

**Meeting Agenda**

January 11, 2021

- I. Call to Order.
- II. Attendance.
- III. Adoption of the Agenda.
- IV. Approval of Meeting Minutes from December 14, 2020.
- V. Announcements.
  - 1. Dean Bresciani, President
  - 2. Margaret Fitzgerald, Provost
  - 3. Florin Salajan, Faculty Senate President
  - 4. Molly Secor-Turner, Faculty Senate Past-President
  - 5. Anastassiya Andrianova, Faculty Senate Acting President-Elect
  - 6. Maggie Latterell, Staff Senate President
  - 7. Matthew Friedmann, Student Body President
  - 8. Philip Hunt, Registrar
  - 9. Stacy Duffield, OTL Director
- VI. Committee and Other Reports.
  - 1. Budget Committee report
  - 2. General Education Committee report
- VII. Consent Agenda.
  - 1. Policy 156
  - 2. Policy 338
  - 3. Policy 605
  - 4. Policy 816
  - 5. Policy 817
- VIII. Unfinished Business.
- IX. New Business.
  - 1. Policy 801
  - 2. NDSU Counsel legislative overview on faculty interaction with legislators  
(discussion only item)
- X. Adjournment.

## Meeting Minutes

December 14, 2020

1. Call to Order—called to order by Dr. Salajan at 3:02

2. Attendance

Molly Secor-Turner, Past President		x
Florin Salajan, President		x
Ali Amiri, Parliamentarian		x
Christopher Byrd	AFSNR	x
Tom DeSutter	AFSNR	x
Andrew Green	AFSNR	x
Jeremy Jackson	AFSNR	x
Ryan Limb	AFSNR	x
Birgit Pruess	AFSNR	x
David Ripplinger	AFSNR	x
Guiping Yan	AFSNR	x
Eric Berg	AFSNR	
Qi Zhang	AFSNR	x
Bakr Aly Ahmed	AHHS	x
Anastassiya Andrianova, Acting President Elect	AHHS	x
Lisa Arnold	AHHS	x
Sean Burt	AHHS	x
John Creese	AHHS	x
Pam Emanuelson	AHHS	x
Kristen Fellows	AHHS	x
Holly Hassel	AHHS	x
Dan Pemstein	AHHS	x
Onnolee Nordstrom	BUS	x
Fred Riggins	BUS	x
Ruilin Tian	BUS	x
Eric Asa	ENG	x
Long Jian	ENG	
Zhibin Lin	ENG	
Majura Selekwa	ENG	x

Changhui Yan	ENG		x
Shannon Harriger	HP		x
Mary Larson	HP		x
Sharon Nelson	HP		x
Stephen O'Rourke	HP		
Sara Thompson	HP		x
Amelia Asperin	HSE		x
Katie Lyman	HSE		x
Kimberly Overson	HSE		x
Tom Carlson	HSE		x
Laura Aldrich-Wolfe	SM		x
Josef Dorfmeister	SM		x
John Hershberger	SM		x
Ken Lepper	SM		x
Mark McCourt	SM		
Kent Rodgers	SM		x
Abraham Ungar	SM		x
Pinjing Zhao	SM		x

3. Adoption of the Agenda — Motion to approve by Dr. Aly Ahmed. Second by Dr. Larson. Vote by acclamation. Unanimously approved.

4. Approval of Meeting Minutes — Dr. Salajan noted that the P/F Option had been discussed and voted on electronically and thus removed from the FS agenda, but the electronic voting process was included as an addendum to the minutes. Motion to approve by Dr. Larson, seconded by Dr. Secor-Turner. Vote by acclamation. Unanimously approved.

#### 5. Announcements

a. President Bresciani — *announcements about COVID positivity rate on campus remaining lower than in the community and hopeful news on vaccine distribution. He also noted that the legislative session would likely take place predominantly online, and mentioned further sweeping cuts to higher education in the Governor's proposed budget. He emphasized the role and responsibility of faculty to increase student enrollment.*

*Question by Dr. Riggins about NDSU instructors qualifying as "teachers" in the first phase of vaccine distribution; answer: President Bresciani has not heard anything. Question from Dr. Rahman about the administration's efforts to increase enrollment; answer: increased diversity scholarships and efforts to increase international student enrollment through HyFlex; the retention of Minnesota residents will be particularly tough. Question from Dr. Rahman about additional resources allocated to departments/units to increase student enrollment; answer: none available. Question from Dr. Aldrich-Wolfe about action supporting diversity and inclusion, to make NDSU a*

*safe and welcoming place, and a plea for more transparency from the President's Office; answer: they are in the process of developing systems, but limited by what is allowed by federal law, specifically with respect to student records.*

b. Provost Fitzgerald — *Dr. Fitzgerald offered thanks to faculty for making the fall semester a "success." Crisis Response Task Force is meeting regularly with student leadership from Black Lives Matter and the Black Student Association, having conversations about what they would like to see happen, and how we can respond. Student conduct policy changes—no clarity around hate speech. Working on guidelines on campus for responding to hate speech by openly denouncing it as a way to respond and remain in line with legal limitations. Looking into immediate action and long-term strategies, such as in the strategic plan. Emphasized we need to work to change our climate on campus to make it more welcoming and inclusive.*

*Dr. Andrianova requested a comment on Dr. Salafia's resignation as Director of the Honors Program and asked about the status of the Honors Program. Dr. Fitzgerald reported that the Honors Program had been brought up in several conversations as potentially being terminated. Dr. Fitzgerald shared this with Dr. Salafia as his supervisor before making any decisions. Dr. Salafia and Dr. Fitzgerald had several conversations, and he was aware that he would be entitled to a year's advance notice if the Program were to be terminated. Dr. Salafia chose to submit a letter of resignation effective Jan. 15<sup>th</sup>. Looking into options for decentralizing the Honors Program into individual colleges—coordinated by Dr. Salafia. Question from Dr. Burt to clarify whether the program no longer exists; answer: Honors offerings will continue after January if colleges are willing to accept decentralization and continue with the programming. Courses for January will be canceled except for a leadership course with guest speakers staffed by GTAs.*

c. Senate President Salajan — *Thanked everyone for their resilience and service during the challenges of the past semester. Added his support for the denouncement of racist and hate speech on our campus as they are counter to all that we stand for and value on our campus. Several groups are working on a response to this on campus and the Faculty Senate will join through looking at our curriculum for reorientation to be more inclusive and open. President Salajan also shared a document with useful Faculty Senate workflow/proceedings meant for Senators and faculty at large.*

d. Past-president Secor-Turner — *echoed and supported Dr. Salajan's announcements.*

e. Acting President-elect Andrianova — *currently have over 360 signatories on the open letter to support BIPOC faculty, staff, and students. Encouraged others to also sign and consider joining the Anti-Racism Coalition on campus. Question from Dr. Cordova about the task force and whether they are seeking input; answer by Dr. Fitzgerald: the task force is getting organized, you can email individual members, and there will be more ideas for faculty involvement forthcoming.*

f. Philip Hunt, Registrar — *Thanked faculty for collaboration and partnership this semester. Also thanked the Faculty Senate for the letter of support for BIPOC community. Dr. Aly Ahmed asked if there is any movement to apply plus/minus to grading options. Registrar Hunt replied that we would*

*need to verify if possible through the system office and also the will of the Faculty Senate. Dr. Selekwa requested that the final day of grade submission be moved from Tuesday to Wednesday to accommodate online technology delays. Registrar Hunt requested additional time to look into that request and will make a formal response back to the Faculty Senate.*

*g. Kenneth Hellevang, CCF — Council of College Faculties represents the faculty of all 11 campuses in ND. There is a representative of the CCF on the State Board of Higher Education. CCF representatives work with the NDUS Board to provide faculty perspective. SBHE has come forward with a needs-based budget proposal and feels that campuses are down to the bone and have nothing left to cut. The Governor's budget includes a 2% increase in salary and an increase in proportion of contribution to retirement; the SBHE budget requests a 3% raise and no change in the retirement contribution.*

## **6. Committee and Other Reports**

*a. Budget Committee Report — Dr. Miller, Chair of the Senate Budget Committee provided a report. Several proposals received for consultant to help guide budget reductions on campus. Will be reviewed by a committee that Dr. Miller is a part of. The Senate Budget Committee has been discussing their own ideas and is soliciting input on ideas for budget savings on campus.*

*Question from Dr. Andrianova about the timeline; answer: this could extend into the new year. Question from Dr. Aly Ahmed about why the committee rejected the proposal for tiered salary cuts; answer: this proposal was discussed at length, but found to be too complicated and not viable, adding that cuts to salary would make it difficult to recruit faculty if below competition. Clarification requested from Dr. Pemstein about competitiveness; answer: Dr. Miller has not looked into this.*

*Additional committee reports are on the Faculty Senate website for review.*

**7. Consent Agenda —** *Dr. Lyman motion to approve, Dr. Selekwa seconded. Vote by electronic poll resulted in 41 yes, 0 no, 1 abstain. Consent agenda passed.*

**a. UCC Report**

**b. Policy 515**

**8. Planning and Prioritizing Senate Action for the Academic Year —** *President Salajan provided a brief overview of the intention of these previously identified priorities developed by the FSEC.*

*a. Anti-racism, Diversity and Inclusion — the intention is to work in collaboration with others on campus to address these issues. The Faculty Senate already has a standing committee. President Salajan will follow up with instructions for nomination and appointment for diverse representation from all units.*

- b. General Education Outcomes/Assessment of Student Learning — *the standing committee on General Education to develop improved student outcomes and evaluation, and potentially curricular action to address diversity, inclusion, and anti-racism.*
- c. Policies for Faculty Involvement in Provost Appointment and Dismissal Process — *review of institutional changes to put the hiring of the Provost into the hands of the faculty.*
- d. Curriculum Initiatives — *innovative look at developing degree programs that attract additional students and position NDSU to increase enrollment.*
- e. Strategy for International and Global Engagement — *think about ways to internationalize our curriculum to include global and international perspectives on our campus, in addition to recruiting international students and the study abroad program.*

*President Salajan requested any additional suggestions from the floor. Dr. Lepper requested the addition of a review of Policy 325, specifically how to respond when the policy has been contravened without having to file grievances. Dr. Asa added support for Dr. Lepper's comment. Dr. Rodgers asked for clarification of his statement to ask if he is requesting a change of Policy 325. Dr. Lepper replied that there have been noticeable violations of the policy and would like to request a review of how we respond in the future. Dr. Aly Ahmed asked about the evaluation of the Deans and Chairs to clarify if there are any policies that require those reviews. Dr. Bilen-Green responded that yes, policy 327 addresses this.*

*Dr. Secor-Turner moved to have FSEC review these priorities and assign them to the appropriate standing Faculty Senate committees who will report back at least once during the Spring 2021 semester to the full Faculty Senate. Seconded by Dr. Andrianova. A friendly amendment by Dr. Rodgers that these reports be put on a schedule so that all are addressed; amendment accepted. Vote by electronic poll. 40 yes, 0 no, 1 abstain. Motion approved.*

#### 9. Unfinished Business — *none*

#### 10. New Business

a. Letter of support for Provost Margaret Fitzgerald — *Dr. DeSutter provided some background. Faculty have been delayed in adding support for Dr. Fitzgerald. This letter was written by 16 Senators and sponsored by him; the intention is to end the semester in support of the Provost. Dr. Andrianova motioned to enter executive session, seconded by Dr. Aldrich-Wolfe. Vote by electronic poll to enter executive session. 37 yes, 5 no, 0 abstentions. Entered executive session at 4:25pm. Those remaining in executive session included Salajan, Amiri, Green, DeSutter, Burt, Angela Bachman, Limb, Asa, Yan, Ungar, Asperin, Andrianova, Aly Ahmed, Pruess, Yan, Byrd, Pemstein, Ripplinger, Riggins, Hassel, Jackson, Creese, Hersherberger, Dorfmeister, Lyman, Lepper, Overton, Fellows, Aldrich-Wolfe, Arnold, Selekwia, Nordstrom, Emanuelson, Zhao, Tian, Limb, Thompson, Harriger, Nelson, O'Rourke, DeSutter, Carlson.*

*Dr. Green motion to approve the letter as written, seconded by Dr. Asperin. Discussion.*

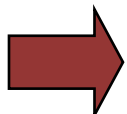
*Dr. Rodgers motion to table the discussion, seconded by Dr. Lepper. Vote by electronic poll. 28 yes, 9 no, 3 abstain. Motion to table approved.*

*Dr. Aly Ahmed motion to exit executive session, Dr. Asa second. Vote by acclamation to exit resulted in unanimous approval.*

11. Adjournment — *Dr. Andrianova motion to approve, second by Dr. Asperin. Vote to approve by acclamation resulted in unanimous approval. Meeting adjourned at 4:38pm.*

# 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 [ndsucc@ndsucc.edu](mailto:ndsucc@ndsucc.edu) first so that a clean policy can be presented to the committees.*

## **SECTION:** Policy 156: Discrimination, Harassment, and Retaliation Complaint Procedures

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 in Section 8.11 to mirror procedures outlined in Policy 156.1: Title IX Complaint Procedures, which was mandated as a federal regulation. With change to Section 8.11, all investigative timeline procedures would be equivalent.
2. This policy change was originated by (individual, office or committee/organization):
  - Equity Office 11/30/2020
  - [ndsucc@ndsucc.edu](mailto:ndsucc@ndsucc.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

*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 [ndsucc@ndsucc.edu](mailto:ndsucc@ndsucc.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

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### SECTION 156

#### DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES

SOURCE: NDSU President

##### 1. INTRODUCTION

- 1.1 North Dakota State University (NDSU) prohibits discrimination in its employment decisions and educational programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, status as a U.S. veteran, 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, or other protected classes as defined by federal, state, or local law. (See [NDSU Section 100, Equal Opportunity and Non-Discrimination Policy](#)).
- 1.2 NDSU is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of its university community. Specifically, NDSU is committed to taking action to:
  - 1) Stop discrimination;
  - 2) Remedy the effects of discrimination;
  - 3) Prevent the recurrence of discrimination; and
  - 4) Educate the university community about their rights and responsibilities regarding discrimination.
- 1.3 NDSU has committed itself to the establishment and adoption of procedures to resolve complaints of discrimination in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, including complaints of harassment or retaliation. A central purpose of these complaint procedures is to provide a system at NDSU to conduct adequate, reliable, and impartial investigations of complaints of discrimination. NDSU's primary concern is to enact and implement complaint procedures that encourage reporting of discrimination and that ensure the rights of NDSU students, employees, and all other participants in its educational programs and activities are protected.

##### 2. DEFINITIONS

- 2.1 **Discrimination** – Different or unequal treatment of an individual (or group), based on one or more of the protected classes of the individual (or group), except as where permitted or required by law, that negatively affects their education, employment, or other participation in educational programs or activities.
  - 2.1.1 Protected classes for purposes of these procedures are: age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, status as a U.S.

veteran, 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. (See [NDSU Section 100, Equal Opportunity and Non-Discrimination Policy](#)).

- 2.2 **Discrimination complaint** – A complaint alleging discrimination in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, including complaints of harassment or retaliation.
- 2.3 **Equity Director** – For purposes of these procedures, the Equity Director is NDSU's Vice Provost and Title IX/ADA Coordinator.
- 2.4 **Equity Office** – For purposes of these procedures, the Equity Office is NDSU's Office of the Vice Provost for Faculty and Equity.
- 2.5 **Harassment** - A form of discrimination; unwelcome oral, written, graphic, or physical conduct, based on one or more of the protected classes (see 2.1.1) of an individual (or group), that is sufficiently severe, persistent, or pervasive so as to unreasonably interfere with their education, employment, or other participation in educational programs or activities or that creates a working, learning, or educational program or activity environment that a reasonable person would find hostile, intimidating, or abusive. Harassment may include, but is not limited to, threats, physical contact or violence, offensive jokes, insults or put-downs, slurs or name calling, vandalism/graffiti, or offensive objects or pictures. Petty slights, annoyances, and isolated incidents (unless very serious) typically do not rise to the level of harassment.

### 3. FILING A DISCRIMINATION COMPLAINT

- 3.1 Current or former NDSU students or employees, applicants for admission or employment, or any other participants in NDSU's educational programs or activities, or any group thereof, are encouraged to file a complaint if they believe they have been discriminated against in violation of NDSU's Equal Opportunity and Non-Discrimination Policy, which may include a complaint of harassment or retaliation. A complaint may be filed concerning alleged discriminatory conduct that occurred on NDSU's premises or off campus.

- 3.1.1 **How to file a discrimination complaint** - A discrimination complaint is initiated by completing a NDSU Discrimination/Harassment/Retaliation Complaint Form (Complaint Form) and filing it with the Equity Director. The Complaint Form is available online at <https://www.ndsu.edu/equity/forms/> or by contacting the Equity Office in Suite 201, Old Main, NDSU Main Campus, Fargo, ND 58108, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). The Complaint Form is also available in the Student Affairs Office, Memorial Union 250, NDSU Main Campus, 701-231-8240. The Complaint Form can be submitted via email at [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu) or by bringing it to the Equity Office. The Equity Office is available to assist with completing the Complaint Form as needed.

The Equity Office will investigate all discrimination, harassment, retaliation, and sexual misconduct complaints involving employees utilizing the procedures set forth in this policy and will coordinate the resolution of those complaints.

The Equity Office will investigate all discrimination, harassment, retaliation, and sexual misconduct complaints utilizing Sections 1 through 8.8 of this policy if the complaint identifies an alleged violation by a student. The resolution of the

complaint, including pre-hearing, hearing and appeals, will be conducted by the Student Affairs Office, in coordination with the Equity Office, pursuant to NDSU Policy 601.

- 3.1.2 **Deadline for filing a discrimination complaint** - NDSU encourages those who believe they have been discriminated against to file a discrimination complaint as soon as possible. Unless the Equity Director agrees otherwise in writing, the Complaint Form must be submitted within 180 calendar days of the most recent incident of discrimination.
- 3.1.3 **Confidentiality cannot be guaranteed** - Depending on the nature of the discrimination complaint, NDSU will keep the complaint and its investigation confidential to the extent that it is possible. However, confidentiality cannot be guaranteed under these procedures as NDSU may have an obligation to take specific actions once aware of alleged discriminatory conduct.
- 3.1.4 **Confidential support resources** - If seeking a confidential resource, NDSU students may contact the NDSU Counseling Center at 212 Ceres Hall, NDSU Main Campus, 701-231-7671 and the Student Health Service (Wallman Wellness Center, NDSU Main Campus, 701-231-7331). The Faculty/Staff Assistance Program, as described in [NDSU Section 134](#), is a confidential resource for NDSU employees.
- 3.1.5 **Anonymous reporting** - NDSU students, faculty, and staff may submit an anonymous form to report acts of bias, bigotry, or hate at NDSU. NDSU may be limited in its ability to respond to a report if it is submitted anonymously. Additionally, in very limited circumstances, NDSU may need to take action to learn the identity of an individual who submitted an anonymous report. For more information, see <https://www.ndsu.edu/biasreport/>.

#### 4. RETALIATION PROHIBITED

- 4.1 NDSU encourages reporting of discrimination and will not discipline any individual (or group) who makes a good faith report of discrimination. Any individual (or group) reporting discrimination or otherwise participating in these procedures is entitled to protection from retaliation as a result of their activity under these procedures. Retaliation may include, but is not limited to, intimidation, harassment, reprisal, or other negative changes in education or employment. Anyone who believes they have been retaliated against for their participation under these procedures is encouraged to file a Complaint Form, which will be processed under these procedures as a separate matter from the originally filed discrimination complaint, if any. Anyone found responsible for retaliation will be subject to disciplinary action, up to and including termination or expulsion.

#### 5. REMEDIAL MEASURES

- 5.1 Upon receipt of a discrimination complaint or as otherwise informed of alleged discrimination under these procedures, NDSU will, where appropriate, take reasonable steps to remedy the harm to those affected by discriminatory conduct. Remedial measures may include, but are not limited to, a no contact directive, a safety plan, residence modifications, academic modifications and support, work schedule and/or location modifications, parking modifications, referral to counseling or other health services, administrative leave, temporary suspension, or any other measure deemed appropriate by NDSU.

## 6. PRELIMINARY EVALUATION OF DISCRIMINATION COMPLAINT

- 6.1 Preliminary evaluation determination** - The Equity Director will evaluate the discrimination complaint and decide to either: (1) pursue further action; or (2) dismiss the discrimination complaint. A discrimination complaint may be dismissed if: (1) it fails to allege any facts that suggest discrimination, harassment, or retaliation; or (2) an appropriate resolution or remedy has already been achieved. NDSU will not dismiss a complaint because it alleges discriminatory conduct that took place off campus. Rather, in the course of its investigation of the complaint, NDSU will determine whether the alleged off-campus conduct: (1) occurred within the context of an educational program or activity; and/or (2) has created or reasonably may create a hostile educational or work environment.

Unless there are extenuating circumstances, the preliminary evaluation will be completed within 3 business days of receipt of the discrimination complaint and the decision will be provided in writing to the individual (or group) who filed the complaint. If the Equity Director requires further information from the individual (or group) who filed the discrimination complaint before making a decision, the decision will be made within 3 business days of receipt of the additional information requested. In the case of a dismissal, the Equity Director may provide information or guidance regarding other avenues for support or resolution of the complaint, if appropriate and available.

If the complaint is dismissed, the Reporting Party may submit a request for reconsideration of the complaint within 3 business days of receipt of the preliminary evaluation determination. The Reporting Party may submit additional documentation or information that supplements the original complaint. This may include, but is not limited to, additional evidence or names of witnesses. Complaints resubmitted with no additional information will not be reviewed for reconsideration. Submit all reconsiderations to the Equity Director or by contacting the Equity Office in Suite 201, Old Main, NDSU Main Campus, 701-231-7708, [ndsueoaa@ndsu.edu](mailto:ndsueoaa@ndsu.edu). As needed, the Equity Office is available to facilitate finding a resource to assist the party with completing a request for reconsideration.

- 6.2 Notice of action** – If the Equity Director determines that further action on a discrimination complaint is warranted, the Equity Office will provide written notice to the individual (or group) who filed the discrimination complaint and the individual (or group) against whom the complaint was filed (collectively, the Parties) within 3 business days of the determination made pursuant to 6.1 unless there are extenuating circumstances that delay the proposed timeline. The written notice will include, at a minimum: (1) the names of the Parties; (2) the basis for the discrimination complaint; (3) a statement that retaliation is prohibited; (4) a statement that requested responses or documentation must be provided in a timely manner; and (5) a description of the resolution process, including a copy of the relevant procedures. A modified notice of action may also be provided to an administrator, supervisor, or the Student Affairs Office who has control over the environment in which the alleged discriminatory conduct took place. The intent of the modified notice of action is to preserve confidentiality to the extent possible while also putting the administrator, supervisor, or Student Affairs Office on notice of their responsibility to monitor for retaliation or further discrimination.

## 7. INFORMAL RESOLUTION

- 7.1 Informal resolution defined** - Informal resolution is a process in which the Parties attempt to agree upon the resolution of a discrimination complaint without a comprehensive

investigatory and determination process. Unless there are extenuating circumstances, the entire informal resolution process will be completed within 30 calendar days of its initiation.

- 7.2 **Informal resolution is optional** - When providing the notice of action to the Parties, the Equity Office may inquire if the Parties are interested in attempting to resolve the discrimination complaint through informal resolution. The Parties will have 3 business days to individually decide if they would like to use informal resolution and should inform the Equity Office of their decisions in writing. The informal resolution process will only be used upon mutual agreement of the Parties. Either party may inform the Equity Office at any time that they want to discontinue their participation in the informal resolution process and the formal resolution process will commence. The Equity Director reserves the right to deny the Parties the option of using the informal resolution process if it is deemed to be inappropriate or inadequate as applied to a particular discrimination complaint.
- 7.3 **Informal resolution process** - Informal resolution may involve the Equity Office, the Student Affairs Office, administrators, supervisors, and/or external moderators working with the Parties to arrive at an appropriate and mutually agreeable resolution of the discrimination complaint. The informal resolution process will not require that the Parties meet face-to-face to resolve the discrimination complaint but may allow it, depending on the nature of the complaint and the power differential between the Parties.
- 7.4 **Informal resolution agreement** - If the Parties resolve the discrimination complaint through the informal resolution process, the Equity Office will draft an informal resolution agreement, which the Parties will sign. A signed copy of the informal resolution agreement will be provided to the Parties, as well as to any administrator, supervisor, or Student Affairs Office provided with a modified notice of action as described in 6.2. There is no available appeal of a signed informal resolution agreement.

## 8. FORMAL RESOLUTION

- 8.1 **Formal resolution applicability** - The formal resolution process will commence if: (1) either party elects to use the formal resolution process instead of the informal resolution process; (2) the Parties are unable to mutually agree upon a resolution under the informal resolution process; or (3) the Equity Director determines the informal resolution process is inappropriate or inadequate as applied to a particular discrimination complaint.
- 8.2 **Comprehensive investigation** - A properly trained investigator(s) will conduct a comprehensive investigation under the formal resolution process in an adequate, reliable, and impartial manner. Unless there are extenuating circumstances, including when the Parties are unable to mutually agree upon a resolution under the informal resolution process, a comprehensive investigation will commence within 5 business days of providing the notice of action to the Parties as described in 6.2. A comprehensive investigation will include the following steps, as relevant and available:
- (1) An interview with each of the Parties;
  - (2) Interviews with witnesses identified by the Parties or determined otherwise;
  - (3) A review of evidence provided by the Parties or collected otherwise; and
  - (4) An opportunity for the parties to submit questions of each other and/or the witnesses. Upon receipt of any such questions, the investigators will determine which questions, if any are relevant, and present them to the intended recipient for a response.

Equal opportunity will be given to the Parties to access and present evidence during the investigation. The Parties will be provided with periodic status updates throughout the course of the investigation.

- 8.3 **Investigator(s)** - A staff member(s) in the Equity Office may conduct the comprehensive investigation of the discrimination complaint or the Equity Director may delegate investigative duties to another properly trained investigator(s). Within 3 business days of notice of the identity of an investigator(s), either party may provide the Equity Director with a written request asking that another investigator(s) be assigned if the party believes there is a conflict of interest with the investigator(s). Where appropriate, a new investigator(s) will be assigned and the Equity Director will provide the Parties with written notice of the newly assigned investigator(s).
- 8.4 **Responsibilities of the Parties** – Deadlines for completing actions under these procedures will be communicated in writing to the Parties, who must make every effort to comply with the deadlines communicated to them. Timeliness is particularly important under the formal resolution process as determinations may be made based on available information if a party fails to respond in a timely manner to action requested by an investigator(s). In extenuating circumstances, an extension to a deadline may be granted by the Equity Director and will be communicated in writing to the Parties.
- 8.5 **Standard of proof** – In all cases, the applicable standard of proof for determining responsibility for an alleged violation is “preponderance of the evidence” – meaning, in order for an individual (or group) against whom a discrimination complaint was filed to be held responsible for discrimination, it must be determined that it is *more likely than not* that the individual (or group) violated NDSU’s Equal Opportunity and Non-Discrimination Policy, which may include harassment or retaliation.

In cases involving an alleged violation by an employee, the determination of responsibility shall be made by the investigator(s).

In cases involving an alleged violation by a student, the determination of responsibility shall be made by the Hearing Officer, consistent with the procedures detailed in NDSU Policy 601.

- 8.6 **Preliminary investigative report** – After an investigator(s) has finished the comprehensive investigation of a discrimination complaint, the investigator(s) will draft a preliminary investigative report.

For complaints involving an alleged violation by a student, the report shall include the findings of the investigation along with a recommendation for dismissal of the complaint or a recommendation of pursuing charges. If there is reasonable cause to believe that a violation has occurred, the recommendation shall be to pursue charges; if such reasonable cause is not present, the complaint shall be dismissed. Reasonable cause is a lower standard than preponderance of the evidence, and shall mean that there are just or legitimate grounds to believe that a violation has occurred.

For all other complaints, the report shall include the findings of the investigation along with a determination whether the individual (or group) against whom the discrimination complaint was filed is responsible for discrimination, including harassment or retaliation.

The report will also include, at a minimum, a summary of the relevant information gathered during interviews and otherwise that informed the preliminary investigation. Unless there are extenuating circumstances, the report will be drafted within 30 calendar days of initiation of the comprehensive investigation. The report will be provided to the Parties and, if applicable, a Review Committee as determined by the Equity Office (see 8.7). The Parties will have 5 business days from receipt of the report to respond to the preliminary investigative report and/or any information found in the report in writing. As needed, the Equity Office is available to facilitate finding a resource to assist a party with putting its response in writing.

- 8.7 **Review Committee** – A Review Committee, at the discretion of the Equity Office, may be utilized to provide feedback on the preliminary investigative report. Unless there are extenuating circumstances, a Review Committee will meet within 10 calendar days of issuance of the preliminary investigative report in order to finalize the investigative report. The Review Committee will be comprised of no fewer than 3 properly trained NDSU faculty or staff members that do not have a conflict of interest with the Parties. If a party believes there is a conflict of interest with a member(s) of the Review Committee, the party should follow the procedures and deadline established in 8.3 to dispute the member(s). Prior to meeting, Review Committee members will review the preliminary investigative report and any written response to the report made by the Parties. The Review Committee may ask the investigator(s) who issued the preliminary investigative report to be available during their meeting in order to answer questions related to the investigation and to provide access to documentation in the investigative file as needed. In limited circumstances, the Review Committee may request that the investigator(s) gather additional information if the committee decides it cannot make a recommendation without the additional information. In that case, each party will be provided with the additional information gathered and will have the opportunity to respond to it in writing.

- 8.8 **Final investigative report** – Upon completion of any feedback provided by a Review Committee, the preliminary investigation report will become the final investigative report. For complaints involving an alleged violation by a student, the final report shall be provided to the Student Affairs Office along with a recommendation for dismissal of the complaint or a recommendation of pursuing charges. If there is reasonable cause to believe that a violation has occurred, the recommendation shall be to pursue charges; if such reasonable cause is not present, the complaint shall be dismissed.

The final investigative report for employees will include recommended disciplinary action, if any, in addition to a finding as to whether, discriminatory conduct, including harassment or retaliation, occurred. The final investigative report as well as notice of the right to appeal for employees as afforded in 8.12, will be provided in writing to the Parties.

- 8.9 **Disciplinary action for discriminatory conduct** – NDSU does not tolerate discrimination, including harassment or retaliation, and will take appropriate disciplinary action against anyone found responsible for discrimination. Students found responsible for discrimination under the procedures in Rights and Responsibilities of Community: A Code of Student Conduct (Section 601) will be subject to disciplinary action, up to and including expulsion. Employees found responsible for discrimination under these procedures will be subject to disciplinary action, up to and including termination. The disciplinary action recommended by the Review Committee will depend on the severity of the discriminatory conduct and whether the individual (or group) was previously found responsible for discrimination.

- 8.10 **Imposition of disciplinary action** –If neither party exercises the right to appeal as afforded in 8.12, the Equity Director will either: (1) notify any administrator or supervisor provided with a modified notice of action as described in 6.2 that the matter has been resolved without recommended disciplinary action; or (2) provide the final investigative report to the appropriate administrator, supervisor, whether previously provided a modified notice of action as described in 6.2 or otherwise, and consult with the administrator or, supervisor regarding imposition of the recommended disciplinary action. If either party exercises the right to appeal, (1) or (2) will be conducted by the Equity Director once the appeal process has concluded.

Disciplinary action will be imposed for employees by the appropriate administrator or supervisor on behalf of NDSU. If the administrator or supervisor disagrees with the recommended disciplinary action, the administrator or supervisor must provide a basis for disagreement in writing to the Equity Director within 3 business days of receipt of the final investigative report.

- 8.11 **Conclusion of formal resolution** – ~~Excluding any appeal, the formal resolution process shall be carried out using reasonably prompt time frames and without deliberate indifference pursuant to these Procedures and any applicable NDSU policies. will be completed within 60 calendar days of the date the discrimination complaint was filed unless there are extenuating circumstances. Any reason for an extension to the 60 calendar day deadline will be communicated in writing to the Parties.~~

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- 8.12 **Appeal of investigative report** – Within 5 business days of receipt of the investigative report either party may appeal the report by completing a NDSU Discrimination Appeal Form (Appeal Form) and filing it with the Equity Director. The Appeal Form is available online at <https://www.ndsu.edu/equity/forms/> or by contacting the Equity Office in Suite 201, Old Main, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). The Appeal Form can be submitted via email at [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu) or by bringing it to the Equity Office. As needed, the Equity Office is available to facilitate finding a resource to assist a party with completing the Appeal Form.

The grounds upon which a party can request an appeal are: (1) the recommended disciplinary action is substantially disproportionate to the findings; (2) procedural error led to an improper investigative report; and/or (3) new evidence that was previously unavailable should be considered as it could have had a significant impact on the investigative report. If an appeal is granted under (3), the Equity Director will require that the Review Committee meet again to determine if the investigative report should be altered in light of the new evidence. The party who did not provide the new evidence will have the opportunity to respond to the evidence in writing. If the investigative report is altered under (3), the Parties will be afforded the opportunity to appeal again under (1) and/or (2) within 5 business days of receipt of the altered investigative report. If an appeal is granted under (1) or (2), the Equity Director will evaluate the investigative report in an impartial manner in light of the information found in the Appeal Form and will alter or reaffirm the investigative report accordingly. Unless there are extenuating circumstances, the appeal process will be completed within 10 business days of submission of the Appeal Form and the results will be provided in writing to the Parties. In cases in which there is a conflict of interest, such as when the grounds for appeal involve action taken by the Equity Director, the Provost will conduct the appeal process.

## 9. INTERSECTION WITH OTHER RELEVANT NDSU POLICIES

- 9.1 The procedures described above do not eliminate the rights of a party to participate subsequently in pre-disciplinary action review and/or an appeal as afforded elsewhere under NDSU policy. Furthermore, for purposes of these procedures, an appeal process available to the individual (or group) against whom a discrimination complaint was filed must be available to the individual (or group) who filed the discrimination complaint.
- 9.2 **Nonbanded, nonacademic staff** – The applicable policy for nonbanded, nonacademic staff regarding subsequent pre-disciplinary action review and/or an appeal is NDSU [Section 183, Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff](#).
- 9.3 **Regular staff employees** – The applicable policies for regular staff employees regarding subsequent pre-disciplinary action review and/or an appeal are NDSU [Section 220, Staff Job Discipline/Dismissal](#) and NDSU [Section 231, Appeal Procedure for Disciplinary and Reduction in Force Actions](#).
- 9.4 **Faculty** – The applicable policies for faculty regarding subsequent pre-disciplinary action review and/or an appeal are NDSU [Section 350.3, Board Regulations on Nonrenewal, Termination or Dismissal of Faculty](#) and NDSU [Section 350.4, Board Regulations on Hearings and Appeals](#).

## 10. NOTICE OF MANDATORY REPORTING RESPONSIBILITIES AND TRAINING

- 10.1 It is the responsibility of the entire university community to foster a safe and non-discriminatory learning, living, and working environment. NDSU employees have specific responsibilities when they observe discrimination or receive a report of discrimination. NDSU employees must not dissuade an individual (or group) from providing them with a report of discrimination but should inform the individual (or group) of their mandatory reporting responsibilities as described below.
  - 10.1.1 **Observance of discrimination** – All NDSU employees who observe discrimination, including harassment or retaliation, must document the discrimination and contact the Equity Office in accordance with 10.2.
  - 10.1.2 **Report of discrimination** – All NDSU employees who receive a report of discrimination *involving a student*, including harassment or retaliation, must document the report and contact the Equity Office in accordance with 10.2. NDSU supervisors, managers, department heads, deans, directors, or administrators who receive a report of discrimination *involving employees*, including harassment or retaliation, must document the report and contact the Equity Office in accordance with 10.2. The provisions of 10.1.2 do not apply to confidential support resources providing services as described in 3.1.4.
- 10.2 To comply with 10.1.1 or 10.1.2, NDSU employees must promptly complete and submit an NDSU Discrimination/Harassment/Retaliation Report Form (Report Form) to the Equity Director. The Report Form is available online at <https://www.ndsu.edu/equity/forms/> or by contacting the Equity Office in Suite 201, Old Main, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu). The Report Form can be submitted via email at [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu) or by bringing it to the Equity Office. The Equity Office can assist with completing the Report Form as needed. The Equity Office is the official university record holder for documentation under these procedures.

- 10.3 Upon receipt of a Report Form, NDSU will initiate its discrimination complaint procedures.
- 10.4 **Mandatory training** - All NDSU employees must complete equal opportunity and non-discrimination training on an annual basis. In addition to mandatory training, employees are encouraged to contact the Equity Office with any questions they may have related to equal opportunity and non-discrimination at NDSU, including inquiries regarding their responsibilities as mandatory reporters.

## 11. DISCRETIONARY INVESTIGATION

- 11.1 The Equity Office reserves the right to initiate an investigation under these procedures at its discretion in the absence of a discrimination complaint or report of discrimination in order to fulfill NDSU's commitment to taking action to stop discrimination, remedy its effects, and prevent its recurrence.

## 12. FILING WITH AN EXTERNAL AGENCY

- 12.1 An individual (or group) also has the right to file a discrimination complaint with one or more of the following external agencies. Please note that these agencies have their own deadlines for filing a discrimination complaint. Please contact the agencies directly for more information about applicable deadlines.

North Dakota Department of Labor and Human Rights  
Phone: 1-800-582-8032  
TTY: 1-800-366-6888  
[humanrights@nd.gov](mailto:humanrights@nd.gov)  
[www.nd.gov/labor](http://www.nd.gov/labor)

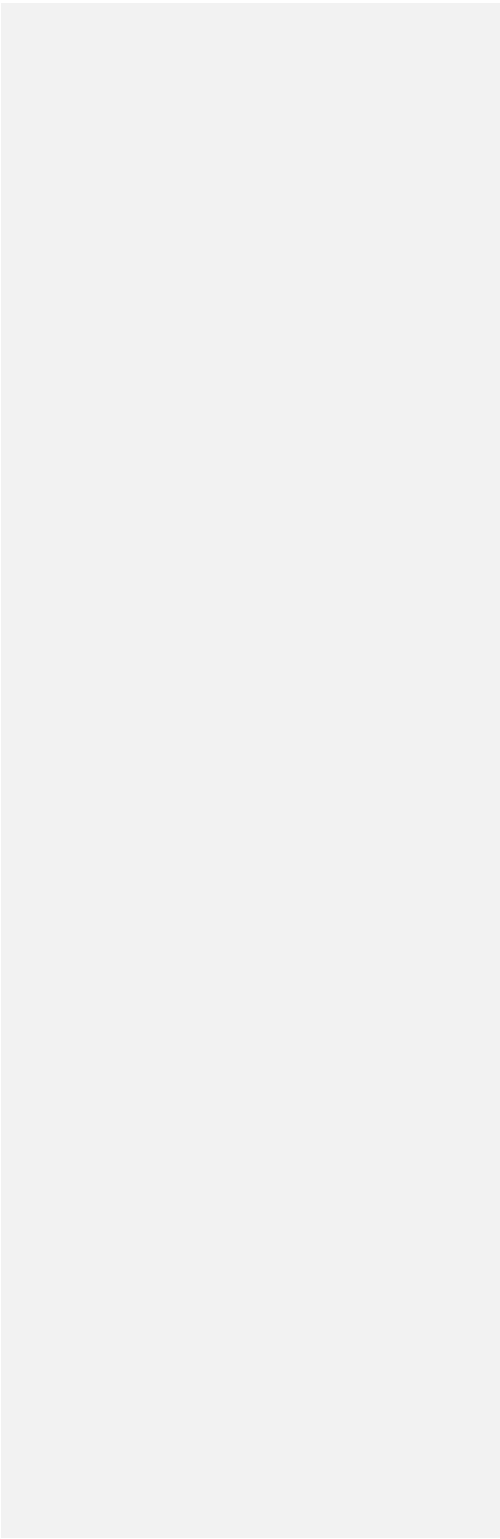
U.S. Department of Education  
Office for Civil Rights  
Phone: 1-800-421-3481  
TDD: 1-800-877-8339  
[OCR@ed.gov](mailto:OCR@ed.gov)  
[www2.ed.gov/ocr](http://www2.ed.gov/ocr)

U.S. Equal Employment Opportunity Commission  
Phone: 1-800-669-4000  
TTY: 1-800-669-6820  
[info@eeoc.gov](mailto:info@eeoc.gov)  
[www.eeoc.gov](http://www.eeoc.gov)

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### HISTORY:

New	December 20, 1977
Amended	September 1993
Amended	January 1996
Amended	June 2000
Amended	October 2007
Housekeeping	September 2009
Amended	March 16, 2010
Housekeeping	February 14, 2011
Amended	April 25, 2016
Housekeeping	May 20, 2016
Amended	August 22, 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.scc@nds.edu](mailto:nds.scc@nds.edu) first so that a clean policy can be presented to the committees.*

### SECTION: **Policy Number 338 Scheduling**

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 process for course scheduling has undergone many changes since 2007. The revisions provide an overview of the scheduling process and accurately reflects the priorities that guide how scheduling decisions are made within the Office of Registration and Records.
2. This policy change was originated by (individual, office or committee/organization):
  - The Learning Spaces Executive Committee on November 3, 2020
  - [Philip.hunt@nds.edu](mailto:Philip.hunt@nds.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

*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.scc@nds.edu](mailto:nds.scc@nds.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

## SECTION 338 SCHEDULING OF CLASSROOMS

SOURCE: NDSU Faculty Senate Policy

1. Scheduling of all classrooms [and class labs](#) at North Dakota State University will be performed by the Office of Registration and Records [as outlined in the Course and Event Classroom Scheduling Compliance procedures using standardized meeting patterns along with NDUS space utilization protocols and targets](#). The following priorities will be observed in the scheduling process.

A. Top priority must be granted to those courses having needs for specialized instructional equipment (e.g., [active-learning](#), laboratory benches, [software](#), specialized visual aids, proximity to stored equipment).

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B. Actual enrollments should be matched as closely as possible to classroom seating capacities.

C. [Space allocation will be prioritized for academic instructional needs.](#)

[D.](#) Student ~~concerns~~ and faculty preferences should be honored to the extent possible (given [A, #1 and B, and C#2](#), above).

~~The distance traveled between office and classroom should be minimized.~~

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HISTORY: New November 1992

Amended October 2007, [XXXXXXX 2020](#)

Housekeeping February 14, 2011



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## Overview

Effective class and classroom scheduling is critical to the academic mission of the University. It enables students to take the classes they need in a timely manner and contributes to on-going cost containment efforts through efficient space utilization and good stewardship of our valuable institutional resources.

This procedure has been developed jointly by the Learning Spaces Executive Committee and the Office of Registration and Records to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty, and the institution as a whole. All departments are strongly encouraged to refer to this procedure when planning classes or events that require the use of classrooms.

The primary goal of the academic scheduling process is to maximize the probability that all students receive their choice of courses required for graduation on a timely basis (within the prescribed number of semesters) by providing a conflict-free resource environment (staff, space, and courses) which minimizes operating and capital costs. The practices outlined in this document are to ensure compliance and consistency with official University policies.

## Procedure Highlights

The scheduling procedure applies to all departments that schedule classes at North Dakota State University (NDSU) and to all general-purpose classrooms and auditoriums (room type 110), computer labs (room type 160), and laboratories (room type 210). The codes are derived from the Postsecondary Education Facilities Inventory and Classroom Manual (FICM), which is a standard across the United States and the coding system required by the North Dakota University System. Space allocation and FICM codes are categorized in the Facilities Asset Management Information System (FAMIS) system.

This procedure document includes:

- Guiding principles and priorities for scheduling classes and classrooms
- North Dakota University System (NDUS) requirements for using Campus Connection and Ad Astra for recording class and final exam information
- An overview of the scheduling process and the Office of Registration and Record's role in campus-wide scheduling
- Broader utilization of classrooms campus-wide (Monday through Friday, 8 a.m. to 5 p.m.)
- Target goals for distributing classes and events more evenly across the day and week and ensuring efficient classroom utilization, as well as guidelines for achieving these target goals
- Scheduling process and regulations for classroom events
- Resources and contacts for help

# Introduction

## DEFINITIONS

### **Ad Astra**

The NDUS and NDSU software system for the management of all academic classroom, lab and computer lab space. Classroom event reservations are also managed in Ad Astra.

### **Campus Connection**

The NDUS and NDSU student information system is used to manage the admission application, registration, financial aid, and student account activity. The course schedule is maintained in Campus Connection.

### **Classroom**

#### **Auditorium**

An auditorium classroom is any classroom that seats more than 75 students in fixed seating. NDSU currently offers multiple auditorium classrooms across the main and downtown campuses.

#### **Conference**

Conference classrooms are smaller rooms that typically seat fewer than 20 students. These rooms are designed to facilitate face-to-face discussions. These rooms typically serve other purposes in addition to being a classroom. Faculty and staff frequently make use of these rooms for meetings or conferences.

#### **Distance**

NDSU offers several at-a-distance classroom opportunities for off campus students. In addition to the equipment necessary in a standard classroom, special equipment is needed for these rooms, including a video conferencing codec, cameras for at-a-distance students and on-site students, numerous ceiling-mounted microphones, and numerous projector or LCD displays (for the on-site class, on-site instructor, at-a-distance students, and for content sharing). Distance classrooms typically seat anywhere from 5 to 30 students at the on-site location. These classrooms are connected electronically to one or more telecommunication networks through microphones and video cameras.

#### **Laboratory**

A laboratory classroom is one where a student can participate in the activities specific to the class at hand. A lab classroom varies depending on the room's intended purpose and can consist of computer labs, large open studio areas, or laboratory benches. A majority of computer clusters at NDSU are open for students to use individually and are available for scheduled course selections. Studio areas on campus are typically only dedicated to students belonging to a specific discipline, such as art, music, or architecture majors. Science laboratories on campus remain inaccessible for student use other than during class time.

#### **SCALE-UP**

Student-Centered Active Learning Environment with Upside-Down Pedagogies (SCALE-UP) classrooms are large rooms that can accommodate upwards of 100 students in a studio-like setting. SCALE-UP rooms are uniquely designed to facilitate active learning within a classroom. Equipment and technology are utilized in a way to establish a highly collaborative, hands-on, interactive learning environment. These spaces make more extensive use of technology than a standard classroom, with multiple projectors, television screens, and laptop connections located throughout the room. The majority of SCALE-UP rooms at NDSU are located within the A. Glenn Hill Center.

SCALE-UP classrooms typically consist of multiple round tables that fit five to nine students comfortably. Typically, there will be outlets and laptop connection capabilities for students to charge and connect their laptops at each table. These connectors are linked to independent display screens near the tables that can project what a student has on their laptop. An alternative method could be to provide smaller markerboards for use at each table. The rooms should also be equipped with a dedicated computer station for the instructor, complete with a touchscreen control panel.

#### **Standard**

A standard classroom is defined as any room with at least 350 square feet of space that seats 20 to 75 students. These rooms typically may contain fixed seating, movable chair/desks, or table seating, such as in several of the rooms in the A. Glenn Hill Center. Standard classrooms typically possess a stationary instructor podium and projector screens. The standard classroom is the most common classroom space available at NDSU.

**CourseLeaf CLSS**

CourseLeaf Section Scheduler (CLSS) to be implemented in the future, pending budget. The software utilizes data from CourseLeaf CAT (Bulletin) and CIM (Curriculum Management) and streamlines the scheduling of courses for academic departments, from the input and edit stages to validation and approval steps.

**Department**

Refers to the academic unit.

**FAMIS**

Auxiliary software used by Facilities Management to identify and code campus spaces, offices, and keys.

**Learning Spaces Advisory Committee**

This committee provides advice to the Learning Spaces Executive Committee concerning policies and goals for learning spaces on campus. Members include a representative from each academic college, Faculty Senate, Staff Senate, Student Senate, and Student Affairs. The committee is chaired by the Provost's designee.

**Learning Spaces Executive Committee**

This committee provides advice to the Provost concerning the scheduling, use, renovation, and creation of learning spaces on campus. Learning spaces include classrooms, laboratories, study areas, computer labs, and other rooms where students learn and study. Members include representatives from the Registrar, Facilities Management, Information Technology, the Office of Teaching and Learning, and the Library. The committee is chaired by the Provost's designee.

## GUIDING PRINCIPLES

As with all types of space on the NDSU campus, classroom space is a valuable resource that belongs to the institution. The Provost is the steward of all instructional space and is responsible for ensuring that this space supports the academic mission of the university.

- Deans, directors, department chairs, and the university registrar are responsible for ensuring that all classrooms are scheduled efficiently to support the academic mission of the university.
- All general-purpose classrooms need to be shared to support campus needs.
- Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. These spaces may be reallocated as the needs, priorities, and demands of the school, college, or university change.
- Credit-bearing courses, their exams, and required class events have scheduling priority over all other activities that require the use of classrooms.
- Departments are strongly encouraged to plan and distribute classes across all days of the week (Monday through Friday) and all hours of the day as much as possible to maximize use of campus classrooms and minimize class conflicts for students.
- Departments are responsible for having consistent class scheduling practices while maintaining the ability to accommodate special family-related needs and circumstances of faculty and instructors as needed. Class scheduling practices must adhere to all university policies and procedures that prohibit discrimination.
- In June 2016, the North Dakota State Board of Higher Education approved a "Master Plan/Space Utilization" directive for 95 percent of regular classroom and class lab inventory to be centrally scheduled by campus registrar offices throughout the NDUS.

# PRIORITIES

The highest priority for scheduling Office of Registration and Records classrooms, labs, and computer labs is for educational courses and programs. The office schedules recurring educational events over events that are one-time or occasional. If an event has been scheduled and a request that is a more appropriate use of space is received later (e.g., a small study group reserves a classroom and later the space is requested for a class), the scheduling team works with the first requester to assist in finding an alternative site for the event. However, there is always the possibility that such a relocation effort may be unsuccessful.

## **First-Tier Priorities: Regular Academic Credit Courses and Final Exams**

Regular academic credit courses are defined as those that are open for general registration to any admitted student who meets the required criteria to take the course.

The Office of Registration and Records collaborates with academic departments to produce the schedule of classes each semester. This process begins approximately one year in advance of the semester. All academic classrooms must be available to accommodate the courses that are requested.

## **Second-Tier Priorities: Event Reservations**

The Office of Registration and Records must assure that courses have been scheduled in university classrooms before allowing the scheduling of ad-hoc/event reservations within the start and end date for the term.

## **THE SCHEDULING ROLE OF THE OFFICE OF REGISTRATION AND RECORDS**

The Office of Registration and Records is authorized to:

- Schedule classes in any available general purpose (registrar-scheduled) classroom, lab, or computer lab to accommodate the broader academic needs of campus.
- Schedule mid-term and final exams in any available general purpose classroom.
- Move classes to other classrooms or buildings to ensure that classes with specific seating capacity, technology, pedagogical, or other class or room requirements can be placed.
- Schedule classrooms for course-related events by academic departments such as study/help sessions and group meetings.
- Schedule non-course related events such as meetings, conferences, and workshops.

## **UNIVERSITY HOLIDAYS**

Classes and events may not be held on official University holidays unless the institution has granted an exception. All classrooms are otherwise closed during holidays and may not be scheduled. No Office of Registration and Records staff or other University services or facilities are available when the University is closed.

# Policies for Classroom and Lab Spaces

## POLICIES REGARDING UNIVERSITY SPACE

As a general rule, campus services may be used only by:

1) University employees for purposes related to their official responsibilities, or 2) off-campus organizations for non-profit, nonpolitical purposes, provided that the specific use of a campus service is sponsored by a University department or University-related organization as a part of its official function.

Unauthorized sales or solicitations at any time in residence halls, University apartments, or in any other campus buildings, including academic and administrative buildings, are prohibited. For questions regarding sales in the [Memorial Union](#), see the Memorial Union Director. For questions regarding sales in [Residence Life](#) facilities, see the Associate Director of Residence Life. For questions concerning sales in any other areas, contact the Student Affairs Office, Memorial Union. See also [NDSU Policy 601](#) and [Policy 150](#).

Candidates for political or public office who wish to use campus facilities must comply with University rules and regulations. NDSU has adopted specific campaign procedures for local, state, and national elections. Copies of the policies can be obtained from the [Vice Provost for Student Affairs and Enrollment Management](#). These policies govern canvassing, placement of brochures and materials, and use of the Student Union and University housing. Door-to-door campaigning or canvassing is not permitted in academic buildings. These buildings are restricted to educational purposes. For use of facilities by University employees, see [Policy 160, no. 13](#).

All filming, videotaping, and still photography on University property or at University-sponsored events for commercial purposes (including political advertising) must be approved and coordinated by the [Director of University News](#). "Commercial purpose" does not include news media reporting or outside use of University property for personal use (wedding pictures, etc.).

[Facilities Use Agreement](#): Complete five business days in advance if any of the following exist:

- An NDSU student organization plans to hold an event/meeting in an NDSU facility
- The event will require food service or food from an outside vendor/source
- The event will involve non-NDSU entities or persons in attendance.

[Policy 700](#) and other referenced policies may be viewed in full at [www.ndsu.edu/policy](http://www.ndsu.edu/policy).

### ACCESSIBILITY

Wheelchair accessibility to general purpose classrooms is provided in some but not all buildings or rooms. Discuss accessibility needs at the time of placing your event request. [Disability Services](#) may also be of assistance

at 701-231-8463. A campus map detailing campus elevator locations is at [www.ndsu.edu/facilities/campusmaps](http://www.ndsu.edu/facilities/campusmaps).

### ALCOHOL

[NDSU Policy 155](#) prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students, employees, and visiting personnel on University property, as part of any University activities, in vehicles owned or operated by the University, or at any work site or other location at which University duties are being performed by NDSU employees.

All personnel are subject to North Dakota law, which prohibits the possession and consumption of alcoholic beverages by any person under the age of 21 years. In addition, it is illegal for anyone to sell or provide alcoholic beverages to any person under the age of 21.

### FOOD AND BEVERAGES IN CLASSROOMS

General purpose classrooms are intended to be used as classrooms. Food is allowed in general purpose classrooms, but must be removed after the event. Additional equipment, such as tables, may be requested through Facilities Management. Food and beverages are not allowed in classroom spaces with interactive technology. Confirm, prior to your reservation, that food and beverage is allowed in the space you are requesting. Groups that violate this procedure and do not remove food and beverages will be charged a cleaning fee through Facilities Management.

### ROOM USE/CONDITION OF ROOM

All users of classrooms are expected to leave the classroom and its equipment in good order. Meaning, chairs, desks, and tables must be straightened, electronic equipment powered down, and waste disposed of (general waste, recyclables, beverage containers, etc.). Users are also expected to take extra care to ensure no damage is done to classrooms spaces, furniture, or equipment and that the room is returned to a class-ready condition. Taping floors is not permitted. Removing furniture from any classroom (even if it is intended for use in an alternate classroom) is not permitted.

### SMOKING

[NDSU Policy 153](#) prohibits smoking in campus buildings, including classrooms and auditoriums, and on NDSU grounds.

### TEMPERATURE CONTROL

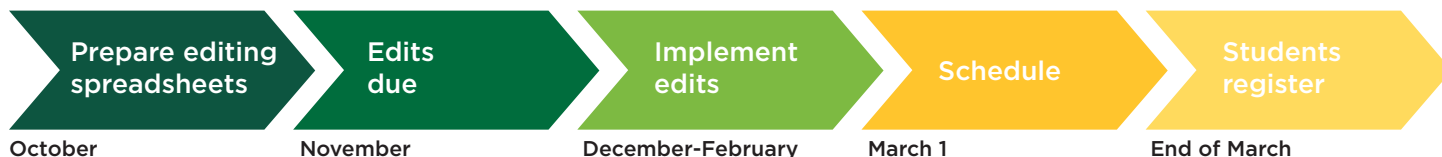
The Office of Registration and Records relies on Facilities Management to provide temperature control and ventilation of rooms. If you find the room uncomfortable, call Facilities Management at 701-231-7911 to report your concern. If you require special temperature consideration, contact Facilities Management, in advance, for assistance.

# Class Scheduling

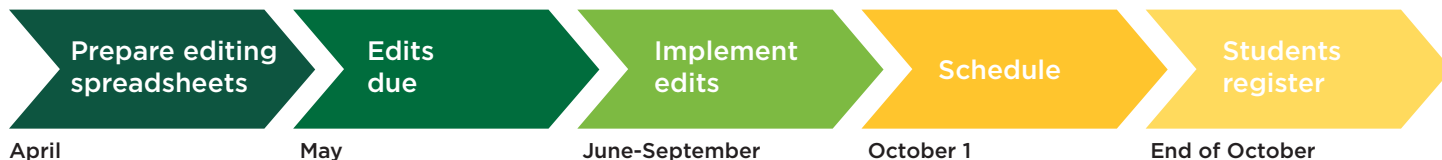
## SCHEDULE OF CLASSES TIMELINE

The following table provides an overview of the key scheduling timeframes.

### FALL



### SPRING



### SUMMER



## COURSELEAF SECTION SCHEDULER (CLSS) – *future implementation, pending budget support*

CourseLeaf Section Scheduler (CLSS) streamlines the scheduling of courses for academic departments, from the input and edit stages to validation and approval steps. CLSS enables departments to review and redistribute prime time distribution, balance light time slots, and enforce accurate class enrollment to best ensure student success.

CLSS Academic Cycle (additional detail to be added during implementation)

1. Design mode
  - a. Plan phase
2. Refine mode
  - a. Plan phase
  - b. Room assignment phase
  - c. Present phase
  - d. Past phase

## PROCESS FOR SCHEDULING COURSES

Courses that are scheduled in NDSU-owned spaces (includes university classrooms and department-owned spaces) must have start and end dates that fall within the established Fall, Spring, or Summer semester dates. Academic calendars are available at [www.ndsu.edu/registrar/dates](http://www.ndsu.edu/registrar/dates).

- Classes requesting general purpose (Registrar scheduled) classrooms will be held to these policies.
- Meeting patterns are the total number of hours a class meets in a week. Departments will evenly distribute classes (including discussion and lab sections) throughout the week and day based on the following:
  - » Prime hours are considered between 9 a.m. – 3 p.m. Monday through Thursday and 9 a.m. – 1 p.m. on Friday.
  - » Monday-Wednesday-Friday classes
    - Daytime classes begin on the hour (Downtown on the half-hour).
    - Class length is 50 minutes (passing time between classes is 10 minutes).
    - Three-hour classes are scheduled in three 50-minute blocks.
    - Two-hour classes must follow the same rules, but may choose any combination of M/W/F days.
    - Four-hour classes may be scheduled on any week days according to these guidelines.
    - 75 minute classes may be scheduled on Monday and Wednesday before 9:30 a.m. or after 2 p.m.
  - » Tuesday-Thursday classes
    - Day classes begin at 8 a.m., 9:30 a.m., 11 a.m., 12:30 p.m., 2 p.m. and 3:30 p.m. (begin at 8:30 a.m. for Downtown).
    - Class length is 75 minutes (passing time between classes is 15 minutes).
  - » Extended Day classes
    - Courses scheduled after 4 p.m. typically are scheduled with 50 weekly contact minutes per credit.
    - Evening schedules consist of two-non-overlapping class periods. The first concludes prior to 7:30 p.m.; the second begins after 7:30 p.m.
    - Evening classes must conclude by 10 p.m.
- Contact hours for lecture courses must equal 750 minutes per credit (equivalent to 50 minutes in class per week/credit). Laboratories are a minimum of two 50-minute periods per week. Minimum hours must be prorated accordingly for variable-length courses.
  - » NDSU Academic Credit Matrix: Clock/Contact Hour to Credit Conversion - [www.ndsu.edu/fileadmin/facultysenate/acadaffairs/credit-conversion.pdf](http://www.ndsu.edu/fileadmin/facultysenate/acadaffairs/credit-conversion.pdf).
  - » Definition of a credit hour - <https://bulletin.ndsu.edu/academic-policies/academic-credit>.

The standard meeting patterns of MWF 50-minutes and TR 75-minutes are represented in this chart. Prime hours are shaded. (MW 75-minute sections are not represented but are permissible.)

## STANDARD MEETING TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 – 8:50 A.M.	8 – 9:15 A.M.  9:30 – 10:45 A.M.	8 – 8:50 A.M.	8 – 9:15 A.M.  9:30 – 10:45 A.M.	8 – 8:50 A.M.
9 – 9:50 A.M.		9 – 9:50 A.M.		9 – 9:50 A.M.
10 – 10:50 A.M.		10 – 10:50 A.M.		10 – 10:50 A.M.
11 – 11:50 A.M.	11 – 12:15 P.M.  12:30 – 1:45 P.M.	11 – 11:50 A.M.	11 – 12:15 P.M.  12:30 – 1:45 P.M.	11 – 11:50 A.M.
Noon – 12:50 P.M.		Noon – 12:50 P.M.		Noon – 12:50 P.M.
1 – 1:50 P.M.		1 – 1:50 P.M.		1 – 1:50 P.M.
2 – 2:50 P.M.	2 – 3:15 P.M.  3:30 – 4:45 P.M.	2 – 2:50 P.M.	2 – 3:15 P.M.  3:30 – 4:45 P.M.	2 – 2:50 P.M.
3 – 3:50 P.M.		3 – 3:50 P.M.		3 – 3:50 P.M.
4 – 4:50 P.M.		4 – 4:50 P.M.		4 – 4:50 P.M.

## DEVIATIONS FROM APPROVED PATTERNS

Courses that receive prior approval may deviate from the scheduled time patterns reflected. Approval will be granted on a case-by-case basis and changes will be approved only if it is clear that the standard patterns will not meet the needs of the department and is in the best interest of students and the University. A request for approval shall be sent to the Registrar by the Chair of the requesting department and copied to the Dean of the course-offering department.

## TARGET GOALS AND COMPLIANCE

The LSEC has established two sets of target goals for the University. Colleges, departments, Registration and Records, and LSEC will be able to ensure compliance via Ad Astra's Room Optimizer (implemented fully for Summer/Fall 2018 courses) and CourseLeaf's CLSS module, future implementation.

### GOAL 1: DISTRIBUTING CLASSES ACROSS THE DAY AND WEEK (SCHEDULING DISTRIBUTION GOALS)

The most popular times for scheduling classes traditionally have been Mondays through Fridays between 9 a.m. and 3 p.m. However, having too many classes offered on these days and times regularly results in scheduling conflicts and insufficient classroom space. To address this issue, the Learning Spaces Executive Committee set scheduling distribution goals that encourage departments to more evenly distribute classes throughout the week. Each department is expected to achieve the target goals for its classes and key academic events. Graduate, professional and undergraduate courses are calculated into the formula. Compliance will be ensured through CourseLeaf CLSS.

A course that overlaps multiple timeframes will be counted toward the scheduling distribution target goal calculation for the start time of the course.

NOTE: Scheduling distribution target goal calculations include Lecture, Recitation, Discussion, and Seminar class components scheduled in any campus room (all room types) from 8 a.m. to 10 p.m., Monday through Friday, and key academic events scheduled in general purpose classrooms (room type 110 only) from 8 a.m. to 5 p.m., Monday through Friday.

GOAL	TIME OF DAY	TARGET GOAL FOR EACH DEPARTMENT
1	9 – 10 a.m. 10 – 11 a.m. 11 – noon 1 p.m. – 2 p.m.	up to 35% of classes can be scheduled at these times
2	Noon – 1 p.m. 2 – 3 p.m. 3 – 4 p.m.	up to 35% of classes can be scheduled at these times
3	8 – 9 a.m. After 4 p.m.	at least 30% of classes should be scheduled at these times
4	Friday	at least 15% of classes should be scheduled on this day

NDUS released a report in November 2016 as a follow up to a space utilization review on each NDUS campus. NDUS' standards and expectations are as follows:

- A 100 percent classroom utilization rate is based on the classroom being used 30 hours per week with student course enrollment of at least 80 percent of classroom seating capacity.
- A 100 percent laboratory utilization rate is based on the laboratory being used 20 hours per week with student course enrollment of at least 75 percent of laboratory capacity.

### GOAL 2: SCHEDULING CLASSES IN APPROPRIATELY SIZED ROOMS (SEAT UTILIZATION GOAL)

Part of managing classrooms more efficiently includes ensuring that classes are placed in appropriately sized classrooms. For example, a class with an enrollment of 25 students should not be assigned to a classroom with 200 seats, particularly when there may be larger classes that require a room of this size. In this example, only 12.5 percent (that is, 25 students/200 total seats in the room = 12.5 percent) of the total seats in the room are being used, leaving 175 seats (87.5 percent) unused. Departments should strive for a 75 percent or greater seat utilization where the number of enrolled students is as close to the total number of seats in the room as possible.

When the Office of Registration and Records is unable to find available classrooms for classes, the Office is authorized to move existing classes and events to more appropriately sized rooms within the same building or to other buildings as needed. This enables the Office to match actual class size to room seating capacity and to ensure that all classes can be placed.

Enrollment will be predicted via historical enrollment data, as well as any considerations for anticipated increased enrollments. New courses will be evaluated by enrollment information on the course proposal form.

- Seating utilization target goal: 75 percent seat utilization  
» Calculation: # of students enrolled in a class/maximum seating capacity of the room

### AD ASTRA ROOM OPTIMIZATION

Efficient course scheduling is critical. During a typical year, the Office of Registration and Records uses Ad Astra to schedule over 11,000 courses and 9,000 classroom events. Beginning Spring 2018, the Office of Registration and Records-assigned class space using Ad Astra's Room Optimizer, with full implementation by Summer/Fall 2018. Preference sets have been built based on standard meeting time priorities, campus region, specific space requirements, and in some cases by prefix, department, and instructor. NDSU will schedule using seat fill percentage, room types, room size, location preferences, and automate the assignment of the majority of Registrar region/general purpose classroom spaces.

# Scheduling Considerations to Achieve Target Goals

- The academic week is the set of days and times during which instructional activity occurs.
- The length of the academic week and variations in time patterns used in constructing a schedule of classes play important roles in the effectiveness of the academic schedule.
- Time patterns are the configurations of days and hours to be used in setting up the schedule of classes. If a standard set of patterns is chosen, with compatible starting and ending times, schedules will fit together more easily. If patterns are dissimilar, more conflicts will occur within a given academic week.
- When courses are concentrated at one time, students have minimum course selectivity and no scheduling flexibility. Maximum staff and space resources are required.
- When courses are distributed over all time periods, students have maximum course selectivity and scheduling flexibility since any combination of courses may be taken. Staff and space resource needs can be minimized.
- It is highly desirable to distribute course offerings evenly over an academic week, thus providing for the largest number of non-conflicting time patterns.

## SCHEDULING STRATEGIES

- Departments must strictly adhere to the approved standard set of time patterns.
- Departments must schedule all multiple lecture and laboratory/special laboratory sections so that student course enrollments will be distributed approximately equally between mornings and afternoons and between the different meeting patterns (TR vs. MWF).
- Since the goal is to provide all students with the largest number of opportunities to register for as many courses as possible, departments should make efforts to schedule courses during non-peak hours. Peak hours are between 9 a.m. and 3 p.m.
- Because the standard meeting lengths are in 50- and 75-minute time blocks, non-standard sections should be offered in multiples of these times to avoid end times that preclude students from registering for courses that may follow the non-standard section.

## CLASS NOTES

Class notes or details include important class information for students. These may include professional program and classification restrictions, tuition information, instruction mode, administrative drop notices, etc.

Class prerequisites and co-requisites are maintained in the Course Catalog, which is linked from the Schedule of Classes. If changes are to be made to course prerequisites/co-requisites/restrictions, submit requests via CourseLeaf (CIM).

If a course should be Department Consent (permit required), this requires issuing of electronic and/or paper

permits for students to register. While appropriate in some courses, department consent is not allowed for general education courses.

## CLASSROOMS AVAILABLE FOR COURSE SCHEDULING

Review information at [www.ndsu.edu/registrar/facstaff/scheduling](http://www.ndsu.edu/registrar/facstaff/scheduling) for detailed classroom information.

## CLASSROOM TECHNOLOGY

The Office of Registration and Records will assign classes to classrooms that best meet the instructional needs of the class to ensure that faculty and students have the best teaching and learning experience possible in facilities that are available campus-wide. This can mean using a classroom in another building or a classroom managed by another department if there are better options for room layout, IT/AV equipment, furniture, or other amenities that best meet the instructional needs of the course.

Information regarding classroom technology, including the instrumented classroom list, interactive classroom technology, computer lab details/hours/policies/software, and videoconferencing options can be found on the NDSU Information Technology Services Computer Labs and Classrooms site.

## COMPUTER LAB RESERVATIONS

If a computer lab is needed, submit the request with the schedule submission. Classes that meet weekly have priority over classes that use labs sporadically. If a computer lab is needed sporadically, submit an event request.

## FACULTY-LED STUDY ABROAD/DOMESTIC STUDENT EXCHANGE

Per federal financial aid regulations, coursework extending beyond the term may not overlap another term. A standard term is defined as one with specific start and end dates that fall within a semester. This is important to pay attention to as there are financial aid implications for students.

If a semester-based course has a study abroad component, students can depart up to two weeks prior to the start of the term in which the course is scheduled as long as travel commences after the last date of the previous semester. Alternatively, travel can extend up to two weeks beyond the last day of the course's term as long as the subsequent semester has not started.

Example: Student is enrolled for a class that has a study abroad component during the spring term, which runs from 1/11/20XX – 5/13/20XX. Travel options are as follows:

- May depart as early as 12/28/20XX but must return by 1/11/20XX;
- May depart at any date (including after the final date of the semester), but must return by 5/27/20XX OR by the first day of summer school, whichever comes first. At NDSU, they must return by 5/17/20XX to avoid overlapping terms even if they do not plan to enroll in summer courses.

If the set of outcomes a faculty member has in mind encompasses three credits worth of instructional time, consider breaking the credits into separate courses and sequencing them. For example, a two-credit course in the spring might serve to prepare students and serve as a prerequisite for a one-credit course scheduled as a summer course that encompasses the physical time abroad. The 1 credit course would have to start after the end of the spring term (the last day of final's week), and would have to end prior to the start of fall semester.

Summer study abroad credits do not count toward the spring tuition cap. For planning purposes, a rule of thumb is that a course can earn a maximum of one credit for every week of time abroad. One credit is 750 minutes of contact time (12.5 hours) in addition to 25 hours of study time within the semester. Remember that the workload needs to be realistic within the constraints of the timing and situation.

More information is available at the Study Abroad website: <http://ndsu-studyabroad.applicationgateway.com>, and information regarding Financial Aid is available at [www.ndsu.edu/onestop/finaid/study\\_abroad\\_aid](http://www.ndsu.edu/onestop/finaid/study_abroad_aid).

### Graduate Research Credits

Generally, one section of each type of graduate research credit is included in a term schedule, and is assigned to the department chair/head. Upon request, additional sections of 797, 797S, 798, 798S, 799, 799S, 899 will be created. If desired, submit with schedule submission.

### INSTRUCTION MODES

Each course must be tagged with an instruction mode. Distance-delivered courses should be included on the schedule submission along with instruction mode. These include IVN, which should have all sites clearly indicated.

Instruction Mode Options:

- CO** = Hybrid/ Blended Combination (hybrid courses)
- CR** = Independent Study
- FF** = Off campus face-to-face
- IA** = Online
- TC** = On campus face-to-face (traditional classroom)
- V2** = Interactive Video (IVN)
- Other** = Specify (including polycom or other distance deliveries)

### INSTRUCTOR ASSIGNMENTS

Any qualified faculty, including adjuncts and graduate teaching assistants (GTAs), may be assigned as course instructors. New instructors who do not have Campus Connection security access as faculty, must request access with approval of their department chair/head. Departments may list faculty who supervise GTAs as the sole or secondary course instructor. Instructors can only access class and grade rosters if assigned to their classes in Campus Connection.

### LOCATION CODES

Location codes are used to best categorize courses for tracking and potentially billing purposes.

Various location codes include:

- ABROAD** = Faculty Led Study Abroad
- BISMARCK** = Bismarck
- CO-OP-EDUC** = Cooperative Education
- EXCHANGE** = Study Abroad-Exchange
- FARGO** = North Dakota State University
- GPND SU** = GPIDEA NDSU Students
- GPOTHER** = GPIDEA Non-NDSU Students
- NONEXCHANG** = Study Abroad - Nonexchange
- TLA** = Teacher Leadership Academy

### PRIORITY SCHEDULING IN A.G. HILL

Specific learning spaces in A.G. Hill support active learning pedagogy. Faculty who can demonstrate understanding of the effective use of an active learning environment (by prior successful experience, training, etc.) will be scheduled with the following priorities:

1. Lower division (100 – 200) STEM courses
2. Lower division (100 – 200) courses
3. Upper division/Graduate STEM courses
4. Upper division/Graduate courses

The A.G. Hill auditorium will be scheduled with the following priorities:

1. Lower division (100 – 200) STEM courses with accompanying labs in building
2. Lower division (100 – 200) STEM courses
3. Lower division (100 – 200) courses
4. Upper division/Graduate courses

### SCHEDULE CHANGES

- The schedule is used for advising and to assign classroom space on campus; plan and review carefully. If schedule adjustments need to be made, do so **prior to** the start of registration (see dates and deadlines for registration dates). Newly approved courses may be added to the schedule upon request.
- Once the schedule is posted and registration has begun, changes in title, credit, and catalog number may only take effect for subsequent terms.
- Class day/time changes made after students have begun registering are discouraged because they disrupt the schedule building process for students.

## SUMMER TERM SCHEDULING

The Summer term is 12 weeks and begins the Tuesday following Spring commencement. It provides several session options including 4-week, 8-week, full-term, and variable sessions. These sessions have standard start and end dates that drive student registration deadlines, fee payment, and refund deadlines. Summer sessions have been established to provide flexibility in course offerings while allowing students the opportunity of attending several sections with limited conflicts. More information about scheduling courses in the summer can be found at the Office of Summer School web page: [www.ndsu.edu/provost/departments\\_and\\_college\\_information/summerschool](http://www.ndsu.edu/provost/departments_and_college_information/summerschool).

## TOPICS/SUBTITLES

Ensure Topic/Subtitle for variable topic courses (i.e., individual study) are up-to-date in the schedule of classes.

## VARIABLE CREDIT COURSES

Include in the schedule submission the number of credits for which a variable credit course is to be scheduled (individual study, seminar, etc.).

## VARIABLE LENGTH COURSES

If a course is shorter than the regular (16-week) semester, include the actual course start and end dates on the schedule submission. Academic and refund dates and deadlines will be set accordingly.

Because of scheduling and classroom constraints, limit deviations from the standard semester start and end dates.

**Total contact hours for variable length courses must be equivalent to those prescribed for standard length courses (750 minutes/lecture credit).**

A standard term is defined as one with specific start and end dates that fall within the semester. Federal financial aid regulations state that course start/end dates can extend no more than *two weeks* beyond either side of the standard term. Additionally, coursework extending beyond the term may not overlap another term, including summer term. Within summer term, there is more flexibility for variable length courses.

# Event Scheduling

## EVENT RESERVATION STIPULATIONS

Classrooms are used for class instruction, study, or other like activity. Events in general purpose classrooms must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcomed, but they must not adversely impact the classroom, its contents, or the surrounding area.

Activities that are not compatible with general purpose classrooms include amplified music, dances, dinners, parties, events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the classroom directly, or that impacts research, study, or other academic pursuits in areas adjacent to classrooms.

If an event request is submitted that has priority over a confirmed event, the confirmed event has the potential to lose its space confirmation. An alternate, similar space will be sought out for the confirmed event.

There are no “guaranteed” spaces for events. The Office of Registration and Records reserves the right to adjust or deny room confirmations. Requests are granted on a first-come, first-served basis.

## REQUESTS FOR CLASSROOM SPACE (EVENT SCHEDULING)

General purpose classroom availability can be viewed via Ad Astra ([instructions](#)). Requests for general purpose classrooms and computer labs can be made by following the instructions [online](#).

Requests are processed several times throughout the business day, Monday through Friday, 9 a.m. through 5 p.m. Weekend requests should be submitted no later than 2 p.m. on Friday to guarantee confirmation.

After an event request is approved and the room assigned, scheduling staff will send the requestor an email confirmation as official approval. This confirmation should be used to document the approved use of the room. Questions for event reservations should be directed to the Office of Registration and Records.

Faculty or staff advisors for NDSU-recognized student organizations may request classrooms for events at which they will be present. The event sponsor will be held responsible and charged for any damages or extraordinary cleanup incurred during a student group event.

The sponsor is responsible for submitting the [Facility/ Grounds Use Agreement](#) a minimum of 5 days prior to the event and for the planning and coordination of all event-related arrangements.

Facilities Use Agreement: Complete five business days in advance if any of the following exist:

- An NDSU student organization plans to hold an event/ meeting in an NDSU facility
- The event will require food service or food from an outside vendor/source
- The event will involve non-NDSU entities or persons in attendance.

Reservations do not provide event support services such as A/V equipment, extra custodial support, or security. (These items are examples of extra services that may be available, for a fee, if arranged with the appropriate departments on-campus.) The event sponsor is responsible for the planning and coordination of all event-related arrangements, through the [Special Event Set Up Request Form](#), which can be found on the Facilities Management webpage under Forms.

## EVENT RESERVATION TIMELINE

Requests can be submitted for dates in upcoming semesters(s) but will be processed according to priority and only after the following dates:

- Spring semester – October 15
- Summer term – April 1
- Fall semester – April 1

There are no exceptions to these dates for one-time events of any nature.

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled.

## GENERAL PURPOSE CLASSROOM AVAILABLE HOURS

Monday through Friday

- 8 a.m. – 10 p.m.

Saturday and Sunday:

- Classrooms are typically unlocked during normal operating hours.
  - » Specific classrooms may have a more restrictive schedule and may be locked.
- The Office of Registration and Records coordinates with University Police for after hours and weekend room access.
- In the event of a room being locked during a confirmed evening or weekend event reservation, call 701-231-8998 for assistance.

## PERMISSIBLE/NON-PERMISSIBLE GROUPS

Permitted to use classrooms:

- NDSU offices and departments
- University administration
- Recognized NDSU student groups/organizations

Not permitted to use classrooms:

- Outside groups not sponsored in any way by an organization (department, office, or student group) within the University
- NDSU student groups/organizations in violation of any of the stated policies

## ADJACENT SPACES

The Office of Registration and Records does not control usage of hallways and public space other than general purpose classrooms. Setup of desks, tables, booths, or food service in hallways or public space must be arranged in advance with Facilities Management. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

## CANCELLATIONS

The scheduling office should be notified immediately if rooms which have been booked are no longer needed, so rooms can then be allocated to other users.

## CLASSROOM AMENITIES

The [classroom information site](#) contains a wealth of information on all aspects of general purpose classrooms. The site includes a list of attributes and features specific to each room as well as a photo of each room.

## CLASSROOM TECHNOLOGY

All of the general purpose classrooms have technology and support equipment permanently installed. Use of a room **does not** include access to locked equipment. Classroom storage, equipment rooms, and keys to teaching podiums are **not** included in reservations and entry into these areas is not authorized. Teaching assistants and graduate students who have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Existing technology or systems may not be opened or modified in any way. Laptops, notebooks, or other computing devices connected to University networks in general purpose classrooms must adhere to University policies, including any security requirements.

## EVENT SPONSOR RESPONSIBILITY

The sponsoring organization or department, listed on the event request form, is the responsible party. Reservations require a designated contact person responsible for the proper conduct of the event and for returning the classroom to its original configuration. Authorization to use reserved space cannot be transferred or loaned to another organization or individual without prior written/email approval from the Office of Registration and Records.

The type of activity of the event may not be changed from that requested without prior written approval from the Office of Registration and Records. More specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

Transferring, loaning, or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use classroom facilities. Requests to change or cancel an event must be communicated to the Office of Registration and Records via [email](#).

An event/room confirmation received from the Office of Registration and Records does not include event support services for smart equipment, catering, extra custodial support, or security. (These items are examples of extra services that may be arranged through aforementioned offices.) Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the sponsoring organization to restriction of space usage privileges and/or fees assessed by Facilities Management.

## FURNITURE/ROOM DAMAGES

If there is damage to classroom furniture, chalkboards, clocks, doors, etc., report them immediately to Facilities Management at 701-231-7911. Your department or group will not be charged for the repairs, provided Facilities Management determines that the damage occurred during the normal use of the space. We appreciate your help in maintaining the classrooms and the objects within them.

## NOISE PROHIBITIONS

Any activity resulting in noise levels exceeding that of a general lecture course are asked to refrain from utilizing general purpose classrooms between the hours of 8 a.m. and 9:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. This includes student group rehearsals, auditions, or meetings involving a band/music and productions.



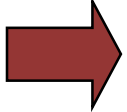
## Resources and Contacts

CONTACT	FOR INFORMATION REGARDING
<b>Office of Registration and Records</b> web - <a href="http://www.ndsu.edu/registrar">www.ndsu.edu/registrar</a> email - <a href="mailto:ndsu.registrar@ndsu.edu">ndsu.registrar@ndsu.edu</a> phone - 701-231-7981	<ul style="list-style-type: none"> <li>• Course Scheduling</li> <li>• Event Reservations</li> <li>• Campus curriculum planning dates and timeframes</li> <li>• Mid-term and final exam scheduling</li> <li>• Ad Astra and CourseLeaf CLSS questions</li> </ul>
<b>Learning Spaces Executive Committee</b> web - <a href="http://www.ndsu.edu/provost/department_and_college_information/learning_spaces">www.ndsu.edu/provost/department_and_college_information/learning_spaces</a>	<ul style="list-style-type: none"> <li>• Learning Spaces Design Manual</li> <li>• Facilities Management Design Guidelines</li> <li>• Renovation Request</li> <li>• Additional committee information</li> </ul>
<b>Facilities Management</b> web - <a href="http://www.ndsu.edu/facilities">www.ndsu.edu/facilities</a> email - <a href="mailto:ndsu.facilitiesmanagement@ndsu.edu">ndsu.facilitiesmanagement@ndsu.edu</a> phone - 701-231-7911	<ul style="list-style-type: none"> <li>• Questions on Facilities Use Agreements</li> <li>• After hour room temperature questions</li> </ul>
<b>ITS Help Desk</b> web - <a href="http://www.ndsu.edu/its/help_desk">www.ndsu.edu/its/help_desk</a> email - <a href="mailto:ndsu.helpdesk@ndsu.edu">ndsu.helpdesk@ndsu.edu</a> phone - 701-231-8685	<ul style="list-style-type: none"> <li>• Classroom Technology training/report problems</li> <li>• Computer lab questions/report problems</li> <li>• Instructional technology consultation</li> </ul>

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

# 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.scc@nds.edu](mailto:nds.scc@nds.edu) first so that a clean policy can be presented to the committees.*

## SECTION:

## 605 Student Publication

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 name of the governing body for the student funded publications has changed and we are asking that the policy reflect that change. The Board of Student Publications is now the Student Media Board.
2. This policy change was originated by (individual, office or committee/organization):
  - Kim Bruemmer on behalf of the Student Media Board, 11/23/2020
  - [Kim.bruemmer@nds.edu](mailto:Kim.bruemmer@nds.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

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.scc@nds.edu](mailto:nds.scc@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

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### SECTION 605

### STUDENT PUBLICATIONS

SOURCE: SBHE Policy Manual, Section 507

Each institution shall adopt a policy governing publication and management of student newspaper and other student media published or operated in the name of the institution or funded, in whole or in part, by student fees or other institutional funds.

The ~~Board of Student Publications~~Student Media Board at NDSU shall govern all student funded publications.

Institution policy shall include guidelines applicable to student publications and other student media. The guidelines shall:

- a. Foster and preserve the conditions necessary for a free student press;
- b. Protect the rights of student journalists;
- c. Require compliance with all applicable laws, regulations and policies, including those prohibiting discrimination in hiring or employment;
- d. To the extent permitted by law, prohibit publication or dissemination of libelous or obscene materials or materials meant to incite imminent lawless action;
- e. To the extent permitted by law, restrict advertising that is false, misleading or that promotes illegal activities; and
- f. Require appropriate disclaimers stating that the institution is not responsible for the content of student publications or broadcasts.

Institution officials or employees and student government officers, except those acting as members of the student ~~publications-media~~ board or committee consistent with applicable laws, regulations or policies, may not attempt to censure or exercise control, directly or indirectly, over the content of student publications and other student media.

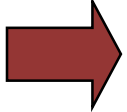
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#### HISTORY:

New	October 1997
Amended	March 1998
Amended	July 2003

# 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 [ndsucc@ndsucc.edu](mailto:ndsucc@ndsucc.edu) first so that a clean policy can be presented to the committees.*

**SECTION:** Policy Number and Name 816 Rebudgeting on Sponsored Agreements

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: remove policy 816 as it is procedural rather than policy and is available on accounting and grant & contract webpages [https://www.ndsu.edu/grants/services/grant\\_rebudgeting\\_andor\\_extensions/](https://www.ndsu.edu/grants/services/grant_rebudgeting_andor_extensions/) and <https://www.ndsu.edu/accounting/gl/deptresp/>
2. This policy change was originated by (individual, office or committee/organization):
  - Grant & Contract Accounting Ann Young 112020
  - [ann.young@ndsucc.edu](mailto:ann.young@ndsucc.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

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 [ndsucc@ndsucc.edu](mailto:ndsucc@ndsucc.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

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### ~~SECTION 816~~ ~~REBUDGETING ON SPONSORED AGREEMENTS~~

~~SOURCE: NDSU President~~

- ~~1. The Grants Management System has the capability to check for available funds at four different levels of restriction. The base level of restriction is determined by the terms and conditions of the sponsoring agency.~~
  - ~~1.1 BUDGET LINE. Each expense processed is checked against the budget for that specific line item.~~
  - ~~1.2 BUDGET CATEGORY. Each expense processed is checked against the sum of budgets within a given category. The categories are~~
    - ~~1) Personnel,~~
    - ~~2) Operating,~~
    - ~~3) Equipment, and~~
    - ~~4) Deductions and Transfers (indirect cost).~~
  - ~~1.3 TOTAL DIRECT: Each expense processed is checked against the sum of all budgets, excluding indirect cost budget, within the project to determine if sufficient funds are available.~~
  - ~~1.4 BUDGET TOTAL. Each expense processed is checked against the sum of all budgets within the project to determine if sufficient funds are available.~~
- ~~2. If a department wishes to incur an expense under a different line item, or category if Budget Category, or incur expenses over the amount budgeted for a line or category if Budget Category, an email should be submitted to Grant and Contract Accounting explaining the circumstances requiring the rebudget. Grant & Contract Accounting will review the terms and conditions of the award for the sponsoring agencies requirements. If approval is required by the sponsoring agency, Grant and Contract Accounting will forward the request to Sponsored Programs Administration. Sponsored Programs Administration will request approval from the sponsor.~~
- ~~3. If a project becomes overspent, the department is liable for covering those overages through a local/non grant fund.~~

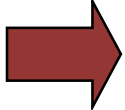
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#### HISTORY:

New	July 1990
Amended	April 1992
Amended	May 1996
Amended	August 2007
Amended	November 2008
Amended	April 28, 2016

# Policy Change Cover Sheet

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## SECTION:

**Policy Number and Name 817 Cost Corrections**

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: remove policy 817 as it is procedural rather than policy and is available on accounting webpages <https://www.ndsu.edu/accounting/gl/deptresp/> and <https://www.ndsu.edu/accounting/gl/corrections/>
2. This policy change was originated by (individual, office or committee/organization):
  - Grant & Contract Accounting Ann Young 112020
  - [ann.young@ndsuh.edu](mailto:ann.young@ndsuh.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

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

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

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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### ~~SECTION 817~~ ~~COST CORRECTIONS~~

SOURCE: ~~\_\_\_\_\_~~ NDSU President

~~1. All cost corrections involving the transfer of charges made on grant and contract funds (Funds 40000-49999) will be completed by the Office of Grant and Contract Accounting by means of a journal entry. All corrections of clerical and bookkeeping errors should be made in a timely manner. When a correction is necessary, a memo should be submitted to the Office of Grant and Contract Accounting. The memo must contain the following items:~~

- ~~A) \_\_\_\_\_ an explanation of how the error occurred;~~
- ~~B) \_\_\_\_\_ a justification of the charge being paid by the new agreement being charged;~~
- ~~C) \_\_\_\_\_ the reference number of the original payment being corrected; and~~
- ~~D) \_\_\_\_\_ the fund numbers of the fund being credited and the fund being charged.~~

~~1.1 If the correction is for salaries and wages paid to individuals, include the following information:~~

- ~~A) \_\_\_\_\_ an explanation of how the error occurred;~~
- ~~B) \_\_\_\_\_ a justification of the charge being paid by the new agreement being charged;~~
- ~~C) \_\_\_\_\_ the name of each individual being corrected;~~
- ~~D) \_\_\_\_\_ the month or months of pay and the percentage of time, if not 100%, being corrected;~~
- ~~E) \_\_\_\_\_ the fund numbers of the fund being credited and the fund being charged.~~

~~NOTE: A correction to an individual's salary must also be reflected on the individual's Personal Activity Confirmation for the month or months being corrected. The Office of Grant and Contract Accounting will return the Personal Activity Confirmation form for recertification at the time the correction is made.~~

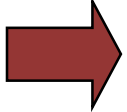
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#### HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	August 2007
Housekeeping	June 2015

# Policy Change Cover Sheet

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**SECTION:**      Policy Number and Name 801 Grant & Contract Administration – General Provisions

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: remove #5 and #6 as they are procedural rather than policy and are available on our webpage <https://www.ndsu.edu/grants/services/financialbillingsandreports/> and <https://www.ndsu.edu/grants/services/financialreporting/>
2. This policy change was originated by (individual, office or committee/organization):
  - Grant & Contract Accounting Ann Young 111820
  - [ann.young@ndsuh.edu](mailto:ann.young@ndsuh.edu)

*This portion will be completed by Heather Higgins-Dochtermann.*

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

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

Senate Coordinating Committee:

Faculty Senate:

Staff Senate:

Student Government:

President's Cabinet:

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### SECTION 801

#### GRANT AND CONTRACT ADMINISTRATION - GENERAL PROVISIONS

SOURCE: NDSU President

##### 1. PROPOSALS.

All proposals submitted to external agencies must be reviewed and approved by the responsible Department Chair, the College Dean and Sponsored Programs Administration (as a designee of the Vice President for Research and Creative Activity) PRIOR to the submission of the proposals. In cases where equipment match funds are required, the Vice President for Research and Creative Activity's (or designee's) approval is also required.

- 1.1 The completed proposal must be submitted to all parties involved in the proposal approval process. The Chair and Dean are responsible for reviewing the proposal for consistency with the department and college mission; availability and commitment of department and college support services and resources, including faculty and staff time, space and finances; and assurance that the department and college obligations as defined in the proposal will be met. Sponsored Programs Administration, as designated by the Vice President for Research and Creative Activity, acts on behalf of the President and reviews the proposal for consistency with the institutional mission and policies, public or private agency policies and regulations, and applicable federal, state and local laws and regulations. Each office may require modifications to the proposal. Proposals must meet the criteria of each review process BEFORE submission to a sponsoring agency.
- 1.2 A Proposal Transmittal Form is required for each proposal submitted for review. Proposal Transmittal Forms may be obtained from Sponsored Programs Administration.
- 1.3 Sponsored Programs Administration requires a minimum of 72 hours to process a proposal. If time is a problem, the entire proposal need not be submitted. A completed Proposal Transmittal Form, the proposal cover page, an abstract, and the budget page may be sufficient for final approval. Following final review by Sponsored Programs Administration (as a designee of the Vice President for Research and Creative Activity), the principal investigator will be called and informed of university approval or of the need for revision. Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Vice President for Research and Creative Activity and the Vice President for Finance and Administration prior to submission.

##### 2. AWARDS.

All contracts and agreements must be reviewed by Sponsored Programs Administration prior to their execution. Sponsored Programs Administration is responsible for negotiating all terms of the agreement.

3. All correspondence between the Principal Investigator and the external agency, relating to the terms of the award, shall be copied to Sponsored Programs Administration. Sponsored Programs Administration is responsible for requesting approval from the awarding agency to change any agreement terms.

4. Sponsored Programs Administration reserves the right to renegotiate or reject any proposal or agreement which has not been reviewed through the proper channels and signed by the appropriate authorized representative.
- ~~5. All financial reports required by the external agencies will be prepared by Grant and Contract Accounting. The Principal Investigator will be contacted if assistance is needed in completing the reports.~~
- ~~6. All checks relating to sponsored agreements should be sent to:~~

~~Grant and Contract Accounting  
North Dakota State University  
NDSU Dept. 3130  
PO Box 6050  
Fargo, ND 58108-6050~~

~~If a check is mistakenly sent to a department instead of Grant and Contract Accounting, the check should be delivered as soon as possible to Grant and Contract Accounting for deposit. All information received with the check should be attached. The Customer Account Services Office will not deposit a check into a grant or contract account (Funds 40000-49999) without the approval of Grant and Contract Accounting.~~

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#### HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	March 2002
Amended	August 2007
Amended	October 2009
Housekeeping	February 14, 2011
Housekeeping	March 16, 2015

## **IX. New Business**

### **2. Legislative overview on faculty interaction with legislators (discussion only item)**

This item is presented as a matter for discussion only, not an action item requiring a motion. The presentation addresses the possibilities for faculty involvement with legislative issues at the system level and through the Council of College Faculties (CCF). Faculty will be informed about how to be involved as faculty and how this differs from involvement as private citizens.