifying reasons for the search, objects of information sought, and area to be searched; or
- ~~d)~~ University officials fear imminent destruction of evidence relevant to a suspected violation of University policies.

When students are suspected of violating NDUS or NDSU Acceptable Use Policies, student computers, associated peripheral devices, and media storage devices may be taken into temporary custody on authority of the Information Technology Security ~~S~~staff to collect and preserve evidence of possible violations of local, state, or federal laws ([NDSU Policy 158, Acceptable Use of Electronic Communications Devices](#)). If additional questions remain, contact the [Information Technology Security Officer \(ITSO\)](#).

~~The University will not intervene between students and searches authorized under law by any law enforcement agencies.~~ The University requires that University officials notify the Vice Provost and/or designee of searches when they become aware of ~~the action~~searches by law enforcement. ~~The University will not intervene between students and searches authorized under law by any law enforcement agencies.~~

The right to inspect residence hall rooms and university apartments without notice is reserved by the University for purposes of maintenance, cleaning, fire, personal safety and administering provisions of the license agreements. The University will provide reasonable notice, when possible. Such entry by the University shall not be regarded as a search, but is separately agreed to and authorized by the student through provisions in the residence hall ~~agreements~~ or university apartment license agreements. Items that pose an imminent danger to health, safety, life, or property may be taken into temporary custody ~~of by~~ residence life staff, university police, or other emergency personnel.

5.67 Notice of ~~Charges~~Alleged Violations

~~If the investigation determines that charges are appropriate, a~~ written notice will be sent via authorized University email, to the responding student to arrange a prehearing conference.

The notice ~~of charges~~ will include:

- Nature of the alleged ~~Code~~ violation;
- Date, time, and place of the alleged ~~Code~~ violation;
- Source of the information;
- Maximum sanction applicable if found in violation of the Code of Student Conduct;
- The student's right to be represented by an attorney or non-attorney advocate, at the student's expense, if suspension or expulsion are identified as potential sanctions; and
- Notice that a decision may be made in the student's absence based on the information currently available.

The student must be given notice in writing of a summary of the ~~charges~~alleged violations and evidence to be presented in sufficient time to ensure an adequate opportunity to prepare for the hearing. The University will provide the student ~~oral or~~ written notification of the hearing at least ~~five~~three business days prior to the hearing date. Students may consent to a shorter notice period, if they so choose.

5.78 Prehearing Conference

During the prehearing conference, the hearing officer will discuss the:

- ~~a)~~ Student's rights and responsibilities,
- ~~b)~~ Nature of the complaint and how the Code of Student Conduct may have been violated, and

- ~~e)~~ Process for resolution of alleged ~~Code~~ violations.

The student may request to proceed with an immediate hearing, except in cases ~~which that~~ may result in suspension or expulsion. ~~The hearing officer may refuse to hear the case and refer it to another hearing officer.~~

5.89 Conduct Hearings

The Code of Student Conduct resolution process ~~is will be~~ facilitated through an administrative hearing to determine whether or not there has been a violation of University policy. Although all cases are heard administratively, some procedures differ between cases that are not eligible for suspension/expulsion and those that are eligible for suspension/expulsion. The University reserves the right to determine procedures and appropriate individuals to include in the process. In an administrative hearing, the responding student has a right to make a written and/or oral statement describing the event(s) that lead to the ~~charges~~ alleged violations, bring witnesses or witness statements, and ~~provide any additional~~ present evidence.

In all cases involving an allegation of discrimination, harassment, retaliation, or sexual misconduct, both reporting and responding students shall have equal procedural rights as detailed in [NDSU Policy 156, Discrimination, Harassment, and Retaliation Complaint Procedures](#).

University administrators ~~who have direct responsibility for student organizations~~ will process conduct cases related to fraternities, sororities, and student organizations. Individual organizational boards will address only violations of those organizational standards, not violations of this Code.

Non-Suspension/Expulsion Eligible Conduct Hearings

A non-suspension/expulsion eligible conduct hearing is an administrative hearing that generally involves only the responding student and the hearing officer. The hearing officer is the individual appointed by the University to process an alleged violation of University policy. The hearing officer shall typically be a University employee; however, the University may, ~~in-at~~ its discretion, retain a non-employee to serve as a hearing officer at the University's expense.

Following the hearing, the ~~student reporting and responding parties~~ will receive a written notification of the hearing outcome/notice of decision within 10 business days.

Suspension/Expulsion Eligible Conduct Hearings

A suspension/expulsion eligible conduct hearing is an administrative hearing that involves the responding student, hearing officer, ~~institutional representative~~, and any other individual(s) appropriate to the process. The hearing officer is the individual appointed by the University to process an alleged violation of University policy. The hearing officer shall

typically be a University employee; however, the University may, ~~in at~~ its discretion, retain a non-employee to serve as a hearing officer at the University's expense. ~~The institutional representative is the individual appointed by the University to present the findings at the hearing.~~

~~Prior to the hearing, any materials being utilized during or witnesses being called to the hearing must be submitted to the Student Affairs Office by a deadline set during the prehearing conference.~~

The hearing will be recorded and retained as part of the student's conduct file. ~~Access to the recording will be made available for the purpose of preparing an appeal. The reporting and responding parties may access the recording, including for the preparation of an appeal.~~ Requests for access should be directed to the Student Affairs Office.

Following the hearing, the ~~student(s)~~ reporting and responsible parties will receive a written notification of the hearing outcome/notice of decision within 10 business days.

5.9 Student Advisory Options

~~The student has the right to have a person present who may act in an advisory capacity. Hearing advisors may not serve as witnesses. Hearing advisors who do not comply with hearing procedures or the directives of the hearing officer may be cautioned by the hearing officer and if they persist, may be asked to leave.~~

~~If a student chooses to have an attorney present as his or her hearing advisor, NDSU may request legal representation be present as well. In cases that do not involve potential for suspension or expulsion, the role of an attorney shall be to advise his or her client, not to participate in the hearing. Attorneys who do not respect this provision may be cautioned by the hearing officer and if they persist, may be asked to leave.~~

~~In cases that could result in suspension or expulsion, attorneys or nonattorney advocates may fully participate, which means they may make opening and closing statements, examine and cross-examine witnesses present during the hearing, and provide the student with support, guidance and advice throughout the process.~~

5.10 Default Proceedings and Unresolved Charges/Alleged Code Violations

When a student/organization fails to appear for a hearing appointment without advance notice, or leaves the University with unresolved ~~charges/alleged violations~~, the hearing officer may make a decision in the student/organization's absence, providing the student/organization was issued adequate written notice of the date, time, and place of the scheduled hearing ~~via the NDSU email system.~~

In certain cases, ~~the hearing officer reserves the option to place a~~ registration hold may be

Commented [MA5]: Adjusted language and moved to presede Investigations, becoming the new 5.3.

placed on the student's records and the case will be archived ~~the case~~ until such time the student requests re-registration or a resolution of the pending matter.

5.11 Student Organizations in Default

In the event a student organization becomes inactive rather than appearing for a hearing, the default decision will typically be withdrawal of recognition granted by the Congress of Student Organizations Commission. In addition, officers of the organization at the time of the incident may face conduct proceedings individually (see Section 3.20, Failure to Comply) and ~~also~~ may ~~may also~~ be ~~charged-noticed~~ with one or more of the original alleged violations of the Code arising from the alleged misconduct by the organization.

If the organization requests ~~registration-reactivation~~ at a later date, the Vice Provost or designee will assign a hearing officer to meet with the student organization leadership to determine responsibility for the ~~original charges~~ alleged violations, determine or recommend the appropriate sanction, and if that sanction is less than suspension or expulsion, will assess the need for any ~~current remedial actions~~ measures.

5.12 Conflicts of Interest

Any hearing officer who has a conflicting interest in the particular case may not participate. Each party has the right to challenge the appointment of a hearing officer. Challenges must be submitted in writing to the Vice Provost or designee at least ~~five-three~~ business days prior to the hearing. If a party fails to raise an actual or reasonably perceived conflict by objecting ~~to that person five-three~~ business days in advance, any objection is deemed to be waived. ~~An individual hearing officer~~ may not be disqualified solely ~~on the basis of~~ based on his or her position in the University community.

5.13 Burden of Proof

The burden of proof will rest upon the University.

5.14 Standard of Proof

The standard of proof will be a "preponderance of the evidence." A student is found to have violated this Code when:

- ~~a) The student admits to the violation,~~ or
- ~~b) Evidence admitted at the hearing indicates by a preponderance of the evidence indicates that the student is responsible for a violation in violation of the Code.~~

5.15 Witnesses/Witness Statements

Prior to the hearing, names of witnesses being called to the hearing must be submitted to the Student Affairs Office by a deadline set during the prehearing conference. All parties will be given reasonable opportunity to present witnesses and/or witness statements and will be allowed to address questions to any witnesses participating in the hearing. All questions will

be addressed through the hearing officer; however, the hearing officer may allow for direct questioning of non-party witnesses. Witnesses will be given reasonable latitude to respond fully to questions and will only remain for the duration of their own testimonies. ~~All written statements that are to be considered are to be provided at least two business days prior to the hearing. Written statements must also be signed and dated, with the name of the witness printed below to ensure legibility or sent electronically directly by the witness. Deviations to the time restriction may be granted as long as all parties have sufficient time to prepare.~~

Character witnesses are not permitted. The hearing officer will exclude any information from the hearing documentation that appears to be a character statement rather than facts or evidence related to the case. ~~If the responding student is found responsible for violating this Code, character statements may be considered during sanctioning. All parties may submit up to three letters to the hearing officer, at least two business days prior to the hearing. Each letter must be dated and signed, with the name of the individual signing printed below to ensure legibility or sent electronically from the author of the written statement.~~

5.16 Evidence

~~In cases that involve an investigation, all evidence is to be provided during the investigation. All parties will be given reasonable opportunity to present any written or oral information, or other documentation, or other evidence that is relevant in determining responsibility. All pertinent information that is to be considered is to be provided at least two business days prior to the hearing. Deviations to the time restriction may be granted as long as all parties have sufficient time to prepare.~~

~~Because Due to~~ the hearing ~~is being~~ an educational process, formal rules of evidence do not apply. For this reason, hearsay evidence may be permitted. ~~Hearsay evidence~~ refers to testimony given by a witness who speaks about information received from others, rather than information given directly by that witness. The value of such evidence ~~rests with~~ is left to the discretion of each hearing officer.

5.17 Self Incrimination

Parties shall not be compelled to incriminate themselves by being obligated to testify that they engaged in conduct constituting a violation of this Code and/or local, state, or federal law.

5.18 Closed Hearings

All hearings are generally closed except to those ~~persons~~ who are part of the proceedings. The Vice Provost or designee may permit a limited number of NDSU personnel to be present as observers for the purpose of training. Other exceptions may also be made as deemed appropriate by the Vice Provost or designee.

5.19 Appeals

Students sanctioned for violations of any part of this Code of Student Conduct or relevant University policies may appeal. Reporting and responding to Students are limited to one appeal and that decision is final (see Section 8, Appeal Procedures).

6. Hearing Procedures for Potential Suspension or Expulsion Cases

6.1 Introduction

With all parties present, the hearing officer will call the meeting to order and ~~will~~ ask all parties participating in the hearing to introduce themselves and identify their role in the proceedings.

The hearing officer will describe the general outline of the hearing and ~~will~~ read the following honesty statement:

Honesty Statement

The University expects that all information presented in this hearing will be true and correct to the best of each participant's knowledge. If students willfully provide false information, they will be in violation of NDSU's Code of Student Conduct. As a result, they may also be subject to additional disciplinary action. Dishonest behavior by any faculty or staff members will be reported to supervisors for any necessary disciplinary action.

If a student is represented by an attorney or non-attorney advocate, that individual has the ability to fully participate in the hearing as indicated in section 5.93, Student Advisory Options. Hearing advisors, ~~(attorneys, or non-attorney advocates)~~ will be required to sign a confidentiality statement pertaining to information about all parties involved in the hearing.

The hearing officer will dismiss witnesses until they are called to speak.

Honesty Statement

The University expects that all information presented in this hearing will be true and correct to the best of each person's knowledge. If students willfully provide false information, they will be in violation of NDSU's Code of Student Conduct. As a result, they also may be subject to additional disciplinary action. Dishonest behavior by any faculty or staff members will be reported to supervisors for any necessary disciplinary action.

6.2 Complaint and Response

The ~~institutional representative~~ hearing officer or investigator will present the case.

The responding ~~student and reporting parties (and/or attorney or nonattorney advocate)~~ will be permitted to respond to the ~~charges alleged violations~~ and present information that is relevant in determining whether the student violated one or more sections of the Code. The hearing officer is responsible for determining relevancy.

6.3 Presentation of Witnesses

All parties ~~shall~~will be allowed to present witnesses who may be asked questions by ~~the hearing officer, responding student (and/or attorney or nonattorney advocate), reporting party, and Vice Provost or designee~~any of the other parties. All questions will be directed to the hearing officer who will determine reasonableness and relevancy~~and reasonableness~~ to the ~~proceeding~~hearing, request clarification if necessary, ask if the respondent understands the question and request a response. The hearing officer will seek clarification if necessary and request a response.

6.4 Questioning of Parties

~~The institutional representative, reporting student (and/or attorney or nonattorney advocate), and responding student (and/or attorney or nonattorney advocate)~~All parties will be permitted to ask questions of each other.

~~Questions will also be permitted by the hearing officer and the Vice Provost's designee, who may question either party.~~

6.5 Closing Statements

~~All parties~~The reporting and responding parties (and investigator if applicable) will have an opportunity for a closing statement.

6.6 Notice of Decision

The hearing officer will provide written notice of decision to the responding student (and reporting party if applicable) stating whether or not the Code of Student Conduct was violated. The written notice will include the findings, rationale, sanctions, terms, and conditions for continued enrollment or re-enrollment, if any. The notice will generally be provided within 10 business days following the hearing. The Vice Provost may grant time extensions, if necessary.

7. Sanctions and Conditions

A sanction is a consequence placed upon any student for violations of specified University policies. Sanctions help define the student's relationship with the University in the context of current and potential future conduct, including a notice that further violations may lead to more severe -conduct sanctions.

If a student is found not responsible for the alleged Code violation(s), no disciplinary action will be taken against the responding student; ~~however, having been through the Code process, the student is considered knowledgeable regarding the Code's provisions and expectations, and that knowledge may be taken into consideration in the event of future Code actions.~~

~~In cases in which the~~a student is found responsible for ~~violating~~ one or more ~~policies~~alleged Code

violations, a sanction may be imposed. Sanctions may not include suspension or expulsion unless the student receives prior written notice that the case was serious enough to warrant suspension or expulsion. The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

1. Written warning,
2. Conduct probation,
3. Supervised conduct probation,
4. Conduct suspension, or
5. Conduct expulsion.

The hearing officer will issue the written decision within 10 business days from the date of hearing. Sanctions of suspension are noted in the student's transcript throughout the duration of the suspension period, while sanctions of expulsion remain permanently.

When certain mitigating circumstances exist, such as an extended period of time between the incident and reenrollment, a finding of responsibility may result in no sanctions imposed.

With each sanction, ~~terms and conditions and/or restorative actions~~ may be assigned. In addition, notification may be given to other University officials as necessary. ~~Terms and e~~Conditions include, ~~but are not limited to:~~

- ~~1.—~~Alcohol or other drug programming, evaluation, and/or testing;~~;~~
- ~~2.—~~Written assignments;~~;~~
- ~~3.—~~Participation in a specific activity or project;~~;~~
- ~~4.—~~Restricted access;~~;~~
- ~~5.—~~Loss of privileges;~~;~~
- ~~6.—~~No contact orders;~~;~~ and/or
- ~~7.—~~Restitution;~~;~~ and/or
- ~~8.—~~Confiscation.

In assigning a sanction and/or ~~terms and conditions~~ for inappropriate student conduct, the hearing officer, in consultation with the Vice Provost designee, will consider factors, including:

- ~~a)—~~Facts of the case as presented from all relevant sources, including the ~~responding student parties;~~
- ~~b)—~~Existence of any physical evidence or written or oral information provided by the ~~responding student and/or witnesses parties;~~
- ~~c)—~~Type and severity of the offense;~~;~~
- ~~d)—~~Impact on the ~~victim(s)~~reporting party, the educational community, and its members;~~;~~
- ~~e)—~~Previous incidents of prohibited conduct committed by the ~~accused-responding~~ student;~~;~~ and
- ~~f)—~~The ability and/or willingness of the responding student to accept responsibility.

Parents or guardians of students under 21 may be contacted by an NDSU administrator following alcohol and/or other drug related incidents.

7.1 Sanctions

Written Warning

A warning is ~~a~~-written notification that subsequent Code violations will ~~normally-typically~~ result in more severe sanctions.

Conduct Probation

Conduct probation is ~~a~~-written notification of a specified period of review and observation during which the student must demonstrate the ability to comply with University policies; local, ~~state-state~~, and federal laws; and any other ~~terms or~~ conditions that have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Further prohibited conduct may result in additional sanctions to be assigned, including, ~~but not limited to~~, suspension or expulsion.

Supervised Conduct Probation

Supervised conduct probation ~~is written notification of a specified period of review and observation during which the student must demonstrate the ability to comply with University policies and local, state, and federal laws, generally~~Supervised conduct probation generally requires meetings with a member of Student Affairs or Residence Life at regularly established intervals to monitor progress in behavioral, academic, social, vocational, and other areas of the student's life ~~necessary to strive for overall success at NDSU~~. The supervisor may assign educational tasks and/or projects as deemed necessary and appropriate to assist the student in personal growth. Further prohibited conduct may result in additional sanctions to be assigned, including, ~~but not limited to~~, suspension or expulsion.

Conduct Suspension

Conduct suspension is ~~a~~-written notification of the termination of status as an enrolled student or registered student organization for a specified period of time not to exceed two academic years. In cases of crimes of violence, hate crimes, and/or Title IX related violations, the Vice Provost may specify a longer period of suspension.

- ~~a)~~ A student may not re-enroll during the period of conduct suspension.
- ~~b)~~ The student's eligibility for any refund of tuition/fees will be subject to the University's normal withdrawal policy.
- ~~c)~~ The notice of conduct suspension will include the conditions for readmission that must be met prior to application for readmission. Students may obtain information regarding reactivation from Registration and Records, ~~Ceres Hall~~, or online through [One Stop](#). An ~~interview-meeting~~ with a member of the Student Affairs ~~Office staff-staff may also will~~ be required prior to acceptance of the student's application for readmission.

- ~~d)~~—The student's transcript will carry a notation "may not register for nonacademic reasons <effective date range>" without further explanation. Upon completion of the suspension, the notation will be removed by the University.
- ~~e)~~—A student who has been suspended must vacate residence life facilities within the time frame established in the written notice of the conduct suspension.
- ~~f)~~—In addition to being ineligible for enrollment, a student is also ineligible for employment with NDSU.
- ~~g)~~—There may be other restrictions placed on the suspended student including, ~~but not limited to,~~ restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities. The student ~~also may~~ may also be required to obtain prior written permission from a member of the Student Affairs ~~Office~~ staff before being on any portion of the NDSU campus during the period of suspension. Approval is generally granted only to permit a student to conduct business related to the University.
- ~~h)~~—Conduct suspension is a permanent conduct record. ~~A permanent record indicates which means that student conduct files it~~ may be retained indefinitely at the discretion of the Vice Provost, but not less than seven (7) years.
- ~~i)~~—Student organizations placed on suspension may have all rights and privileges provided by CSO revoked for the duration of their suspension. In order to regain all rights and privileges, the student organization is required to comply with and complete any and all sanctions and ~~terms and~~ conditions.

Conduct Expulsion

Expulsion is ~~a~~ written notification that the student is permanently ineligible to return to the University. The expulsion will be recorded on the student's transcript as "may not register for nonacademic reasons" and is a permanent record.

Conduct expulsion is a permanent conduct record. ~~A permanent record indicates which means that student conduct files may it will~~ be retained indefinitely at the discretion of the Vice Provost, but not less than seven (7) years.

The student must leave University residences and cease all use of University owned or controlled buildings, properties, and services as designated in the expulsion notice. The expulsion notice will also include any other specific restrictions and a time frame during which these restrictions apply. These may include restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities.

Written requests for exceptions to restrictions may be directed to the Vice Provost or designee; however, approval is generally only granted for the purpose of conducting official University business. Requests for readmission will not be approved.

7.2 Conditions

Alcohol and/or Other Drug Programming, Evaluation, and/or Testing

A student may be required to participate in alcohol and/or other drug programming as a result of participating in any incident involving the use or abuse of alcohol and/or other drugs. The University reserves the right to require alcohol/drug testing and/or evaluation as a condition of enrollment or continued enrollment when:

- ~~a)~~ A student's conduct endangers or may endanger the safety of themselves, others, or property, and/or
- ~~b)~~ A pattern of misconduct has been demonstrated by a student.

Written Assignments

Students may be required to complete written assignments as a means of reflecting and/or learning more about a particular topic.

Participation in a Specific Activity or Project

A student may be required to participate in a specific activity or project, such as public service, an educational class, and/or meeting with a designated University official, and/or other assignment.

Restricted Access

Students may have access to University facilities and grounds restricted for a specified period of time. Restricted access may include but is not limited to entry into University facilities or athletic fields, access to specific University offices, and visiting and/or living in any University housing facility. Students found in violation of restricted access directives may be issued a trespass citation by University Police and may be subject to further conduct action.

Loss of Privileges

A student may be denied various privileges associated with being a student at NDSU. Such privileges may include, but are not limited to, one or more of the following:

- ~~a)~~ Participating in or attending events sponsored by the University or by students;
- ~~b)~~ Holding office in any CSO recognized student organizations;
- ~~c)~~ Receiving or being a guest in residence life facilities;
- ~~d)~~ Access to parts of or all University property, including eligibility to reside in University facilities;
- ~~e)~~ Receiving financial aid;
- ~~f)~~ Being employed by the University;
- ~~g)~~ Representing the University, including travel on behalf of the University;
- ~~h)~~ Sponsoring or hosting organization or campus wide functions;
- ~~i)~~ Using Information Technology Services; and
- ~~j)~~ Maintaining recognized student organization status with the CSO.

No Contact Order

Students may be prohibited from direct or indirect physical and/or verbal contact with another individual or group. Reasonable restrictions to protect the safety and welfare of others may also be imposed. These include, ~~but are not limited to,~~ any and all forms of communication, access to University owned or controlled locations, and specified minimum distances.

Restitution

A student may be required to repair, pay the cost for repair, or pay for cost of replacement of any university or state property damaged by the student. In each case, the goal will be to return the damaged property to its existing condition at the time of damage. The determination of the method used to calculate restitution shall be the responsibility of the hearing officer, taking into consideration the fair market value or cost to repair the damaged item(s). ~~In the case of personal injury, the responsible party may be required to cover the cost of medical care for others harmed as a result of the student's actions.~~

~~When available and appropriate, secondary markets may be utilized. The decision maker shall consider information and/or evidence provided by both parties to achieve a fair and just result. Failure to make timely arrangements for restitution may result in the cancellation of the student's registration, prevention of the student's re-registration, or more severe sanctions including, but not limited to, conduct suspension or expulsion. When the responsible party is a student organization, additional sanctions or terms and conditions also may be assigned for failure to make timely arrangements for restitution.~~

Confiscation

~~In addition to items seized as evidence, goods used or possessed in violation of University policies and/or local, state or federal laws, may be confiscated and not be returned to the student. This includes, but not limited to, falsified information or identification.~~

8. Appeal Procedures

Students sanctioned for violations of this Code may make one appeal. Cases resulting in suspension or expulsion are appealed to the Vice Provost or designee. All other appeals are addressed to the Vice Provost or designee, or an administrator of Residence Life, depending upon who served as the hearing officer.

In all cases involving an allegation of discrimination, harassment, retaliation, or sexual misconduct, the reporting party is also allowed to file an appeal within the same parameters identified in 8.2. In these cases, an appeal could result in a different decision regarding the finding of responsible or not responsible and/or stronger, the same, or lesser sanctions than originally imposed.

8.1 Deadline for Appeals

An appeal of any conduct process decision must be made in writing within five business days following the date the sanction notice is provided to the student. In extraordinary

circumstances, the Vice Provost may grant time extensions. The University reserves the right, however, to reduce the time allowed for a student appeal in cases that may have the potential to result in harm to ~~persons an individual~~ and/or property. The reduced time for appeal will be specified in the decision letter along with the rationale for allowing reduced time for an appeal. The appeal must be written by the student and shall contain the student's name, date of the decision or action, and reason(s) for the appeal.

8.2 Appeal Documentation

Appeals must be submitted to the appeal officer specified in the decision letter using the designated [appeal form](#). The documentation must specify in detail one or more of the following bases of appeal:

- ~~a)~~ The severity of the sanction was not consistent with the severity of the offense,
- ~~b)~~ The finding of the Code having been violated or not was not substantiated by the evidence, and/or
- ~~c)~~ The student's due process rights as outlined in this Code were violated, which materially or substantially impacted the decision. Those rights believed to be violated must be specified.

~~In all cases involving an allegation of discrimination, harassment, retaliation, or sexual misconduct, the reporting party is also allowed to file an appeal within the same parameters identified above. In these cases an appeal could result in a different decision regarding the finding of responsible or not responsible and/or stronger, the same, or lesser sanctions than originally imposed.~~

Commented [MA6]: Moved to the end of Section 8.

A copy of an appeal will be given to the other party who will have the opportunity to respond. Students will have no more than ~~5~~ five business days to submit their response to the other party's appeal; however, the response cannot include an appeal if the time period for appeal has already expired. In cases that only involve a responding student, the appeal officer may not increase the sanctions/actions imposed by the hearing officer.

8.3 Emergency Provisions

Normally a properly filed notice of appeal suspends the imposition of sanctions until the appeal is decided; however, some emergency provisions may be ~~sustained~~ maintained throughout the appeal to protect ~~persons an individual~~ and/or property. Such provisions will be explained in the original letter to the student outlining the decision, along with the rationale for maintaining those emergency provisions throughout the appeal.

~~8.4 Appeal Advisory Board~~

~~The appeal officer reserves the right to appoint an appeal advisory board to review appeals. In such instances, the appointed advisory board will make a recommendation that the appeal officer may accept or reject. The decision of the appeal officer will generally be issued within~~

Commented [MA7]: Appeal Advisory Board will be placed after "Review" instead of before it.

~~10 business days of receiving the recommendation from the advisory board and that decision will be final.~~

8.54 Review

The appeal officer/~~advisory board~~ will review the written appeal documentation/response to appeal from the student(s) and materials from the original hearing, including the recording. In reviewing the appropriateness of sanctions, the student's entire conduct file may be considered. ~~After reviewing these materials, the appeal officer may decide to do one of the following:~~

- ~~a) Issue a decision based solely on the evidence,~~
- ~~b) Issue a decision based on a review of evidence and discussion with the involved principals,~~
- ~~c) Recall one or more witnesses,~~
- ~~d) Return the case to the hearing officer conducting the original hearing for presentation of new evidence and reconsideration of the decision and/or sanctions.~~

8.5 Appeal Advisory Board

~~The appeal officer reserves the right to appoint an appeal advisory board to review appeals. In such instances, the appointed advisory board will make a recommendation that the appeal officer may accept or reject. The decision of the appeal officer will generally be issued within 10 business days of receiving the recommendation from the advisory board and that decision will be final.~~

8.6 Decision/Sanction

~~When the reporting student appeals, the appeal officer may uphold or change the original decision/sanction. When the responding student appeals, the appeal officer may not increase the sanctions/actions imposed by the hearing officer. After reviewing appeal materials, the appeal officer may decide to do one of the following:~~

- ~~• Uphold the decision,~~
- ~~• Remand the case back to the original hearing officer,~~
- ~~• Adjust the sanction, or~~
- ~~• Assign a new hearing officer.~~

The decision on the appeal will generally be made within 10 business days of receipt of the appeal, but may take longer during University recesses or in the event of complex cases.

8.7 Rehearing Requests for Cases Resulting in Suspension or Expulsion

~~Any student who is suspended or expelled has the right to request a reconsideration of the case based on new or contradictory evidence that was not available at the time of the original~~

Commented [MA8]: Moved to follow "Appeal Documentation" as the new 9.3

hearing, and/or evidence that the student was not afforded due process as outlined in this Code. A request for reconsideration of the case should be submitted to the Vice Provost. Information that may be considered may include police reports, transcripts of legal proceedings and the outcome of any civil or criminal proceeding directly related to the appeal.

9. Special Circumstances and Conditions

9.1 Registration/Graduation Hold

a) —If a student (new, current, or returning) fails to respond to a request to meet to discuss an alleged violation of this Code, or fails to comply with sanctions ~~or terms~~ and conditions assigned as a result of being found responsible for a violation of this Code, a hold may be placed on the student's eligibility to register or the student's current registration may be canceled. If registration is canceled, eligibility for any refund of tuition/fees will be subject to the University's withdrawal policy.

b) —Students may not be permitted to graduate or officially withdraw from NDSU while disciplinary action is pending. If the student withdraws before NDSU becomes aware of the potential violation of this Code, the student's ~~academic~~ educational records may be placed on hold and the allegations must be resolved prior to the student's readmission.

9.2 Returning and/or New Students

If a student, during a period of non-enrollment, commits an act that violates this Code ~~during a period of nonenrollment~~, a registration hold may be placed to prevent the student's registration until a hearing may be held on that matter. The student may be notified about these holds at the time the University is first notified about the incident, or notice may be provided when the student subsequently requests enrollment. In addition, a hearing officer, in consultation with the Vice Provost or designee, may place a registration hold to deny a student the eligibility to register. Reasons may include, ~~but are not limited to~~, the student's arrest or when criminal charges are pending against the student, serious concerns arise about the health or safety of the student or others in the University community, and/or as otherwise provided by NDSU Policy 607, Admission & Re-Enrollment Safety Risks; Background Checks.

9.3 Rehearing Requests for Cases Resulting in Suspension or Expulsion

Any student who is suspended or expelled has the right to request a reconsideration of the case based on new or contradictory evidence that was not available at the time of the original hearing, and/or evidence that the student was not afforded due process as outlined in this Code. A request for reconsideration of the case should be submitted to the Vice Provost. Information that may be considered may include police reports, transcripts of legal proceedings, and the outcome of any civil or criminal proceeding directly related to the appeal.

9.34 Temporary Emergency Suspension

A student may be temporarily suspended by the Vice Provost, pending a hearing, when the student's actions or threats of action indicate a serious threat to the welfare and/or safety of ~~persons~~ an individual or property. No hearing will be required before a temporary suspension is imposed; however, one will be convened within five business days following the suspension. In unique circumstances, any alteration to this timeline will be at the discretion of the Vice Provost. If the suspension is upheld, the suspension remains subject to the rules outlined in Conduct Suspension (see Section 7.1; Sanctions) and remains a matter of permanent conduct record. ~~Conditions under which emergency suspension may be imposed:~~

- ~~a) To ensure the health, safety or well being of members of the University community,~~
- ~~b) To preserve University property,~~
- ~~c) To ensure the suspended student's safety and well being, or~~
- ~~d) To ensure against the disruption of, or interference with, the normal operations of the University.~~

9.4 Negotiated Withdrawal

~~In rare circumstances, a student may be allowed to negotiate a mutually agreed upon withdrawal for a specified period of time. Other conditions may also need to be met prior to application for reenrollment. Such conditions will be provided to the student in writing at the time of the negotiated withdrawal.~~

~~A student requesting readmission will be required to meet with the Vice Provost or designee prior to approval of the student's petition for readmission. The student must be academically eligible for readmission to NDSU and may be required to pass a criminal background check at the student's expense prior to readmission.~~

9.5 Administrative Withdrawal

A student may be subject to administrative withdrawal if it is determined by ~~clear and convincing~~ compelling evidence that the student's actions or threats of action indicate a serious threat to the welfare and/or safety of persons or property. ~~engages or threatens to engage in conduct that:~~

- ~~a) Poses a significant threat of harm to self or others, or~~
- ~~b) Poses a threat of disruption of, or interference with, the normal operations of the University community.~~

~~Consideration will be given first to use of normal conduct processes of counseling, voluntary withdrawal, or use of other alternatives whenever appropriate.~~

Students wishing to return to the University may obtain information regarding reactivation

Commented [MA9]: Will be after "Administrative Withdrawal" instead of before it because Administrative Withdrawals are more common.

from Registration and Records, ~~Ceres Hall~~, or online through [One Stop](#). ~~An interview meeting~~ with a member of the Student Affairs ~~Office~~ staff also will be required prior to acceptance of the student's application ~~of for~~ readmission.

9.6 Negotiated Withdrawal

~~In rare circumstances, a student may be allowed to negotiate a mutually agreed upon withdrawal for a specified period of time. Other conditions may also need to be met prior to application for reenrollment. Such conditions will be provided to the student in writing at the time of the negotiated withdrawal.~~

~~A student requesting readmission will be required to meet with the Vice Provost or designee prior to approval of the student's petition for readmission. The student must be academically eligible for readmission to NDSU and may be required to pass a criminal background check at the student's expense prior to readmission.~~

9.6 Interim Actions

~~In the interest of safety and security, interim actions may be implemented by the Vice Provost prior to a completed investigation or conduct hearing. Specific actions will be based on the circumstances of the allegations and may include, but not limited to no contact orders, housing/workplace changes, loss of privileges, or temporary emergency suspension.~~

9.7 Crimes of Violence

The term "crime of violence" means:

- ~~a)~~ An offense that has an element of use, attempted use, or threatened use of physical violence against ~~the person an individual~~ or property of another, ~~or~~
- ~~b)~~ Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against ~~the person an individual~~ or property of another may be used in the course of committing the offense.

Examples include, ~~but are not limited to~~, arson, auto theft, assault, aggravated assault, burglary, kidnapping/abduction, manslaughter, murder, resisting arrest through the use or threat of physical force, robbery, vandalism, and sexual offenses.

In cases of crimes of violence, the Vice Provost may increase, but not decrease, timelines stated in the Code and may determine by whom the case is heard.

9.8 Notification of Hearing Outcomes for Crimes of Violence

Individuals who are victims of crimes of violence have a right to be notified of the outcome of complaint resolution procedures, upon written request to the Vice Provost. If the victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated

as the alleged victim.

Notification shall be limited to the responsible student(s), part(s) of the Code violated, and assigned sanction(s). Individuals in receipt of this information may assume personal civil liability for releasing this information to others.

10. Conduct Records

10.1 Disclosure

All conduct records are confidential and may not be disclosed in whole or in part except as provided under law, including ~~but not limited to~~, the Family Education Rights and Privacy Act (FERPA), the USA Patriot Act, and lawful court orders.

The conduct record shall be separate from the student's academic record, but shall be considered a part of the student's educational record. All conduct records shall be retained in the Student Affairs Office or other offices as authorized by the Vice Provost.

As provided under FERPA, information concerning Code violations for alcohol and/or drugs may be shared with parents. In addition, Code violations may also be shared with some academic departments upon request and as necessary to fulfill their professional obligations. A procedure exists between Student Affairs and Athletics that provides for full exchange of information concerning Code violations by student athletes with the pertinent athletic personnel and the Athletic Director.

10.2 Retention and Destruction

In cases in which a student is found not responsible, all records related to that student's cumulative conduct history will be retained for seven years from the date of the incident.

Sanctions Less than Suspension or Expulsion

In cases in which ~~a student~~ ~~are is~~ found in violation and receives a sanction less than Suspension or Expulsion, with or without additional ~~terms and~~ conditions, all records related to that student's cumulative conduct history will be retained for seven years from the date of the student's last conduct violation. Student conduct records may be retained indefinitely at the discretion of the Vice Provost.

Suspension or Expulsion

In cases in which ~~a student~~ ~~are is~~ found in violation and receives a sanction of suspension ~~or expulsion~~, conduct records ~~will may~~ be retained ~~on a permanent basis indefinitely at the discretion of the Vice Provost, but not less than seven years. In cases in which a student is found in violation and receives a sanction of expulsion, conduct records will be retained on a permanent basis.~~

Student Organization Records

Records of conduct violations involving student organizations will be retained for seven years following the date of the incident. Student organization conduct records may be retained indefinitely at the discretion of the Vice Provost.

FINAL NOTE:

Occasionally there may be a need to update certain details such as changes to staff titles, office locations, etc. that are ~~mentioned~~ referred to in this document. The Vice Provost may make editorial housekeeping changes ~~relating~~ to this document as long as the substance of the document is not affected.

There are a number of additional University policies that pertain to students and are too numerous to include within the text of this Code. Students are urged to read these documents that may be found at the locations listed below. NDSU students are responsible for knowing the contents of all NDSU policies and may be held accountable under A Code of Student Conduct for any violations of policy.

Related University Policy Statements

- ~~1.~~ [Bank and Investment Accounts for Student Organization Bank Accounts](#)
- ~~2.~~ [NDSU Policy 703, NDSU Card Terms and Conditions](#)
- ~~3.~~ [NDSU Policy 162.1, Consensual Relationships](#)
- ~~4.~~ [License Agreement for Residence Halls](#)
[License Agreement for University Apartments](#)
- ~~5.~~ [SBHE Policy 506.1, Immunization, TB Testing](#)
- ~~6.~~ [Federally Mandated Sexual Assault Prevention Training](#)
- ~~8.~~ [SBHE Policy 401.2, Political Activities](#)
- ~~9.~~ [License Agreement for University Apartments](#)
- ~~10.~~ [NDSU Policy 154.1, Sale or Distribution of Racially and Sexually Offensive Material](#)
- ~~11.~~ [Student Organization Guidelines and Procedures](#)
- [NDSU Policy 513, NDSU Collection Policy](#)
- [NDSU Policy 155 Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees](#)

HISTORY:

New	
Amended	September 27, 1999
Amended	May 31, 2011
Amended	August 23, 2014
Amended	September 18, 2015
Housekeeping	October 6, 2015
Housekeeping	June 23, 2017
Amended	August 22, 2017

Attachment 8

Policy 703 Version v2 07252018

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: Policy Number and Name NDSU Card Terms and Conditions

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: Policy was changed to match business practices in place by Customer Account Services and housekeeping changes.
2. This policy change was originated by (individual, office or committee/organization):
 - Office/Department/Name and the date submitted Wendy McCrory, Program Manager, NDSU Card Center/Software Programs
 - Email address of the person who should be contacted with revisions wendy.mccrory@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office: 8/28/2018

Legal Review: 9/4/2018

Faculty Senate:

Staff Senate:

Student Government:

President:

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!

North Dakota State University

Policy Manual

SECTION 703

NDSU CARD TERMS AND CONDITIONS

SOURCE: NDSU President

A. NDSU CARD.

The NDSU Card is the official North Dakota State University identification card. All faculty, staff and students are required to have a NDSU Card for identification, security, and access to University buildings and services. The card must be carried at all times while on the NDSU campus. Cardholders must present the card for identification if requested by a University official. The card is valuable and should be treated like cash, a credit card or a key. See [Policy 707](#) for policies on card/key access.

North Dakota State University issues an all-campus card subject to the following terms and conditions:

1. To obtain a NDSU Card, an individual must first be assigned a university generated identification number.
2. The NDSU Card is intended for campus use only and must be returned upon request.
3. The NDSU Card is non-transferable and will be confiscated and returned to the NDSU Card Center if found in the possession of another person.
4. The NDSU Card must be presented upon any request for campus services.
5. The cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing unapproved stickers to the card.
6. The NDSU Card, transactions and activities related to the use of the card, and any account balances are the sole responsibility of the individual cardholder.
7. IMMEDIATELY report lost, found, or stolen cards to the NDSU University Police (701-231-8998) or the NDSU Card Center (701-231-6252).
8. A replacement NDSU Card can be obtained at the NDSU Card Center (Memorial Union). A ~~photo ID is required at the time of replacement.~~
9. The NDSU Card is valid for as long as the person retains their student, faculty or staff status at NDSU.
10. A fee is charged for all new cards and a replacement fee is charged for any lost, stolen or invalid card. ~~The department will be charged for the~~ first card for all faculty and staff, ~~will be charged to his/her department.~~ Billing information is required at the time of the card production. Lost, stolen or invalid cards will be the responsibility of the employee.

11. Cardholders may only possess one valid ID card. Any card that has been replaced after the previous was lost or stolen is no longer valid. Cards cannot be reactivated.

12. Associate Status for any individual/group must have prior approval by the NDSU President or Vice President for ~~Student Affairs~~ Information Technology. Associate Status is granted to groups or individuals who may work on campus, but are not students or staff ~~or at~~ the University.

12.1 Associate Status does not guarantee access to all NDSU activities, events, and facilities.

13. The NDSU Card ~~Department Associate Director~~ Program Manager, Campus Police or Facilities Management may revoke a NDSU Card if it is determined that abuse of the privileges associated with the NDSU Card has occurred. Students who misuse their NDSU Cards may also be referred to the ~~Dean of Student Life Office~~ Associate Vice Provost for Student Affairs for possible disciplinary actions. Faculty or staff misuse will be reported to the faculty or staff members' supervisor.

B. CAMPUS CASH ACCOUNT.

Campus Cash is a debit card service that is linked to the ~~NDSU~~ NDSU Card. This benefit is free to ALL students, faculty and staff. There are NO hidden charges, expenses or interest.

1. A \$5 minimum is required for opening a Campus Cash account and for additional deposits.

2. ~~After opening, n~~ No minimum balance must be maintained.

3. Cash refunds are not given for any Campus Cash purchases at any participating merchants. Credit is returned to the Campus Cash account.

4. Campus Cash balances carry over from semester to semester. ~~Refunds on any balance above \$15 at the end of the academic year are available by submitting a Refund Form. For balances below \$15, the customer is required to spend out this amount.~~

5. For those students who are graduating, withdrawing, or cancelling enrollment from the University, and who also have a balance ~~of \$15 or more~~ on their Campus Cash accounts, the University will ~~first~~ apply the balance to the student's University (Campus Connection) account. If there is no money owed to the student's University ~~NDSU~~ account, a refund will be generated.

~~5.1 If the check or direct deposit funds are returned, the University shall retain it for safekeeping for three years. Attempts are periodically made to contact the student until the time the check is written off and the money is turned over to the state abandoned property office.~~

~~5.2 Checks that are neither returned nor cashed for more than two years after becoming payable are presumed abandoned (N.D.C.C. § 47-30.1-02.1).~~

~~5.3 Uncashed NDSU checks are accounted for as outstanding checks until they are written off.~~

~~5.4—When uncashed NDSU checks are written off, they are temporarily placed in a local NDSU fund for old outstanding checks. On November 1st of each year, NDSU submits the outstanding check funds with the required reports to the state abandoned property office. Separate unclaimed property reports are required for over \$50, versus \$50 and under.~~

~~5.5—Per N.D.C.C. § 47-30.1-03, any intangible property (which includes, but is not limited to, moneys, checks and credit balances), that is unclaimed for more than three years becomes abandoned property and is then reported and handed over to the administrator of the state abandoned property office, who is then responsible for the safekeeping and final disposition of the abandoned property.~~

~~6: A \$15 fee, or the account balance if it is under \$15, will be imposed for accounts that are inactive for more than one year from the date of the last transaction.~~

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6. Customers with checks returned for insufficient funds will have their Campus Cash accounts frozen until payment is received.
7. Funds are non-transferable.
8. IMMEDIATELY report lost or stolen cards to the NDSU University Police (701-231-8998). Once the card has been reported lost, the cardholder is not responsible for any additional purchases. Per federal regulations, the cardholder is responsible for up to \$50 if the lost or stolen card is reported within two business days. If the lost or stolen card is not reported within two business days, the cardholder can be liable up to \$500 or the total account balance, whichever is lower.

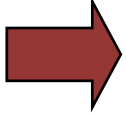
Privacy Statement: Through the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, data collected on the use of University facilities and services by an individual cardholder will only be used for University purposes within FERPA guidelines. Information regarding a cardholder's account will not be provided to third parties unless required by applicable laws or within written permission of the cardholder.

HISTORY:

New	April 1998
Amended	May 2005
Amended	October 2007
Amended	March 25, 2011
Housekeeping	April 4, 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: 714 SENATE COORDINATING COUNCIL

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 X ☐ No
 - Describe change: In section 2 updated the list of Voting and Non-Voting Members due to recent reorganization. Office of the Provost will provide administrative support to SCC and policy approval process. Quorum guidelines were added.
 - 4/11/18 – Section 2 information clarified.
2. This policy change was originated by (individual, office or committee/organization):
 - Office of the Provost, October 25, 2017
 - canan.bilen.green@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:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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!

North Dakota State University

Policy Manual

SECTION 714

SENATE COORDINATING COUNCIL

SOURCE: NDSU President
SBHE Policy 350.1

SOURCE: NDSU President
SBHE Policy 305.1
Faculty Senate Bylaws

1. The Senate Coordinating Council coordinates the routing and adoption of policies and policy changes for their placement into the NDSU Policy Manual. "All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies, except for interim policies adopted pursuant to subsection 6, must be presented to the Senate Coordinating Council who will direct each policy for review by the appropriate Senates consistent with the Faculty Senate, Staff Senate and Student Body Constitutions and purview of each Senate. Failure to present a policy to the Senate Coordinating Council will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Senate Coordinating Council does not approve or disapprove policies but facilitates the policy review process by the various Senates. Finally, the Senate Coordinating Council advises the President on their placement in the manual."
2. The membership of the Senate Coordinating Council is made up of the following individuals or their designees:

Voting Members:

1. Faculty Senate President
2. Staff Senate President
3. Student Body President
4. ~~Two~~One representatives of the Faculty Senate as appointed by the Faculty Senate President.
5. ~~One~~Two representatives of the Staff Senate as appointed by the Staff Senate President.
6. ~~One~~Two representatives of Student Government appointed in accordance with the Student Government Code.

Non-Voting Members:

- ~~1. Provost (or designee)~~
- ~~2. Vice President for Student Affairs (or designee)~~
- ~~3. 1. Vice President for Finance & Administration (or designee)~~
- ~~4. 2. Two representatives from Office of the one of these Vice President's or Provost's offices to facilitate meetings and maintain records. Every three to five years, these offices will rotate responsibility for selecting representatives to facilitate meetings and maintain records.~~

Policy initiators and stakeholders are welcome and encouraged to attend the meetings as non-voting members. Only a governing body president or representative can determine whether a policy may move to their governing body for consideration. Therefore, a quorum of at least one voting member of each governing body shall be present in order to conduct SCC business.

3. Committee Responsibilities

1. The Senate Coordinating Council reviews policy to determine first whether it is ready to bring to any of the senates or whether it should be returned to the policy makers for clarification and revisions.
 2. The Senate Coordinating Council coordinates the distribution of policies to the appropriate senate body consistent with the Faculty Senate, Staff Senate, and Student Body Constitutions and purview of each Senate.
 3. After approval or review by the appropriate senate bodies, the Senate Coordinating Council sends policies to appropriate channels at NDSU for final approval.
 4. The Senate Coordinating Council serves in a liaison capacity regarding the Faculty Senate, Staff Senate, Student Government, and administration.
-
4. The Senate Coordinating Council follows the NDSU Policy Manual Process for coordinating policy review and revisions prior to publication in the NDSU Policy Manual. (For detailed information on the process, please see the [Senate Coordinating Council Process](#) link on the NDSU Policy Manual website.)
 5. After a policy is reviewed by the Senate Coordinating Council and placed in policy manual format, and routed to the various senates, Provost, Vice Presidents, councils, committees or other parties for approval or input as needed, it will be submitted to the President for approval. Following such approval the policy will be returned to [Office of the Provost](#) ~~the office currently responsible~~ for maintaining records for distribution and publication in the manual (available on the NDSU web site at www.ndsu.edu/policy).
 6. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to all Senates prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the various Senates for review and their decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

HISTORY:

New	November 1992
Amended	May 1996
Amended	January 1998
Amended	March 2002
Amended	February 2003
Amended	October 2004
Amended	May 2005
Amended	September 2007
Amended	January 2008
Housekeeping	December 2009
Housekeeping	July 2010
Housekeeping	February 14, 2011
Amended	October 12, 2011

Attachment 10

Policy 352 Version 1 4-19-2018

Policy Change Cover Sheet

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SECTION: Policy 352 – Promotion, Tenure and Evaluation

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
 - Sec. 1.3: New section describing responsibility of colleges to create and enforce workload policies and to demonstrate congruency of such policies with promotion and tenure requirements.
 - Sec. 5.2: Outlines involvement of Professors of Practice and Research Professors in the PTE process.
 - Sec. 5.3: Clarifies involvement in the PTE process of faculty and administrators who have themselves applied for promotion/tenure.
 - Sec. 6.2: Clarifies procedure for tenure-track faculty who withdraw or do not submit a portfolio.
2. This policy change was originated by (individual, office or committee/organization):
 - Ad Hoc Committee of the Faculty Senate for Review of Policy 352 – submitted 4-19-2018
 - Email address of the person who should be contacted with revisions: Alan.Denton@nds.edu

This portion will be completed by SCC Secretary (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:

Responsible Office:

Legal Review:

Faculty Senate:

Staff Senate:

Student Government:

President:

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North Dakota State University

Policy Manual

SECTION 352

PROMOTION, TENURE AND EVALUATION

SOURCE: NDSU President
NDSU Faculty Senate

1. INTRODUCTION

- 1.1 The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the quality of a faculty member's scholarship and contributions in the areas of teaching, research, and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution as evidenced by professional performance and growth and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, unit, and program. With the individual autonomy derived from academic freedom and tenure comes the responsibility to create and/or maintain an ethical, respectful, and professional work climate for oneself, one's colleagues, one's students, and others with whom one relates professionally. Due to the emphasis on institutional purposes and priorities, tenure recommendations should be reviewed at department, college, and university levels.
- 1.2 From the University's mission flows the expectation that each faculty member will make contributions of high quality to the areas of teaching, research, and service. "Teaching" includes all forms of instruction both on- and off-campus. "Research" includes basic and applied research and other creative activities. "Service" includes public service, service to the University, college, and department, and service to the profession. Because of the University's mission, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. But, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to exhibit equal levels of accomplishment in all areas. Moreover, disciplines will vary with respect to the kinds of evidence produced in support of quality of contributions.
- 1.3 [All colleges are responsible for creating and enforcing a workload policy. Workload policies and procedures are documents that map percentage allocations of time, across teaching, research, and service, as specified in a job description with actual job duties. Colleges are responsible for demonstrating congruency between the policy and its promotion and tenure requirements.](#)
- 1.4 The policies and standards of each college should be congruent with the University's mission and its policies on promotion and tenure, and also should reflect the college's unique expectations of its faculty members. The policies and standards of academic units within each college should be consistent with the missions of the University and college and their

policies on promotion and tenure, and also should designate evidence of how faculty in the academic unit meet the expectations of the college and University.

2. UNIVERSITY PROMOTION, TENURE, POST-TENURE, AND EVALUATION: CRITERIA AND EVIDENCE

- 2.1 Promotion and granting tenure are not automatic. In addition to contributions in the areas of teaching, research, and service, consideration may be given to factors such as professional background and experience. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.
- 2.2 The evaluation of a candidate's performance shall be based on the individual's contributions to teaching, research, and service, on- and off- campus, in regional, national, or international activities. Judgments will be based on evidence of both the quality and significance of the candidate's work.

2.2.1 TEACHING

- 2.2.1.1 CRITERIA In the areas of teaching (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
 - 2.2.1.1.1 The effective delivery of instruction to and the stimulation of learning by students and/or clients;
 - 2.2.1.1.2 the continuous improvement of courses or instructional programs;
 - 2.2.1.1.3 the effective advising and mentoring of undergraduate and/or graduate students.
- 2.2.1.2 EVIDENCE A candidate demonstrates quality of teaching (encompassing both instruction and advising) by providing evidence and information from multiple sources such as:
 - 2.2.1.2.1 the receipt of awards or special recognition including certification or licensing for teaching;
 - 2.2.1.2.2 student, peer, and client evaluation of course materials, expertise, and ability to communicate knowledge;
 - 2.2.1.2.3 peer evaluation of an individual's contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods;
 - 2.2.1.2.4 the dissemination of best practices in teaching;
 - 2.2.1.2.5 evaluation by advisees of the quality of graduate and undergraduate advising.

2.2.2 RESEARCH

- 2.2.2.1 CRITERIA In the areas of research and creative activities (as defines above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure, and post-tenure review:
 - 2.2.2.1.1 contributions to knowledge, either by discovery or application, resulting from the candidate's research, and/or
 - 2.2.2.1.2 creative activities and productions that are related to the candidate's discipline.
- 2.2.2.2 EVIDENCE A candidate demonstrates quality of research by providing evidence of completed original work (i.e. published/in press, exhibited, or funded) from multiple sources such as:
 - 2.2.2.2.1 presentation of scholarly or professional papers, and publication of books or articles;
 - 2.2.2.2.2 juried or invited presentations or productions in the theater, music, or visual arts, design, and architecture;
 - 2.2.2.2.3 the development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property ;
 - 2.2.2.2.4 peer evaluation of research by colleagues from an individual's discipline or area of expertise;
 - 2.2.2.2.5 the receipt of awards or special recognition for research ;
 - 2.2.2.2.6 the receipt of grants or other competitive awards.

2.2.3 SERVICE

- 2.2.3.1 CRITERIA In the areas of service (as defined above), the following criteria apply to evaluation of contributions by a candidate for promotion, tenure and post-tenure review:
 - 2.2.3.1.1 contributions to the welfare of the department, college, university, or profession, and/or
 - 2.2.3.1.2 contributions to the public that make use of the faculty member's academic or professional expertise.
- 2.2.3.2 EVIDENCE A candidate demonstrates quality of service by providing evidence and information from multiple sources such as:
 - 2.2.3.2.1 the receipt of awards or special recognition for service;

- 2.2.3.2.2 evaluation of an individual's service contributions by peers, administrators, and constituents;
- 2.2.3.2.3 active participation in and leadership of societies which have as their primary objective the furtherance of scholarly or professional interests or achievements;
- 2.2.3.2.4 active participation and leadership in University governance and programs at the department, college, university and system levels;
- 2.2.3.2.5 contributions to fostering a campus climate that supports and respects faculty, staff, and students who have diverse cultures, backgrounds, and points of view;
- 2.2.3.2.6 effective management or improvement of administrative procedures or programs;
- 2.2.3.2.7 contributions to knowledge as editors of scholarly publications, or service on editorial boards, juries, or panels;
- 2.2.3.2.8 contributions to the operation of state or federal agencies.

2.3 The foregoing lists are not exhaustive, and other forms of information and evidence might be produced in support of the quality and significance of the candidate's work. The mission statements and specific promotion and tenure criteria of the individual academic units are important in defining the appropriate forms of evidence in the context of the candidate's discipline and distribution of responsibilities.

3. COLLEGE AND DEPARTMENTAL PROMOTION, TENURE, POST-TENURE, AND EVALUATION CRITERIA

- 3.1. Each academic unit is responsible for refining the University promotion, tenure, post-tenure, and evaluation criteria and applying those criteria within the special context of the unit. Thus, each academic unit will develop specific promotion, tenure, post-tenure, and evaluation criteria and designate the types of evidence to be used for evaluation of progress toward tenure, for renewal, promotion, and tenure decisions, and for post-tenure review. Within the framework of the University's promotion and tenure criteria, each academic unit shall specify the relative emphasis on teaching, research, and service, and the extent to which a faculty member's assigned responsibilities can be allocated among teaching, research, and service. Expectations for faculty in Professor of Practice and Research Professor positions may differ from those for tenure-line faculty.
- 3.2. A statement of promotion, tenure, post-tenure, and evaluation criteria specific to each college shall be developed by the Promotion, Tenure, and Evaluation (PTE) committee of the college in consultation with the Dean and approved by the faculty of the college. The faculty of each department shall also develop a statement of criteria for promotion, tenure, post-tenure, and evaluation that shall be reviewed and approved by the college PTE committee and the Dean to assure consistency with the college promotion, tenure, post-tenure, and evaluation criteria. The college and departmental statements, and any subsequent changes,

shall be reviewed and approved by the Provost assure consistency with University and State Board of Higher Education (SBHE) policies.

- 3.3. For probationary faculty, and for non-tenure-line faculty at the assistant rank, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit that were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured and non-tenure-line candidates for promotion to the rank of full professor may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within eight years of the previous promotion. Thereafter, candidates shall be evaluated by the criteria in effect at the time of application. Candidates applying for promotion to the rank of full professor more than eight years after the previous promotion may choose to be evaluated based on work completed in the eight years immediately prior to applying rather than on their entire post-promotion record.

3.4. Faculty Hired Without Previous, Relevant Experience

For a faculty member without previous academic-relevant experience, eligibility for tenure requires a probationary period of six years. Evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. However, exceptional academic accomplishments may warrant early promotion prior to the completion of the six years of the probationary period. Petitions for early promotion shall be initiated by department heads/chairs, and not by faculty members themselves.

3.5 Faculty Hired with Previous Relevant Experience

- 3.5.1 Individuals hired into a tenure-eligible position at a negotiable faculty rank may be hired with tenure and at a rank of Associate Professor or Professor when this is negotiated as a provision of the original contract. Decisions regarding tenure and advanced rank are made using the same process and standards as in the customary promotion and tenure process, although the timeline may be altered. The recommendation proceeds through the regular channels, including the respective Department and College PTE Committees, the Department Chair/Head, College Dean, Provost and President, prior to hire. The process of review is initiated by the Chair/Head of the unit in which the tenure line is housed.

- 3.5.2 A probationary faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when this is negotiated as a provision in the original contract. The Department PTE Committee recommends to the Department Chair/Head the maximum number of years of tenure credit offered.

There are two options:

- 3.5.2.1 Faculty may be hired with one to three years of tenure credit. For each year of tenure credit awarded, one year shall be subtracted from the tenure application deadline. For example, given one year of credit, promotion and tenure application would be due in the fifth year of service; given three years, the application would be due in the third year of service. Faculty accomplishments during the tenure credited years are included as

accomplishments in the faculty member's promotion and tenure portfolio. Requirements for promotion and tenure shall be adjusted according to the years at NDSU to maintain productivity at the same rate as that expected for promotion and tenure without tenure credit; for example, if six quality publications are required in the six-year probationary period for promotion and tenure, then one quality publication shall be required for each year the faculty member is at NDSU.

3.5.2.2 Faculty may be allowed the full six-year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service. How prior work is considered must be specified in the appointment letter.

3.5.2.3 For either option, failure to achieve tenure will lead to a terminal year contract. 3.6 Extensions to Probationary Period, apply in all other cases.

3.5.3 Any exceptions to Section 3.5 must be approved by the President.

3.6 Extension of Probationary Period

At any time during the probationary period but prior to the sixth year (or prior to the year in which the portfolio is due), a faculty member may request an extension of the probationary period not to exceed a total of three years based on institutional, personal or family (pertaining to a child, spouse/partner or parent, as described in NDSU Policy 320) circumstances, personal illness or disability, which, according to reasonable expectations, impede satisfactory progress towards promotion and tenure. Faculty given promotion and tenure credit are also eligible for this extension. Faculty members are encouraged to request probationary period extension as soon as they recognize the need for extension. Written notification to the Provost must be submitted within one year of the beginning of the event for which the extension is requested and approved prior to July 1 of the year in which the tenure/promotion portfolio is due. A faculty member who submits an extension request during the academic year in which they are to undergo third year review must successfully undergo third-year review and renewal before any extension can take effect. The request must be in writing and will be submitted to the Provost who will review the request and will approve or deny the request. Denial of an extension may be appealed under NDSU Policy 350.4, however, appeals will not be granted for requests that are submitted outside the required timeline for extension.

3.6.1 Extension of Probationary Period for Childbirth or Adoption

A probationary faculty member who becomes the parent of a child (or children in case of twins, triplets, etc.) by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period upon written notification to the Provost. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year (per birth/adoption occurrence, not to exceed three years total extension) must be requested under the provisions of 3.6 above.

3.6.2 Extension of Probationary Period for Personal Illness or Disability

A probationary faculty member who experiences a personal illness or disability may request an extension of his/her probationary appointment. Medical documentation of

the personal illness or disability is required. Such documentation shall be collected and housed by the Office of Human Resources/Payroll following guidelines provided in NDSU Policy 168. However, the Office of Human Resources/Payroll shall not make recommendations to the Provost pertaining to probationary period extension requests. The faculty member will grant the Provost access to Human Resources records relevant to the request. The Provost shall maintain strict confidentiality of such documentation. Written notification of the request for an extension, along with supporting documentation, must be provided to the Provost.

3.6.3 Extension of Probationary Period for Institutional Circumstances

A probationary faculty member may be granted an extension of probationary period due to institutional circumstances, such as major disruption of work or faculty's ability to perform their duties beyond the reasonable control (e.g., natural or human-caused disaster, or lab-space unavailability) of the faculty member. Written notification of the request, along with supporting documentation, for an extension must be provided to the Provost.

3.6.4 Procedures for Initiating, Reviewing, and Approving Notifications/Requests for Extension of the Probationary Period

- 3.6.4.1 Notification of extension of the probationary period due to childbirth or adoption may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.2 Request for extension of the probationary period due to personal or family circumstances, personal illness or disability shall be initiated by the faculty member. In the case of requests involving disability or illness, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.
- 3.6.4.3 Request for extension of the probationary period due to institutional circumstances may be initiated by the faculty member, the Department Chair/Head, or the Dean of the college.
- 3.6.4.4 Faculty members may inform their Department Chair/Head and/or Dean of the college of their request if they wish to do so, but they are not required to do so.
- 3.6.4.5 Extension of the probationary period requests shall be submitted to the Provost using the Request for Probationary Period Extension form.
- 3.6.4.6 Once an extension of the probationary period request is approved, the faculty member, Department Chair/Head, and the Dean of the college will be notified in writing by the Provost. If the request is denied, the faculty member will be notified in writing by the Provost.

3.6.5 Confidentiality

Individuals involved in the extension of the probationary period process (which may include the supervisor, the Department Chair/Head, the Dean of the college, the Provost, and/or the Office of Human Resources/Payroll) have the responsibility of

keeping information pertaining to the request confidential and not sharing such information with individuals not involved in the process. Medical documentation provided by a faculty member requesting extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources/Payroll. Other written documentation and forms pertaining to the request/notification of extension of the probationary period shall be maintained in a confidential file separate from the employee's official personnel file in the Office of the Provost. It is understood that some information provided pursuant to this policy may be subject to disclosure pursuant to North Dakota open records laws.

- 3.6.6 Granting of an extension does not increase expectations for performance. For instance if the department requires at least five refereed journal articles in the standard six year probationary period, and a faculty member receives an extension of the probationary period, then the department will still only require at least five refereed journal articles for that faculty member's probationary period.

Related Policies and Procedures:

Policy 156. Discrimination, harassment, and retaliation complaint procedures
(<http://www.ndsu.edu/fileadmin/policy/156.pdf>)

Policy 168. Reasonable accommodation on the basis of disability - guidelines for employee requests (<http://www.ndsu.edu/fileadmin/policy/168.pdf>)

Policy 320. Faculty obligations and time requirements
(<http://www.ndsu.edu/fileadmin/policy/320.pdf>).

- 3.7 Each academic unit shall establish the criteria for promotion and tenure, including early promotion, as part of its statement on promotion, tenure, post-tenure review, and evaluation.

4. PERIODIC REVIEW

- 4.1 Periodic reviews of faculty serve multiple functions. The reviews assist faculty members in assessing their professional performance, assist the administration in delineating areas to which particular effort should be directed to aid in improving the professional achievement of the faculty members, and contribute to the cumulative base upon which decisions about renewal, promotion, and tenure are made. In addition, periodic reviews may result in changes in responsibilities, modified expectations, and/or altered goals for performance.
- 4.2 The procedures for periodic review that are developed by each academic unit shall be reviewed and approved by the college PTE committee and the Dean.
- 4.3 All full-time faculty will be reviewed annually. Unless college or department procedures provide otherwise, annual reviews of non-tenured faculty shall be conducted so that decisions and notifications can be made in accord with the deadlines listed in Section 350.3.
- 4.4 Probationary faculty hired into tenure-track positions must receive special review during their third year of service to the institution. This third-year review shall recognize and reinforce areas of strength as well as point out areas of weakness that could jeopardize the

case for promotion and tenure. Specific formative evaluations shall be provided to help candidates prepare their strongest case for promotion and tenure. Any extension granted prior to the third year review will delay the review by an equal period.

- 4.5 While faculty in Professor of Practice and Research Professor positions are not eligible for tenure, promotion through ranks is encouraged and is based on time in rank and satisfactory evaluations of assigned responsibilities. An application for promotion is initiated via a departmental recommendation and follows the same procedure and submission deadlines as for tenure-line faculty. Faculty in such positions are eligible to apply for promotion from assistant to associate after the completion of five years in rank.
- 4.6 Unless college or department procedures provide otherwise, the department chair or head of the academic unit will be responsible for the conduct of the reviews and the communication of their results. Periodic reviews shall result in a written report to the faculty member being reviewed. The report shall state expectations and goals for the coming review period. For probationary faculty, the report shall include an assessment of the faculty member's progress toward tenure and recommendations for improvement. Should the periodic reviews indicate that a faculty member is not making satisfactory progress toward tenure, the report may include a recommendation for nonrenewal. In making a judgment on satisfactory progress toward tenure, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities, and potential to meet the criteria for promotion and tenure at the end of the probationary period.
- 4.7 Colleges and departments shall develop specific post-tenure review policies appropriate to their faculty. Annual reviews of tenured faculty shall include an evaluation of the faculty member's performance relative to the current position description. For Associate Professors, annual reviews must include specific recommendations to strengthen the case for promotion. Annual reviews of Professors must recognize and reinforce areas of strength, as well as discuss areas of weakness and recommend improvements. Should the annual reviews indicate that performance of a faculty member is unsatisfactory under the standards for post-tenure review, the report shall include a recommendation for appropriate remedial action.
- 4.8 The faculty member being reviewed shall have 14 days to respond in writing to the written report if the faculty member wishes to do so. The written report, and any written response from the faculty member, shall become part of the faculty member's official personnel file.

5. COMPOSITION OF PTE COMMITTEES

- 5.1 Each college shall have a PTE Committee consisting of at least three faculty members elected by the faculty of the college. The college PTE committee shall be as reflective as possible of the college's breadth of disciplines and fields of expertise. Ordinarily, at least three departments or sub-units of a college will be represented on the committee, and usually no more than one member of the same department may serve on the committee at one time.
- 5.2 Only tenured faculty members who have completed three years of full-time appointment with the University and who have attained the rank of associate professor or above are eligible for election to service with full voting rights on a college or department PTE Committee. When reviewing applications for promotion of Professors of Practice or Research Professors, PTE committees are encouraged to solicit advisory input from Associate/Full Professors of Practice or Research Professors. If allowed by department and college policies, PTE

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committees may include representation from Associate/Full Professors of Practice or Research Professors. In such cases, full voting rights for Professors of Practice or Research Professors are limited to applications for promotion of Professors of Practice or Research Professors.

5.3 Prior to commencement of deliberations, the chair of any PTE committee must have received PTE committee training within the last three years, provided through the Office of the Provost. ~~Faculty members and administrators being considered for promotion may not be involved in any candidate review and recommendation process, including the selection of external reviewers, while under consideration.~~ Nonadministrative faculty members who have applied for promotion and/or tenure may not be involved in the review and recommendation process of any candidate. Administrators who have applied for promotion may not be involved in the review and recommendation process of any candidate where there may be an actual or apparent conflict of interest. A candidate may provide input concerning selection of external reviewers if allowed by department and college policies.

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5.43 The department and college PTE committees' reviews and recommendations are part of a process of peer review. Thus, faculty holding academic administrative appointments, including those with interim status, are not eligible to serve. ("Academic administrative appointment" includes appointments as President, Provost, Vice President or Provost, Associate or Assistant Vice President or Provost, Dean, Associate or Assistant Dean, Department Chair or Head, Associate, Assistant or Vice Chair or Head, and any other administrators who supervise and/or evaluate other faculty.) Center or Program Directors who do not supervise and/or evaluate other faculty are eligible to serve.

5.54 A college PTE committee member who has voted on the promotion/tenure of a candidate in the department PTE committee shall be recused from the vote by the college PTE committee. In such a case, college policy shall determine whether the committee member may or may not deliberate with the committee on the candidate.

5.65 Faculty members, including administrators, who participate in the PTE process shall be recused from deliberations and decisions regarding a candidate if there is a past or current relationship that compromises, or could have the appearance of compromising, a faculty member's judgment with regard to the candidate. The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:

- A family relationship
- A marital, life partner or dating/romantic/intimate relationship
- An advising relationship (e.g., the faculty member having served as the candidate's PhD or postdoctoral advisor)
- A direct financial interest and/or relationship
- Any other relationship that would prevent a sound, unbiased decision

Recusal due to a conflict of interest with one candidate does not prevent a faculty member from participating in deliberations and decisions regarding other candidates.

6. PTE PROCEDURES

6.1 The candidate shall ensure that the electronically submitted portfolio is current, accurate and complete for review at the department level using procedures consistent with department and college policies. The chair or head shall forward the electronic portfolio together with the department's recommendations, and an explanation of the basis for them, to the College Dean and the College's PTE Committee according to the PTE Timeline

published by the Office of the Provost:

https://www.ndsu.edu/fileadmin/provost/PTE/PTE_Timeline.pdf

- 6.2 [In the absence of an approved extension, faculty who do not submit a tenure portfolio during their final probationary year, or who withdraw a submitted tenure portfolio, shall receive a one-year terminal contract for the following year.](#)

[6.2.1](#) After the deadline for submission of the portfolio to the Dean's office, as stated on the PTE timeline, the information that may be added to the portfolio is limited to
a) Recommendations by the evaluating units considering the portfolio at that time;
b) the candidate's response to those recommendations;
c) any materials requested by the evaluators.

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[6.2.24](#) Candidates may petition the college Dean and PTE committee to add additional materials after the deadline. The Dean and PTE committee must both agree to the addition in order for additional material to be added.

[6.2.32](#) Any additional materials added to the portfolio must pertain to information or material already in the portfolio, such as pending publications or grant proposals.

- 6.3 Unsolicited individual faculty input is limited to the department level of review.
- 6.4 Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and must be included in the portfolio for review at the next level.
- 6.5 Allegations of misconduct discovered after the deadline for submission of the portfolio to the Dean's Office that could be detrimental to a candidate's case (e.g. academic misconduct) shall be handled through the appropriate University policy and mechanisms. In such cases, the PTE process will be suspended until the allegations are resolved. Once the PTE process resumes, the candidate may update the portfolio.
- 6.6 Colleges and departments shall document that they have followed all procedures; e.g., by a comprehensive checklist of the steps in the PTE process. The documentation must be included in the portfolio.
- 6.7 The College PTE Committee and the College Dean shall separately and independently review and evaluate the candidate's portfolio without discussion or communication.
- 6.8 The college PTE Committee shall prepare a written report, including recommendations and an explanation of the basis for them, that shall be included in the candidate's portfolio. The report and recommendations shall be submitted to the Provost according to the PTE Timeline. A copy shall be sent to the Dean, the chair or head of the academic unit, and the candidate.
- 6.9 The College Dean shall also prepare a separate written report, including recommendations and an explanation of the basis for them that shall be included in the candidate's portfolio. The Dean shall forward the report and recommendations, and the portfolio of the candidate,

to the Provost according to the PTE Timeline. A copy of the Dean's report shall be sent to the College PTE committee, the chair or head of the academic unit, and the candidate.

- 6.10 The Provost shall review the candidate's materials and the recommendations of the Department, College PTE Committee, and College Dean, and shall solicit input from a nonvoting advisory committee consisting of a faculty representative from each College PTE Committee, selected by the Provost with attention to diversity. The Provost shall submit a recommendation to the President in writing, including an explanation of the basis for it, by the deadline established in the PTE guidelines. Copies of the Provost's written recommendation shall be sent to the candidate, the Department Chair/Head, the College Dean, and the Department and College PTE Committees.
- 6.11 When appropriate, the President shall then make the final recommendation to the SBHE for tenure. When appropriate, the President shall notify the candidate of promotion or denial of promotion.
- 6.12 In the case of joint appointments, the primary responsibility for the review rests with the department and the college that hold the majority or plurality of the appointments. Such department or college shall solicit input from the other units holding the remainder of the appointment as appropriate to the allocation of effort. This input from other units which shall be included in the portfolio.
- 6.13 When evaluating faculty participating in interdisciplinary programs, the primary department may solicit input from the director of the interdisciplinary program as appropriate to the allocation of effort.

7. APPEALS

- 7.1. Appeals of periodic reviews are made by requesting a reconsideration by the evaluating party. If not satisfied, the faculty member may initiate the grievance process pursuant to Section 353.
- 7.2. Appeals of nonrenewal and nonpromotion decisions shall be pursuant to Policy 350.3.

8. DOCUMENT RETENTION

Electronic copies of portfolios shall be maintained by the appropriate college for the length of time specified by the university records management policy. Disposal of these documents, as well as filing of archival copies, will also conform to the university records management policy.

HISTORY:

Amended	May 13, 1974
Amended	February 10, 1975
Amended	December 12, 1988
Amended	May 14, 1990
Amended	April 1992
Amended	December 12, 1994 (Effective date July 1, 1995)
Amended	June 1997
Amended	November 2000
Amended	October 2001
Amended	October 2007
Amended	July 2008
Housekeeping	February 14, 2011

Amended	October 11, 2011
Amended	June 19, 2014
Amended	October 19, 2015
Amended	January 27, 2016
Amended	April 11, 2016
Amended	September 8, 2016
Amended	April 12, 2017
Housekeeping	April 19, 2017
Amended	March 29, 2018

Attachment 11

Policy 352 amendment to Section 1.3 that was approved by Faculty Senate at the 9/10/18 meeting:

Colleges are responsible for ensuring that promotion and tenure evaluation criteria be aligned with official position descriptions.

Resolution Delaying Implementation of General Education Re-Validation

Whereas in August of 2018 the University Curriculum Committee issued a 5-year schedule for General Education Re-Validation which requires courses falling into General Education Category A (Humanities and Fine Arts) to submit revised syllabi to the Committee by December of 2018;

Whereas the re-validation process requires substantial revision of course syllabi to meet general education learning objectives adopted by the Faculty Senate at various times between 2013 and 2017, and a new submission format adopted by the University Curriculum Committee in August of 2018;

Whereas the courses on the re-validation schedule for the Fall of 2018 fall almost entirely in the College of Arts Humanities, and Social Sciences (44 of 48 courses), with the majority falling in only three departments: English (7 courses), Modern Languages (12 courses), and History, Philosophy, and Religious Studies (8 courses);

Whereas the burden of revising these syllabi in a three-month period constitutes an undue burden on the twenty-nine tenured and tenure-track faculty in the aforementioned departments, who are all engaged full-time in teaching and research and who had no notice of this obligation prior to August of 2018;

Resolved, that the Faculty Senate of North Dakota State University:

- 1) Instructs the University Curriculum Committee to extend the deadline for submission of revised syllabi for re-validation in General Education Category A (Humanities and Fine Arts) to at least Fall of 2019; and
- 2) Recommends that the University Curriculum Committee revise its schedule for re-validation of all general education courses to avoid placing undue burdens on individual departments in any given semester or academic year.