

STUDENT HANDBOOK

2006–2007



The **U**niversity of South Dakota.

Extraordinary.

TABLE OF CONTENTS

GENERAL INFORMATION.....	3	Music.....	21
Center for Academic Engagement	3	Program Council	22
Class Management and Attendance	3	Residence Hall Government	23
Freedom in Learning	3	SERVE Committees	23
IdEA Program	3	Student Government Association.....	24
Identification Card and Number	4	Student Organizations	24
Instructor Initiated Drops	4	Theatre	25
Transcripts	4	Volante	26
Withdrawal	4		
STUDENT SERVICES	4	POLICIES AND PROCEDURES.....	26
Academic Advising Center.....	4	Academic Appeals (Undergraduate)	26
Assistant Vice President for Student Services	5	Academic Integrity Philosophy	27
Career Planning Services	5	Alcohol and Drug Policy	28
Center for Teaching and Learning	6	Alleged Violations of Civil Rights Statutes.....	28
Childcare	6	Campus Media	28
Counseling and Family Therapy Center	6	Classification of Students for Tuition Purposes	28
Coyote Welcome Week	6	Communicable Disease Policy	30
Dental Hygiene Services	6	Complaints Against a Dean or Vice President	30
Financial Aid	7	Disability Services Policy on Accommodation	30
Health Clinic.....	7	Employee-Employee and Faculty-Student	
Immunization Policy	8	Consensual Relationships	31
Information Technology Services.....	8	Equal Opportunity, Non-Discrimination,	
Institute of American Indian Studies	10	Affirmative Action Policy	34
Insurance	11	Freedom of Speech.....	34
International Exchange and Study Abroad Programs	11	Human Rights Complaint Procedures	34
International Student Advising	11	Information Policy	38
Legal Aid	12	Parental Notification of Drug/	
Libraries.....	12	Alcohol Policy Violation.....	39
National Student Exchange	12	Registered Sex Offenders	39
Native American Cultural Center	12	Sexual Assault Policy	39
Native American Student Services	13	Sexual Harassment.....	40
Notary Public Service	13	Solicitation of Students	42
Psychological Services Center.....	13	Student Employment Policy	42
Public Safety	13	Student Motor Vehicle Regulations	42
Registrar's Office	13	Student Use of State Vehicles.....	43
Scholarships.....	14	Voter Registration	44
Speech and Hearing Center	14		
Student Counseling Center	14	STUDENT CODE OF CONDUCT.....	44
Student Rights and Responsibilities	14	Authority and Jurisdiction	44
Supplemental Instruction.....	14	Definitions.....	46
Temporary Student Center	15	Conduct-Rules and Regulations.....	47
TRIO Programs.....	16	Judicial Procedure	50
University Event Planning	16	Judicial Rights and Responsibilities	51
University Housing	16	Sanctions	52
Veterans' Services.....	16	Appeals	54
Western Undergraduate Exchange	16		
ACTIVITIES AND ORGANIZATIONS	17		
Art Galleries.....	17		
Athletics.....	17		
Campus Recreation	17		
Contemporary Media and Journalism	18		
Coyote Spirit Groups.....	19		
Debate/Forensics	19		
Fraternities and Sororities	19		
Honors and Honorary Organizations	20		

The information contained in this handbook is the most accurate available at the time of publication, but changes may become effective before the next handbook is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, The University reserves the right, as approved by the Board of Regents, to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

WELCOME!

Welcome to a new academic year at The University of South Dakota. For your convenience, the Division of Student Services collects the materials in this handbook that provide answers to questions every student may have during the course of the year. For example, the Student Code of Conduct is contained in the back of this book. The Code explains the policies that are in place to ensure proper student behavior and explains the standards expected within our University community. Also, the handbook contains valuable information about ways to get involved on campus. It is our hope that during the 2005-2006 year all students will participate in campus activities or join organizations. Students who are engaged in activities are typically more satisfied with their experiences and are more likely to graduate from college. It is my hope that you will seek out new opportunities, make new friends, and enjoy the academic experiences that make The University of South Dakota extraordinary!

Terisa Remelius, Ph.D.
Assistant Vice President for Student Services

The mission of The University of South Dakota Student Judicial Affairs is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students. Our purpose is to empower students, through decision-making alternatives, to help them overcome obstacles to their personal and academic growth.

The University of South Dakota is an equal education/equal employment opportunity institution, committed to providing all qualified students the opportunity to obtain a university education without regard to race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability. The University of South Dakota does not discriminate in employment, in the recruitment or admission of students, or in the operation of any program or service. Inquiries may be directed to the Director, Office of Equal Opportunity and Diversity, 108A Slagle Hall, 605-677-5651.

GENERAL INFORMATION

CLASS MANAGEMENT AND ATTENDANCE

Instructors are fully responsible for the operation, management and conduct of their classes within the limits of policy as determined by the faculty. The following policy was adopted by the University Senate on June 6, 1984, as amended on June 6, 2001:

Students are to receive, from the instructor, at the beginning of each course a written statement of course policy and requirements. These will include criteria for grading, attendance requirements, final examination date and student responsibilities related thereto, and any other special assignments, e.g., term paper or projects. The statement shall also include the office hours of the instructor which are regularly maintained during the academic term. A statement of course policy and requirements will be filed by each instructor with his/her department chair.

FREEDOM IN LEARNING

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

IDEA PROGRAM—INTERDISCIPLINARY EDUCATION & ACTION

677-5223

www.usd.edu/idea idea@usd.edu

The IdeA Program is the University's unique institutional graduation requirement for all baccalaureate degree-seeking students. Once students graduate, they will be faced with challenges and problems that require alternate points of view and different ways of thinking. Therefore, IdeA emphasizes preparing students for employment and graduate or professional school by teaching students to address real-world issues that cross disciplinary boundaries.

IdeA is an upper division requirement that can be started once a student has 48 credits. As part of IdeA, students will complete one six-credit interdisciplinary theme:

(1) Arts and Identity: Developing Cultural Competency; (2) The Ecology of Human Development; (3) Global Health; (4) Living a Life of Leadership; (5) Peace and Conflict; (6) Wealth and Justice. As part of their theme, students will see how what they learned in class applies to the outside world by completing at least 15 hours of "Action." Action can include community service-learning, creative activity, or research related to the student's theme; students can find information about this component at www.usd.edu/sao.

CENTER FOR ACADEMIC ENGAGEMENT

677-6338

www.usd.edu/engage engage@usd.edu

The Center for Academic Engagement is the central point of contact for students interested in ways to enrich their academic experience. The mission of the Center is to assist students in identifying and realizing opportunities for quality experiential learning. It facilitates connections between students, faculty, community, and experiential learning programs and is available to all students. The Center houses several programs:

- **The Student Action Office:** Supports the Action component of the IdeA Program and provides guidance and resources for students, faculty, and community.
- **Service-Learning:** Provides resources to students, faculty, and community interested in connecting coursework to community issues.
- **Undergraduate Research:** Assists students in their efforts to find and become involved in undergraduate research pursuits.
- **Nationally Competitive Scholarships:** Guides and directs students in their applications for scholarships such as the Rhodes, Truman, Fulbright, Goldwater, Jack Kent Cooke, and the like.
- **Study Abroad:** Offers information for students interested in the University's many study abroad programs.
- **National Student Exchange:** Provides information on NSE programs that allow students to exchange at over 175 campuses in the United States, U.S. territories, and Canada.
- **Experiential learning and internships:** Presents information about non-departmental academic programs available throughout the world.

IDENTIFICATION CARD AND NUMBER

677-5339

www.usd.edu/registrar registrar@usd.edu

Every student must have an accurate Social Security number (or assigned student number) before proceeding with registration. This number must be entered or verified on the USD information form. This number, unlike the student's name is unique; it controls the accuracy of the

student's records. Any inaccuracies in the Social Security number (or assigned student number) should be reported by the student to the Registrar's Office, Belbas 223.

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that therequested disclosure of their Social Security number to Registrar's Office is voluntary. The applicant or student has the right to refuse disclosure of the number or request its removal from records without penalty. If this right is exercised, only the assigned student identification number will be used for record purposes throughout the duration of the student's involvement with the university.

The Social Security or student identification number will be used: (a) to identify such records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; (b) to determine eligibility, certify school attendance, and report student status; and (c) as an identifier for grants, loans, and other financial aid programs. The student's Social Security or student identification number will not be disclosed to individuals or agencies not associated with The University of South Dakota, except as provided for in The University of South Dakota Student Records Policy (available at <http://www.usd.edu/registrar/FERPA.cfm>).

INSTRUCTOR INITIATED DROPS

The instructor of a course may drop a student for non-attendance or non-participation provided the student is in violation of the official attendance or participation policy for the course. Instructor initiated drops are at the instructor's discretion, but they must be submitted to the Registrar's Office and be approved by the dean of the college or school in which the course is offered. The student is notified by the Registrar's Office that she/he has been dropped from the course. The grade assignment procedures are in accordance with the policies for student-initiated drops. A course cannot be dropped after it has been 70% completed. This date is published for each term in the annual Schedule of Classes booklet (available at www.usd.edu/registration).

TRANSCRIPTS

677-5339

www.usd.edu/registrar registrar@usd.edu

Official transcripts must contain the seal of the university and the facsimile signature of the university registrar. Students may request an official transcript from the Registrar's Office by submitting a signed written request (available at www.usd.edu/registrar/transcripts.cfm). A fee of \$5 for the first official copy, and \$2.50 for each additional transcript requested at the same time, is payable in

advance. A transcript will not be issued if the Registrar's Office has been notified of any holds on the student's record. The student will be notified if such a hold exists.

Transcripts are normally mailed within 48 hours of receipt of request. During periods of registration, recording grades or degree clearance, additional time may be required. Students may obtain an unofficial course listing at any time via Web Advisor (www.usd.edu/webadvisor).

WITHDRAWAL FROM THE UNIVERSITY

677-8826

www.usd.edu/registrar registrar@usd.edu

All students who find it necessary to completely withdraw from the University (drop their only class or drop all their classes for the current term) need to go to Belbas 223 or call 605-677-8826. The withdrawal form and policy information is available at www.usd.edu/registrar/OnlineForms/WithdrawalApplication.pdf. Tuition and refundable fees are assessed or refunded, as appropriate, according to the date of official withdrawal, defined as the date the withdrawal form is filed with the appropriate university official.

STUDENT SERVICES

ACADEMIC ADVISING CENTER

677-5381

www.usd.edu/advising advising@usd.edu

All undeclared students are advised in the Academic Advising Center, which is located in Arts and Sciences 20. When the student has decided on a major field of study, he/she should report to the Academic Advising Center to fill out the required change of major form. An advisor from the major department will be assigned to the student. Advisors help the student with each registration. It is the responsibility of the student to consult with the advisor in preparing class schedules for each semester.

In addition, the Academic Advising Center is an excellent resource for all students who seek to improve their academic success, offering classes and individual instruction to strengthen test-taking, reading, writing and critical thinking skills. To assist students with the transition from high school to college, the Center has coordinated a First Year Experience Program. The FYE Program includes Learning Communities, New Student Orientation and Supplemental Instruction. The Center also provides focused support for students on academic probation or those requiring assistance with the regental proficiency exam.

ASSISTANT VICE PRESIDENT FOR STUDENT SERVICES

677-5331

Belbas Center 310

www.usd.edu/studenterv/dean.cfm stulife@usd.edu

Student services such as career development, TRIO, housing, student counseling, student health, student activities/organizations, Temporary Student Center, Native American Student Services, Vucurevich Children's Center, Greek life, student rights and responsibilities, university event planning, Aramark, and Barnes & Noble report to the Assistant Vice President for Student Services. Many events are planned through these offices.

CAREER PLANNING SERVICES

Students receive assistance with their career planning and placement from a variety of campus resources.

I. Career Development Center

The Burr House, 677-5307

www.usd.edu/cdc cdc@usd.edu

Open to all students (primary focus: Arts and Sciences, Business and Fine Arts students); major services include the following: career counseling, employer information, job announcements, internship contacts, on-campus interviews, job search and resume assistance, and special workshops for groups or classes. The office maintains a career resource library, a computerized career decision-making system, electronic job searching system, and instructional handouts and materials.

The center also teaches a class in Career Exploration and in Job Searching. We sponsor many workshops throughout the year on job searching and career exploration skills. The Career Development Center also recruits employers for job fairs and on campus recruiting.

II. Law School Career Service Office

Law School, 677-5393

www.usd.edu/law/alumni/career_services/career_services.cfm

lawreq@usd.edu

The Career Services Office offers job search assistance and provides career-planning resources to all students and alumni/ae of The University of South Dakota's 100-year-old School of Law. The office resources are continuously updated and expanded to assist students in their job searches. USD's Law's job postings are provided weekly to students and alumni/ae through electronic mail. The CSO participates in a jobs bulletin exchange system in which law schools from across the nation exchange their job listings with USD's Law's CSO jobs newsletter. Various other resources are also available through the

CSO, including assistance with reviewing resumes and cover letters.

On-Campus Interviews: Each fall, the Career Services Office contacts employers to arrange on-campus interviews for summer internships and permanent positions during a fall intern interview fair, usually in October. Although OCI days focus on second-year student internships, third-year students seeking permanent positions may also participate when employers indicate that they also wish to interview for permanent legal positions during the OCI Days and throughout the year. Many third-year students also compete for judicial clerkships, including positions with the Supreme Court of South Dakota which interviews at the Law School in the fall.

Equal Opportunity Policy Notice: The School of Law provides equal opportunity for the study of law and entry into the legal profession in accordance with policies of the South Dakota Board of Regents, the governing body for higher education in South Dakota; the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association, the accrediting agency for United States law schools; and the Association of American Law Schools, a nonprofit corporation that promotes improvement of the legal profession through legal education and of which the School of Law is a member. Potential employers are asked to acknowledge, in writing, their receipt of the policy and compliance with it.

Questions may be referred to Associate Dean Tom Sorensen at 677-5393 or lscareer@usd.edu.

III. Teacher Education Placement

Delzell Education Center, 677-5611

www.usd.edu/ed/edplace

The School of Education offers services primarily to students seeking employment in elementary, special and secondary education. Resources include employment information, a credential file service, and resume writing assistance. The Center publishes vacancy listing via internet at www.usd.edu/ed/edplace.

IV. School of Business Employment Services Office

Patterson 207, 677-6225

bizjobs@usd.edu

The School of Business Employment Services Office provides services to all students in preparing for a career and finding quality internships and permanent positions. They also facilitate employment between U Students and potential employers. They work in conjunction with the Career Development Center.

CENTER FOR TEACHING AND LEARNING

677-5411

www.usd.edu/ctl ctl@usd.edu

The mission of the Center for Teaching and Learning is to “develop at all career stages a diverse faculty of teacher/scholar/citizens dedicated to great teaching and mentoring.” The Center’s goals are to:

- encourage and support effective teaching;
- foster the scholarship of teaching and learning;
- cultivate an institutional climate that values and supports teaching excellence; and
- influence institutional policies to promote and reward excellent teaching and learning.

To further this mission, the Center offers a range of programming and services. Among them is to provide professional support to faculty members who desire to integrate web-based and web-supported course work in their teaching.

The Center is the administrative home of the Technology Fellowship Program—a special opportunity for South Dakota resident undergraduate students to develop professional-level skills in the design and implementation of information technology for instructional purposes. TechFellows are paired with faculty members across campus. In addition, there is a cohort assigned to the Center to assist faculty members with short-term projects. The program is designed to help students learn and apply new technology skills while assisting faculty members to use more technology in their classroom teaching. For the student, participation in this program:

- Provides a stipend equivalent to 32 credit hours of tuition and general fees for each academic year the student is enrolled in the program.
- Provides an opportunity to work closely with faculty members in the use of technology.
- Requires working 10 hours per week and attending 15 hours of Professional Development training per semester.
- Requires maintaining an electronic portfolio.
- Requires submitting a project report every two weeks

The fellowships are awarded on a competitive basis. For more information, visit the Technology Fellows webpage at www.usd.edu/techfellows.

CHILDCARE

Vucurevich Children’s Center, 677-5250

www.usd.edu/childcare/main.cfm child@usd.edu

Accessible, affordable, quality, on-campus child care. The Vucurevich Children’s Center is the university’s provider for childcare for students, faculty, and staff. Located on the northern edge of campus across from the DakotaDome, the Center accommodates 12 infants, 40 toddlers, 25 preschoolers. The VCC employs up to 50 federal workstudy students each year. Contact the center if you are interested in seeking employment opportunities.

COUNSELING AND FAMILY THERAPY CENTER

677-5250

www.usd.edu/cpe/cpe.cfm

The Counseling and Family Therapy Center is administered by the Division of Counseling and Psychology in Education. The Center’s primary purpose is to provide clinical training opportunities for counseling graduate students. A variety of counseling and mental health services are provided including individual, couple, and family counseling. Counseling services for USD students are provided at no cost. Counselors-in-training are supervised by experienced faculty members who are licensed professional counselors, marriage and family therapists, and/or licensed psychologists. Counseling staff includes doctoral and master’s students. Counseling services are free of charge to students and their families and services are available to all members of the community on a sliding scale. The center offers free parent education, career assessment, couples and family counseling, GLBT issues and concerns counseling, individual and group counseling, as well as specialty groups such as grief and loss, eating problems, and substance abuse.

COYOTE WELCOME WEEK

The Coyote Welcome Week assists new students with their transition to life at USD, and occurs for a few days just prior to the beginning of the new school year. Orientation is a follow up to the Fast Track program during which most new students registered for classes. The intention of Orientation is to provide an introduction to life at the university and to prepare students to succeed at USD by familiarizing them with academics, student organizations, recreational opportunities, special events and support services. An abbreviated Orientation Program is offered in January for new students starting classes in the spring semester.

DENTAL HYGIENE SERVICES

677-5378

www.usd.edu/med/dhyg/hours.cfm dhyg@usd.edu

The University offers dental hygiene services to all students, faculty, staff, and the public for a minimal fee. The Dental Hygiene Clinic is located on the main floor of Dakota Hall. Services offered include: prophylaxis (cleaning), oral cancer screenings, blood pressure readings, periodontal assessments, x-rays, fluoride treatments, sealants, amalgam polishing, conservative periodontal therapy, custom-fit mouthguards and nightguards, tooth desensitizing and bleaching. Nitrous oxide/oxygen sedation and local anesthesia are also available for pain and anxiety management. The Dental Hygiene Clinic is a teaching clinic and provides only limited dental services. These services do not constitute a complete dental exam. Please contact Dental Hygiene to make an appointment.

FINANCIAL AID

677-5446

www.usd.edu/finaid

The basic function of the Financial Aid Office is to assist students who may lack financial resources to support their education. USD accepts the Free Application for Federal Student Aid (FAFSA). By filing the FAFSA (Free Application for Federal Student Aid), students are applying for all Title IV aid programs—Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Perkins Loan, and Stafford Loan. Detailed information is available from the Student Financial Aid Office. Students who enroll in anything other than regular, on-campus classes must notify the Student Financial Aid Office in writing of their plans in order for financial aid to be properly credited and disbursed.

HEALTH CLINIC

Sioux Valley Vermillion Clinic

USD Student Health, 624-9111

www.usd.edu/shs crosleyl@siouxvalley.org

For appointments or business matters, call 624-9111 during office hours: Monday-Thursday, 7:30 a.m. to 6:00 p.m., Friday, 7:30 a.m. to 5:30 p.m., Saturday, 8:30 a.m. to 11:30 a.m. For emergencies after hours and holidays, call 624-2611 at Sioux Valley Vermillion Medical Center. For health information after hours, call 1-800-445-5788. All students currently enrolled and paying the General Activity Fee are eligible to use the clinic by presenting their Coyote Card. Students are financially responsible for fees associated with services received in Student Health. Co-pays for physicals and immunizations are due at time of service. Services provided outside of Student Health, such as treatment in the Emergency Room or by specialists, are also the financial responsibility of the student.

The medical records of patients seen at the SVCC are confidential. The student must sign a written release of information to provide medical information to health care professionals, insurance companies and others. Parents, spouses, or friends do not have access to the information contained in a student's medical record unless the student approves. The only exception to this policy is a life-threatening situation or a court subpoena.

The Health Clinic is a primary care facility and renders basically the same services as a personal physician's office. Hospital care is not included in the Basic Health Services, and therefore it is recommended that each student have valid health insurance.

See the Student Health website at www.usd.edu/shs for complete listing of services.

Services:

1. **Basic Care Examinations**—including urgent care for acute illnesses and injuries, and evaluation of colds, as well as laceration repair and simple fracture treatment.
2. **Basic Laboratory Services**—Labs provided to you at no charge through the Student Health contract include: Urinalysis/Micro, Automated Complete Blood Count, White Cell Count, Hemoglobin, Platelet, Glucose, Occult Blood Screen, and Rapid Strep or Strep Culture (if both strep tests performed, there is a \$5.00 charge). Some other lab tests and titers are provided at a reduced fee.
3. **Basic X-ray Services**—including chest x-rays and x-rays of extremities and reading by Clinic physicians in conjunction with your Basic Care examination. However, you could receive a separate bill for the reading of your x-ray from the radiologist and his/her organization.
4. **Patient Education**
5. **Initial Nutritional Evaluation and Treatment** and one follow-up visit.
6. **Initial Rehabilitation Service and Athletic Injury Evaluations**
7. **Allergy Injections**—allergy serum is to be provided by student and a physician order to administer serum—\$5.00 per injection co-pay payable at time of service.
8. **Injections and Immunizations**—please ask for current prices.
9. **HIV Pre-Test and Post Test Counseling**
10. **Orthopedic Supplies**—at cost. Please ask for current prices.
11. **Annual Gynecological Exam**—with \$20.00 co-pay payable at time of service.
 - There is additional cost for STD tests at reduced fees.
 - You will receive a separate bill from LCM for your Pap smear pathology test.
12. **Annual Physical**—with \$15.00 co-pay.
13. **Nursing Physical**—with \$15.00 co-pay.
14. **Student Teaching and School Physicals**—with \$25.00 co-pay.
15. **Athletic Physical**—with \$15.00 co-pay.
16. **Travel Physical**—with \$25.00 co-pay. **Travel must be affiliated with USD coursework.
17. **Pre-operative Physical**—with \$50.00 co-pay.
18. **Health Education with Sioux Valley/USD Wellness Program Classes**—including Health Assessments and Healthy Lifestyle classes (some fees may apply)
19. **STD Screening Services**—please ask for current prices.
20. **Counseling Services**—provided by the USD Counseling Center located in Julian Hall. (Telephone 677-5777).

21. **Family Planning Services**—provided by SD Department of Health Family Planning Clinic in Julian Hall (Telephone 677-5278).

Services and fees may be subject to change at the discretion of Student Health Services. Co-pays for physicals and immunizations are due at time of service or the appointment will be rescheduled.

SERVICES NOT INCLUDED UNDER STUDENT HEALTH DISCOUNT (Available at regular cost):

Listed below are some of the Non-covered charges at Student Health. If you have questions regarding what is or is not covered, please call 605-638-8279. We can file claims to health insurance on your behalf for charges not discounted under Student Health. Discount fees are not filed to insurance.

- All other lab tests not listed under covered services
- All lab tests not ordered by a provider from Sioux Valley Vermillion Clinic and USD Student Health. These are billed through Outpatient Services.
- Pap Smear (may be covered by Family Planning if appointment is made through their office)
- IV Fluids
- Radiology Services other than Plain X-ray films including:
 - Mammography
 - CT
 - Ultrasound
 - Fluoroscopy
 - MRI
 - Nuclear Imaging
 - Vascular Imaging
 - Bone Densitometry
 - Reading fees associated with the above
- All Radiology Over-Read Fees
- Emergency Room Visits/Care
- Inpatient Care
- Outpatient Care by provider other than SV-Vermillion Provider
- Referrals to Specialists, including those seen in the SVVC Outreach Clinic.
- OB Care/Delivery

IMMUNIZATION POLICY

624-9111

**www.usd.edu/shs/required_immunization.cfm
crosleyl@siouxvalley.org**

- A. All new incoming freshmen, newly admitted graduate students, transfers, and returning former students born after 1956, and who receive instruction on one of the residential campuses, must document their immune status for measles and rubella. This requirement also applies to students admitted after May 1993 who are

attending USDSU in Sioux Falls. Proof of two doses of MMR or of the presence of an immune antibody titer against rubella and rubeola (measles) shall be required. Students seeking exemption must provide appropriate documentation to USD Student Health Service. Immunization for tetanus, diphtheria, poliomyelitis, and mumps are recommended, as is a tuberculin (TB) test. This documentation may be accomplished by either a State Health Department certificate, or it may be included as a part of the institution's physical exam report.

- B. A student who fails to provide satisfactory documentation of his immune status shall not be permitted to register for or attend classes.
- C. Students who are unable to ascertain their immunization status may purchase the necessary tests and vaccination from the USD Student Health Service at their cost.
- D. In the event the South Dakota State Department of Health declares an epidemic of measles or rubella, the institution involved shall provide to the State Department of Health a list of students who have not submitted immunization documentation. Subsequent campus actions shall consider the advice and authority of the South Dakota State Department of Health. Students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.

INFORMATION TECHNOLOGY SERVICES

677-5028

www.usd.edu/its/helpdesk helpdesk@usd.edu

Information Technology Services Help Desk

The ITS Help Desk is located in Slagle Hall 18B, and provides dedicated support to all students, faculty and staff. The Help Desk is staffed with full time technicians who will gladly take time to assist you with your technology needs.

When to contact the ITS Help Desk:

- Report a virus or obtain anti-virus software
- Request Repair and diagnostics for a University-owned computer
- Report any network resources that are inaccessible
- Request Gateway Warranty Work
- Obtain answers to software questions
- Answer questions about ordering computer equipment, software, and peripherals
- Obtain assistance with problem diskettes or data CDs
- Obtain answers to other computer-related issues

Getting assistance more quickly

To ensure our ITS Help Desk staff is able to answer your questions more efficiently, please have the following information available when contacting the Help Desk.

- Reference ITS Call Ticket number whenever possible.
- Error messages
- URL or full web address of web pages effected
- Software applications effected
- Steps taken leading up to the problem
- Steps taken already to resolve the problem

Technology Support Page

Find the answers you need to the most commonly received technical questions at www.usd.edu/technology. Here you will find links to helpful web sites such as virus hoaxes & scams, equipment checkout form and the Gateway purchasing program. You will also find self help documents that will provide you with steps for signing up for your new WebAdvisor account, setting up your computer for network access, and configuring wireless connectivity. If you can't find the information you are looking for, contact the ITS Help Desk.

Symantec Anti-Virus:

Symantec Antivirus Corporate Edition software is available to all students, faculty and staff at no charge. Anyone connecting their personal computer to the U network is *required* to have Symantec Antivirus Corporate Edition installed on their computer. Before installing Symantec Antivirus Corporate Edition you will need to remove any other antivirus software that is currently installed on your computer. Be wary of using any computer not equipped with up-to-date virus protection. To obtain a copy, download the required software at this Web address: www.usd.edu/technology and select Software.

Connectivity and Campus Network Access

Personal laptop computers can be connected to the campus network and wireless network. Students can also connect their desktop computers in the residence halls. To connect your computer to the U network you must have:

- A network adapter (NIC) or wireless card
- USD's Symantec Antivirus Corporate Edition
- Your computer must be up to date with all applicable security patches
- Computer must meet minimum requirements

The U has an automated method of connecting computers to the campus network from the residence halls and through the wireless network. This process will allow you to quickly gain Internet access through the U network, while ensuring that all computers are protected by antivirus software, and have the latest security patches. Simply connect your computer through the wireless network or in the residence halls and open an internet browser. For instructions on setting up your computer for the campus network, go to www.usd.edu/technology and select Network.

Gateway Education Discounts

Gateway is offering discounts to all U students, faculty and staff on selected models. To find out more information on recommended models, or purchase a Gateway personal computer call 877-283-6969 or go online: www.usd.edu/technology and select Gateway Discounts. With the purchase of one of these models your computer will:

- Exceed minimum campus network hardware requirements
- Come with a 3 year warranty
- Have warranty service available on campus

Gateway Warranty Service provided on campus

There will be no need to send your computer off for warranty services, as the ITS Help Desk is a Gateway Authorized Service Provider. Warranty service is provided on all of the recommended models. The ITS Help Desk can only guarantee this service for recommended models, and service to other Gateway systems may be limited or unavailable. Check with the ITS Help Desk for questions about Gateway warranty services available.

Password:

Your U Password provides you with access to many network resources. Every time you connect to one of these resources, you must prove you are who you say you are. To protect your privacy and data from being compromised it is important that you choose a password that will be difficult for others to guess. Current USD password guidelines require:

- Minimum length of 6 characters;
- Must not be a word found in the dictionary;
- May not be all numbers;

To verify your U Account information and/or reset your password, go to www.usd.edu/accounts/pickup. You will be prompted to set up two security questions if you have not already done so. These questions will be used to identify you when resetting your password, so be sure to choose two questions which you can readily answer. Once you have successfully completed the process, you will receive a confirmation email.

Labs:

University students have easy access to computer labs strategically located throughout the campus providing a variety of leading-edge technologies. You will need your U account and will be required to log in during each visit. Don't forget to log out after using any public-access computer.

To find a lab that has a specific type of hardware or software or what hours labs are available go to www.usd.edu/technology and select Smart Classrooms & Labs.

U Internet Accounts

Your account will be created within 24 hours of your registration being entered into the students system. Your U Account will allow you access to the following technology resources:

- U Email
- Computer Labs
- WebCT
- Online Library Resources
- Network file space —Z: drive
- Personal Web space
- U. Network
- Access to workstation computer
- Printing in Computer labs

Once your account has been created you will obtain the account information online at www.usd.edu/accounts/pickup. Your U Internet account will remain active during your time with USD. To view the Student Account policy go to www.usd.edu/technology and select Policies.

Off-campus Access to U Computing Resources

There are two ways to access the network resources from off campus. The Remote Access Server and the Virtual Private Network (VPN). Depending on what the resources you need access to and how frequently will determine which method will work best for you. To see which option will work best for you contact the ITS Help Desk.

Appropriate Use Policy

All members of the U community who use university computing and information resources must do so responsibly, respecting the rights of other users and the integrity of application data and systems. Use of information and technology resources at the university is governed by university and South Dakota Board of Regents (SDBOR) policy, as well as state and federal statutes. The SDBOR Acceptable Use Policy applies to all use of university computing resources and defines user responsibilities. Please refer to the SDBOR Acceptable Use Policy at www.usd.edu/technology and select Policies for complete details.

Below are some basic guidelines for use of the U network.

- USD information resources must be used in compliance with Federal regulations and SDBOR policy. Illegal use is prohibited.
- Users are responsible for the protection and use of their assigned information resources, such as usernames and passwords.
- Users must respect the privacy of all other users and information resources. Avoid unnecessary excessive use of network resources.
- Users must refrain from use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.

- Users may not attach any device to IT Systems such as but not limited to switches, hubs, routers, wireless access points, web servers, email servers, network “sniffers”, keystroke monitors, network traffic capture programs or video systems.
- Users are prohibited from using, making, distributing, helping others use, make or distribute unauthorized copies of copyrighted material. This includes but is not limited to forms of copyrighted material such as printed, electronic music files, electronic pictures, software, or electronic video files.

The University of South Dakota’s information technology resources and all users and devices utilizing it are subject to U policies, regulations, and auditing. Use of the university’s information systems and the Unetwork constitutes acceptance of U policy and consent to monitoring. Unauthorized use of these systems is prohibited and may subject you to criminal prosecution and penalties.

INSTITUTE/DEPARTMENT OF AMERICAN INDIAN STUDIES

677-5209

www.usd.edu/iais iais@usd.edu

Established in 1955 by the South Dakota state legislature, the Institute of American Indian Studies develops and promotes American Indian-related projects, activities, and programs at The University of South Dakota in collaboration with the Tiospaye U. Student Council, TRIO Programs, Native American Cultural Center, Oscar Howe Memorial Association, USD Native American Recruitment & Retention Committee, Division of Student Services, and various departments across campus. With the elevation of the American Indian Studies program to departmental status, the Institute and the Department assist the University’s efforts to recruit and retain American Indian students, faculty, and staff; encourage increased levels of research relating to American Indian issues and culture; and work to strengthen relations with tribes, tribal colleges, and other American Indian organizations within the state, region, and nation. The Institute/Department is the advising center for the American Indian Studies major, double major, and minor programs. Graduate work in American Indian Studies may be arranged through the Master of Arts in Interdisciplinary Studies degree program. The Institute/Department maintains the South Dakota Oral History Center, one of the largest oral history collections of its kind in the United States. Located in the Institute/Department offices, the Oral History Center is an on- going, vital, and expanding oral history project which preserves accounts of historical occurrences plus contemporary issues. The Center’s archives contain nearly 5,500 recorded interviews in two distinct collections: the American Indian Research Project

and the South Dakota Oral History Project. The combined collections provide a comprehensive view of Indian and non-Indian history of South Dakota and the Northern Plains region. Many of the interviews were collected during the 1960s and 1970s and feature accounts from the 1860s through the late 1940s. The South Dakota Oral History Center continues to collect interviews up to the present day. The Center is open by appointment for student, faculty, and off-campus researchers; arrangements may be made by calling the phone number above. The Joseph Harper Cash Memorial Library also is located in the Institute/Department offices and contains books, photographs, films, and videos on North American history with special emphases on American Indians, the frontier, homesteading, the mining industry, and western literature. On the fourth Thursday in October, the Institute/Department hosts the Joseph Harper Cash Memorial Lecture Series, established to bring distinguished lecturers in the fields of Indian Studies, frontier, and western history to the USD campus for presentations and discussions. The Institute/Department also sponsors an annual Native American Music & Film Fest as well as visits of other Native scholars during the school year.

INSURANCE

www.usd.edu/shs

Information on student insurance is available on the following web sites: www.usd.edu/shs. For detailed questions on coverage or policy limitations, call Student Resources at 1-800-767-0700. The Student Health Services Coordinator can be contacted for general questions and claims filing issues at 605-677-9111 or www.usd.edu/shs/. For detailed questions on coverage or policy limitations, call Student Resources at 1-800-767-0700. The Student Health Services Coordinator can be contacted for general questions and claims filing issues at 605-677-9111.

I. Group Hospital Coverage

The University of South Dakota has an optional group hospital insurance plan for full- and part-time students. The plan is designed to supplement services provided by the Student Health Clinic. A brochure is available to explain the coverage for medical and surgical service and hospitalization costs. There are also coverage plans available for spouses and children. The premium is due at the time of enrollment. Students are strongly encouraged to have insurance coverage for medical expenses whether it is through the school plan or other private insurance coverage.

II. Intercollegiate Athletics Insurance

Students are required to have their own primary health and accident insurance policy before participating in intercollegiate athletics. The university provides a

supplemental insurance policy for members of athletic teams.

III. Malpractice Insurance

Because of clinical requirements, some University students need to purchase malpractice insurance. Students in clinical psychology, dental hygiene, counselor education, medical school and nursing should inquire at their respective departments for further information.

INTERNATIONAL EXCHANGE AND STUDY ABROAD PROGRAMS

677-5407

www.usd.edu/intlstudies theworld@usd.edu

For information on specific programs below, contact the listed director: The Carl Von Ossietzky University of Oldenburg, Oldenburg, Germany—Dr. Werner Kitzler; Friedrich Schiller University, Jena, Germany—Dr. Istvan Gombocz; Glamorgan University, Glamorgan, United Kingdom—Dr. Steve Bucklin; Orebro University, Orebro, Sweden—vacant; Pazmany Peter University, Budapest, Hungary—Dr. Istvan Gombocz; University of Vigo, Vigo, Spain—Dr. Jorge Machin-Lucas; Trans-Atlantic Studies Program, Maastricht, The Netherlands—Dr. Tim Schorn; Otaru University, Otaru, Japan—Dr. Greg Huckabee; Wolfsburg, Germany—Dr. Greg Huckabee.

ACCEPTANCE, RELEASE & WAIVER FORM

The University of South Dakota's ACCEPTANCE, RELEASE AND WAIVER FORM for students on USD sponsored International Exchanges, Study and Travel Programs, is intended to release the State of South Dakota, the South Dakota Board of Regents, The University of South Dakota, their officers, staff and program directors, from liability and has students assume identified risks which are outlined in the form. The form addresses issues such as personal conduct, insurance coverage, medical treatment, legal problems, travel problems, use of vehicles, responsibility during free time, miscellaneous travel risks, change or cancellation of the program, general release and waiver, and choice of law and rules of interpretation. Students on USD sponsored international exchange programs, study, and travel programs are required to sign the ACCEPTANCE, RELEASE, AND WAIVER FORM. The forms are available through international project directors or the Coordinator of International Studies.

INTERNATIONAL STUDENT ADVISING

677-5332

www.usd.edu/international_advising isa@usd.edu

The International Student Advisor (ISA) is available to assist international students with special problems and questions concerning their educational stay in the United

States. Questions relating to international student status, work permits, social security numbers, and nonimmigrant documents should be directed to the International Student Advisor. A New International Student Orientation Program is held the week before classes begin each fall and spring to help new international and foreign exchange students adjust to campus and community life. New international and exchange students who attend the university during the summer are asked to see the ISA for orientation and registration instructions. All university students who are studying on an F or J visa are requested to contact the International Student Advisor's Office upon their initial arrival to campus. The office is located at 310 Belbas in the center of campus.

LEGAL AID

624-7090

The Student Government Association (SGA) sponsors a legal aid service available to any University of South Dakota student who needs general legal service. The service is located in the Coyote Student Center. Weekly office hours will be posted in the SGA Office. All other times you may call the number listed above.

LIBRARIES

www.usd.edu/libraries.cfm

The University of South Dakota library system consists of the I. D. Weeks Library, the Christian P. Lommen Health Sciences, the McKusick Law Library and the Karl & Mary Jo Wegner Health Science Information Center in Sioux Falls. The I.D. Weeks Library and the Christian P. Lommen Health Sciences Library share a three-story library building which was expanded and remodeled in 1994. The McKusick Law Library is housed within the School of Law. The combined university libraries provide access to over 1,022,600 cataloged items. In cooperation with the South Dakota Library Network (SDLN), students have access to over 5,849,298 items that are shared among South Dakota libraries through the South Dakota Library Network's Aleph online catalog. In addition, indexed access is provided to more than 9 million articles (many of them are full text) through over 300 database subscriptions held by the four campus libraries. The Weeks and Lommen libraries provide seating for over 960 persons. Special facilities include individual study carrels for students and faculty, group study rooms, audiovisual rooms, and state-of-the-art electronic classrooms which are used to instruct students in the use of information resources. The I.D. Weeks Library offers a wide range of library instruction programs and tours. The libraries encourage students to participate in instruction activities to enhance their ability to use library resources effectively. Special services are available for disabled students, including a Kurzweill Reader, retrieval of library materials and mediated reference service.

Lommen & Weeks Libraries–Fall/Spring operating hours

Lommen, 677-5348

Weeks, 677-5371

Monday–Thursday	7:45 a.m. to Midnight
Friday	7:45 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to Midnight

McKusick Law Library–Fall/Spring operating hours 677-5259

Monday–Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 7:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	Noon to 5:00 p.m.

24 hour access to law students and staff only.

All three-campus libraries and the Wegner Center are full service facilities that offer reference assistance, instruction in the use of information resources, and facilities for group and individual study.

NATIONAL STUDENT EXCHANGE PROGRAMS

677-5218 East Hall 204

www.usd.edu/history/nse.cfm

NSE is a consortium of 175 colleges and universities in all fifty states, the US Virgin Islands, Puerto Rico, Guam, and Canada. USD Students can also access the international exchange programs of NSE schools, and USD NSE students have studied abroad in England, Ireland, Costa Rica, Spain, France, and Australia. Exchanges may be for a semester or full academic year; many schools also accept summer exchanges. Exchange students may pay either their host school tuition and fees at in-state rates or their home school tuition and fees. USD applicants must be full-time undergraduate students with a GPA of 2.5 or higher and be US citizens. Application must be made by late February to the campus coordinator for placement during the following school year. Students may also go on international exchange through NSE; see the USD NSE coordinator about the earlier application date for international exchange.

NATIVE AMERICAN CULTURAL CENTER

677-6765

www.usd.edu/trio/nac.cfm

The Native American Cultural Center (NACC) was dedicated in 1988 as the headquarters for the Native American Student organization, now called "Tiospaye U". Associated with TRIO Programs, the NACC develops a variety of cultural and academic programs in response to student needs. The NACC also delivers personal support services to assist Native students to succeed at the University of South Dakota.

NATIVE AMERICAN STUDENT SERVICES

677-5426

www.usd.edu/studenterv/nasss

The Office of Native American Student Services (NASS) specializes in meeting the cultural, social, and academic support needs of Native American students through enriching quality programs and activities.

The NASS office is designed and dedicated to provide quality academic support, exciting cultural programming and an enriching sense of community through the following programs and activities: 1) meet and greet each new student to the university through collaborating with the Native American Cultural Center welcome activities; 2) design and develop individualized plans based upon the appropriate academic support, cultural programs, and social support activities through one to one contact with each incoming freshman; 3) monitor each freshman student to identify his or her on and off campus resource needs; 4) assist freshman students by guiding them through the university academic environment. This includes assisting students to meet with their instructors, academic advisor, tutorial services, financial aid, counseling services, and meeting and interacting with the professional Native staff and the Wase Wakpa community; 5) provide an atmosphere within the Native American Cultural Center that is conducive to study, cultural programming, and socially enriching experiences. Connecting to family and community will be emphasized; 6) work closely and collaboratively with other university departments to develop a seamless continuum of services to Native American students; 7) work closely with the university administration to meet the university's Strategic Plan goals for recruiting and retaining Native American students.

NOTARY PUBLIC SERVICE

Notary service is available in the Student Financial Aid Office, Belbas Center and the USD Foundation Office, 110 N. Dakota Ave.

PSYCHOLOGICAL SERVICES CENTER

677-5354

www.usd.edu/psyc/psc/psc.cfm

The Psychological Services Center provides a variety of psychological services to university students, faculty and staff, and residents of Vermillion and the surrounding area. It also serves as a teaching, training, and research center supported by the Department of Psychology and the University. The outpatient clinic provides confidential treatment services to children, adolescents, adults, couples, and families through a variety of modalities including brief or long-term individual, marital, family and group psychotherapy. Psychological evaluation and assessment

services are also available. Other than an initial \$10 cost, no additional charge is made for full-time USD students. Charges for non-students are on a sliding fee scale according to income and ability to pay. A discount is provided to USD faculty, staff, and part-time students. The Center hours are M-F from 8:00 a.m. to 5:00 p.m. during the academic year with additional evening hours set at the beginning of the semester.

PUBLIC SAFETY

677-5342

www.usd.edu/publicsafety

The Department of Public Safety is the agency responsible for law enforcement on campus. In addition to law enforcement, the department is responsible for operating the campus heating plant, Parking and Traffic Management, and Escort Services. DPS is located in the Davidson Building, directly south of the I.D. Weeks Library, in the heart of campus. Our office is open 24 hours a day, 365 days a year.

Our staff is composed of full-time Police Officers and part-time Security staff. Full-time Police Officers are sworn in as Vermillion City Deputy Police Officers and receive the same training as other City Police Officers. Each Officer is required to attend the South Dakota Law Enforcement Academy in Pierre, SD. In addition to law enforcement, our officers respond to all medical emergencies on campus.

Crime prevention and education are high priorities of DPS. We work with all members of our community to find answers to problems and address concerns of those we serve. You may contact Public Safety at 677-5342 or visit our website at www.usd.edu/publicsafety.

REGISTRAR'S OFFICE

677-5339

www.usd.edu/registrar registrar@usd.edu

The Registrar's Office at The U maintains the University academic calendar; prepares the annual Schedule of Classes; manages classroom assignments; verifies student enrollment and degrees; maintains and monitors academic records, degree requirements for undergraduates, and degree awards; coordinates commencement ceremonies; and prepares official University transcripts and diplomas. The office maintains permanent academic records for all students enrolled in University course work, including those who enroll through the Division of Continuing Education. Information and forms concerning registration, add/drops, removal of incompletes, resident status, degree credits, graduation, and transcripts are available from this office.

Many of the services provided by the Registrar's Office are available online at www.usd.edu/registrar.

SCHOLARSHIPS

677-5446

www.usd.edu/finaid/scholarships.cfm

The University of South Dakota scholarships and federal grant aid will not exceed the cost of tuition, fees, room, board, and a fixed book allowance. All scholarship recipients are required to file a Free Application for Federal Student Aid (FAFSA) by March 1 for scholarships awarded in the fall.

Scholarships to first-time freshmen are awarded by the Office of Admissions and by a variety of departments on campus. Information regarding freshmen scholarships is available at the Office of Admissions.

Scholarships to currently enrolled students are awarded by a variety of academic departments on campus. Information is available by contacting the academic departments.

The Office of Student Financial Aid and the I.D. Weeks Library are potential resources for national scholarship information.

SPEECH AND HEARING CENTER

677-5474

www.usd.edu/dcom/shcenter.cfm dcom@usd.edu

Evaluations and therapy are available to all students and their immediate dependents with speech, language or hearing disabilities at the Speech and Hearing Center in Noteboom Hall. There is no fee for these clinical services provided to students and their immediate dependents. The Center is open weekdays, 8:00 a.m. to 5:00 p.m. To schedule an appointment, please call 677-5474 or stop by Noteboom Hall Room 104.

STUDENT COUNSELING CENTER

677-5777 or 677-5223

www.usd.edu/scc scc@usd.edu

USD SCC provides services to students in mental health, alcohol and drug, and prevention areas.

Mental Health services for students include individual and group counseling. Areas that students request services for are life skills development, relationship counseling, problem-solving, assertion, confidence, self-esteem, habit control, values clarification, stress management and relaxation. Academic skills development assists students in the areas of study skills, concentration, memory, procrastination, time management, reading, note-taking and test taking. Psychological assessment services are available.

Alcohol and Drug services offered include substance use assessment, counseling, treatment.

Prevention services include education on alcohol, drugs, tobacco, and violence as well as many other health

education topics. The center provides outreach services, classroom presentations, peer education, technical assistance, networking, and policy development with students and for students.

All services provided by the USD SCC are currently provided to students without any additional charges. Center operations are funded by student paid University Support Fees (USF) and through grants the center receives to assist student development. Services are provided by licensed and/or certified staff as well as supervised student interns. Appointments are available from 8:00 am to 5:00 p.m., with occasional evening hours.

STUDENT RIGHTS AND RESPONSIBILITIES

677-5797 and 677-5412

www.usd.edu/srr srr@usd.edu

The office of Student Rights and Responsibilities (SRR) is charged with ensuring that the individual rights of students are upheld throughout the university community, while common standards for personal behavior are evidenced by all who enjoy USD affiliation. In addition to adjudicating allegations of misconduct and administering judicial processes, the SRR Director may be sought on a confidential and impartial basis as the student ombudsman. In this capacity, the director is able to respond to student complaints and concerns, as well as to assist in generating alternatives available for resolving campus conflict.

- SRR is committed to fostering an environment in which engaged citizenship can flourish among and between students, among and between all members of the university community.
- SRR aids in cultivating a campus-wide ethic of accountability through its judicial processes and acts as a resource for empowerment through its ombudsing services.

SUPPLEMENTAL INSTRUCTION

677-5381

www.usd.edu/fye/si.cfm fye@usd.edu

The Supplemental Instruction (SI) Program provides peer-to-peer instruction for large enrollment classes. Our supplemental instruction program is modeled on a highly successful program at the University of Missouri, Kansas City, which uses students to tutor their peers in small (7–10 students) groups on a weekly basis.

In these weekly review sessions, the SI leader utilizes interactive learning techniques to assist students in integrating and comprehending course material. The SI leader is required to attend the class lectures and complete class reading assignments and is therefore able to help guide students through the material.

TEMPORARY STUDENT CENTER

677-5276

www.usd.edu/csc csc@usd.edu

The Temporary Student Center (TSC) is an integral part of the university's educational environment. The TSC sponsors programs and offers services that address the expressed needs of students, faculty, and staff. More than 7,000 people use the TSC daily for eating, meetings, informal gatherings, and co-curricular programs. Maintenance and the operations of the facilities and programs are paid for by student fees and the TSC's commercial operations. A student/faculty/community committee determines the priorities for the TSC and its programs.

Campus Dining Services

677-5899

Campus Dining Services offers a diversity of services. Some of these services include: student employment, campus-wide catering services, cash operations, as well as the Popcorn Shop and U.Brew. Meal plans will be offered at the Commons Dining Center (located in the Richardson-Olson/Beede-Mickelson residence hall complex). All undergraduates living in the university residence halls are required to purchase a Campus Dining Services meal plan. Daily Board Menus offer a variety of choices including numerous entrees, a full-salad bar featuring an assortment of salads, and a variety of desserts and beverages. Daily specials are also offered at the a la carte locations. Hours of operation will be from 7 a.m. to 7 p.m.

Students are asked to report lost or stolen meal cards immediately. Replacement of lost meal cards may be obtained in the Temporary Student Center at the Coyote Card Office. Campus Dining Services staff will make every effort to fulfill the requirements of a special diet. In such cases, a copy of the doctor's instructions for the student should be taken to the ARAMARK Office located in room 117A in the Temporary Student Center.

Campus Dining Services Committee

The Food Advisory Committee is composed of students and Campus Dining Services staff. Its purpose is to provide an outlet for student advice on menus, meal plans, serving hours, special meals, and other pertinent issues.

The Beede Bump

677-6026

Located in the Beede Lounge, the Beede Bump consists of a walk-through area where one can purchase chips, candy, sodas as well as convenience store items such as laundry soap, toothpaste and aspirin. Hours of operation are from 7 a.m. to midnight.

Speed Bump

Located in Beede/Mickelson complex. Items available include a variety of frozen sandwiches, ice cream, other

snacks, as well as convenience store items such as laundry soap, toothpaste and aspirin. Hours: Mon–Fri: 8 am–10 am and 8 pm–11 pm.

U.brew

Located in the Temporary Student Center, U.brew is the gourmet coffee shop which provides a unique place to visit with friends. U.brew is open Monday through Friday during the academic year.

Catering

677-5665

In addition to the contract meal plan, Dining Services also operates an extensive catering department specializing in food and refreshments for meetings and luncheons, private parties, banquets, and picnics. The catering department is pleased to assist with all menu and refreshment items. Services are available to the student body, faculty, staff, and community.

Coyote Cash

677-5415

This is a declining balance account. The Coyote Cash Account is accepted at all Dining Services locations, Barnes & Noble at USD, and selected off-campus merchants. Coyote Cash can also be used for laundry in Residence Halls and USD Student Health. Deposits to the Coyote Cash account can be made with cash, check or credit card.

Information Desk

677-5276

The Information Desk is open daily for information and referrals. Staff also provide the following services: check-cashing, message and intercom pages, a sign-making service, a fax machine etc.

Master Calendar

677-5464

The USD Computer Science Department maintains the Master Calendar of campus events. The purpose of the Master Calendar is to provide calendar information to the university community. Students, faculty, and staff are encouraged to post events online when possible at <http://calendar.usd.edu>.

Reservations

677-5464

All events that are held in the Temporary Student Center, Commons Dining Hall, Slagle Auditorium, Danforth Chapel, Farber Hall, and the Newman Center are scheduled through this office. Additional university conference rooms ranging in seating size from 15 to 200 are also available through this office. Information concerning the scheduling of advertising in the dining areas, audio visual services for the building, and refreshments for meetings is also available.

Student Activities Center

677-5334

The Student Activities Center provides resources and services to all recognized student organizations in addition to the Student Government Association, Program Council, Dakota Days, SERVE, Dance Marathon and Greek Life.

TRIO PROGRAMS

677-5308

www.usd.edu trio@usd.edu

The Student Support Services (SSS) Program provides advising, counseling, tutoring, study skills and career development guidance as well as some limited financial assistance to qualified Pell Grant eligible students. To qualify for the SSS program, a student must be from a low income and first generation background, or have a disability. Students must complete a program application. SSS is funded by the US Department of Education. For more information, visit the Trio website.

UNIVERSITY EVENT PLANNING

677-6029

www.usd.edu/events eventplanning@usd.edu

University Event Planning is available to help design and coordinate events that will improve university outreach initiatives consistent with the goals of The University of South Dakota. University Event Planning may assist in targeting audiences, in ensuring that efforts are not duplicated, and in scheduling meetings, camps, and conferences. This department will ensure that scheduling is coordinated with other campus events, venues, and needed professionals. In addition, this department will help other university departments gain access to resources and expertise that will promote successful events. Depending on the availability of the department and resources, the staff can provide assistance on varying levels, from advising on the timing and/or assisting with the coordination of the event.

UNIVERSITY HOUSING

677-5663

www.usd.edu/reslife housing@usd.edu

As a partner in the educational process of USD, University Housing strives to provide service to students as they pursue their individual, academic, and personal goals. University Housing is responsible for traditional housing, McFadden apartments, and Redwood and Cypress Courts. Well-trained, responsive, and supportive staff supervises all residence halls and on-campus apartments. All unmarried students who enroll in courses delivered on the main campus for six credit hours or more, and who are less than two years past their normal high school graduation date must enter into a housing agreement with the university,

unless special permission to live elsewhere is given by the university. All students are encouraged to live in the residence halls to seek the benefits of campus living.

LEARNING COMMUNITIES

Learning Communities are sort of a “match-making” process in which first-year students with similar academic interests can get together more easily.

At The U, Learning Communities of 20 students share the same residence hall space in Mickelson Hall, a block schedule of classes, and a faculty mentor who teaches a first year seminar. These communities will give students the chance to participate in academic, social, and campus experiences far beyond most freshmen.

The U has instituted learning communities to encourage students to interact with one another and faculty. We believe students who become involved in campus life will be more successful academically and happier socially.

VETERANS' SERVICES OFFICE

Belbas 223, 677-5001

www.usd.edu/vetserv vetserv@usd.edu

Veterans' Services is part of the Registrar's Office, located on the second floor of the Belbas Center. It is staffed by student workers, so office hours vary each semester. Hours of operation are posted in the Registrar's Office.

Veterans' Services certifies enrollment to the Department of Veterans Affairs for students eligible for educational benefits. Students who are new to the U. should download the appropriate forms from <http://www.usd.edu/vetserv> and return them to Veterans' Services for processing. Once submitted to the VA in St. Louis, a student's claim is processed within six to twelve weeks.

Continuing students will receive via their U. e-mail the “USD Veterans Information Sheet” after spring break each year. If signed, the U. will automatically certify enrollment for the following year. Students are strongly encouraged to utilize the “Information Sheet” to avoid delay in payments each term.

Veterans and eligible dependents of veterans are encouraged to stop by, call, or e-mail if they would like to discuss their benefits.

WESTERN UNDERGRADUATE EXCHANGE

The University of South Dakota participates in the Western Undergraduate Exchange, a program of the Western Interstate Commission for Higher Education. Through WUE, students in a number of western states may enroll in programs at two-year and four-year institutions in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North

Dakota, Oregon, Utah, Washington, and Wyoming. Resident students from these states can participate if they meet eligibility requirements. The tuition and fees for students attending USD under this program is \$283.75 per credit hour for undergraduate courses. Students who are interested in this program should contact the Office of Undergraduate Admissions, 677-5434 or 1-877-COYOTES, or the South Dakota Board of Regents, 773-3455.

ACTIVITIES AND ORGANIZATIONS

ART GALLERIES

677-5481

www.usd.edu/cfa/Art/tableofcontents.cfm

Main Gallery 103—Located in the Warren M. Lee Center for the Fine Arts, this gallery features recognized national and international artists, the work of faculty, and major USD student shows. It has an annual schedule of approximately 12 art exhibitions. Open 8 am to 5 pm on weekdays and 1 pm to 5 pm on weekends.

Gallery 110—This smaller space features monthly exhibitions of the current work of students and regional artists. Open 8 am to 5 pm on weekdays.

Oscar Howe Collection—The University collection of work by the noted Native American artist, Oscar Howe, is on exhibit in the historic Old Main. Open 1:00 to 5:00 p.m. daily or by appointment.

ATHLETICS

677-5309

<http://www.usdcoyotes.com>

The University of South Dakota Athletics Department has tremendous pride and a tradition of excellence which dates back to competition in the mid-to-late 1880s. Since that time, USD has built a 17-sport program that perennially ranks with the best in NCAA Division II. The current programs include football, men's and women's basketball, men's and women's track and field, (indoor and outdoor), men's and women's cross country, men's and women's swimming and diving, men's and women's golf, volleyball, softball, women's tennis and women's soccer.

South Dakota is a charter member of the North Central Conference Intercollegiate Athletic Conference (NCC), which is arguably the finest Division II conference in the nation (established in 1921). NCC members include South Dakota, Augustana College, Minnesota State-Mankato, Minnesota-Duluth, St. Cloud State, Nebraska-Omaha, and North Dakota.

Every year, the Athletics Department offers students the opportunity to support the Coyotes with a multitude of events in the DakotaDome. Students that present a valid ID receive free admission to Coyote Athletics events (regular season). For additional ticket information, please call USD Athletics, 605-677-5959, or go to www.usdcoyotes.com and click on Tickets. USD students, who present their student ID, also receive free access to the Dome facilities for recreational purposes. The Dome includes a state-of-the-art weight room, an eight-lane oval track, racquetball and basketball courts, training facilities and more. In the past year, USD Athletics, in conjunction with Daktronics Sports Marketing, has substantially improved the environment in and around the Dome. New scoreboards, outdoor message center, improvements in the concourse and concessions area, innovative signage, expansion and remodeling of women's locker room facilities, and more have been part of the effort to refresh the DakotaDome, which was built in 1979 and remains the state's most recognizable, versatile and fan-friendly area.

CAMPUS RECREATION

677-5324

www.usd.edu/recreation

The intramural program, which is sponsored by Campus Recreation, is designed and organized to provide an enjoyable experience and assist students in achieving a more active and wholesome life. Campus Recreation is interested in providing programs and services as diversified as the interests and skills of the people it serves. It is funded entirely with student fees.

COED

Basketball
Flag Football
Racquetball Doubles
Two on Two Basketball
Softball
Tennis
Volleyball

Fitness classes run for semester sessions. To attend—purchase a fitness pass for \$50.00 and attend the classes of your choice at any time. There are opportunities to participate in these activities:

FITNESS

Water Aerobics
Step Aerobics
Cardio Combo
Cycling
Kick Boxing
Cross Training
Yoga
Pilates

MEN & WOMEN

Badminton (singles & doubles)
Basketball 3 on 3 (leagues)
Basketball 5 on 5 (leagues)
Belly Flop Contest
Bicycle Race
Bowling
Cross Country
Dodgeball (leagues)
Field Goal Kicking
Flag Football (leagues)
Four on Four Flag Football
Free Throw Contest
One on One Basketball
Golf Tourney
Home Run Derby
Hot Shot Contest
March Madness Pool
Punt, Pass, and Kick
Racquetball (singles & doubles)
Soccer (indoors and outdoors)
Softball (leagues)
Swimming Meet
Tennis (singles & doubles)
Tennis (singles & doubles)
Three Point Shootout
Trapshoot
Volleyball (leagues)

RED CROSS

Adult, Child, Infant Classes
Adult CPR
AID Training
CGT, CPR, PR Challenges
First Aid
Child/Infant CPR
Life Guard Training
CPR/First Aid Challenges
Water Safety Instruction

The DakotaDome will be open for students to participate in leisure time activities. Most activities are held during evening hours throughout the school year. However, facilities may be used whenever no regularly scheduled activity is in progress.

Softball Complex—The USD softball complex is located east of the Dome and is available to anyone organizing softball activities. Call 677-5333 for more information.

Racquetball Courts—Facilities are available on a daily reservation basis. Call early in the morning. No advance reservations will be taken. 677-5324.

Golf—The Vermillion Bluffs Golf Course welcomes students to participate.

Swimming—The University pool, located in the DakotaDome is available on weekdays and on weekends. The hours will be posted at the beginning of each semester.

Tennis—The DakotaDome has 5 courts located just east of the DakotaDome.

Track—The indoor track is available for workouts and jogging. Hours are posted.

CONTEMPORARY MEDIA & JOURNALISM

677-5477

www.usd.edu/cmj cmj@usd.edu

The Contemporary Media & Journalism Department operates media facilities that provide students with public communication resources while serving as a real life laboratory in which they develop their professional skills and performance disciplines. Emphasis is placed on: public relations, advertising, visual communication, electronic media and journalism. The facilities are managed and operated by the students under the supervision of the contemporary media & journalism faculty and staff. It is not necessary to be a Contemporary Media & Journalism major in order to participate in these opportunities.

American Advertising Federation Chapter—Members of the USD chapter of the American Advertising Federation are involved in a variety of activities associated with the advertising industry, including internships and conference participation with the local chapter of the AAF. Student members also work with local clients in developing advertising strategies for products and services. Students will participate in field trips outside the immediate area to meet with company or ad agency representatives to learn first-hand about the inner workings of the profession.

U.imagine—U. Imagine is a student-run, full-service marketing/advertising/public relations agency. Student groups work with local, state and regional clients on promotional campaigns, fund-raising efforts, membership drives, brochure development and other similar projects. Students use the departmental computer lab for graphic production and desktop publishing with Macintosh computers, colored printers, digital cameras, a scanner and various software programs.

KAOR-FM—KAOR-FM is The University of South Dakota radio station which broadcasts on 91.1 mHz in stereo at 120 watts. KAOR serves the university, Vermillion, and the surrounding communities. It includes a transmitter, remote control system, master control room, audio production studio, and an extensive music library. Programs include an alternative music format, syndicated and locally produced programs, and broadcasting of special events. KAOR's staff is comprised of USD students from all different majors. More information about KAOR is available online at <http://www.usd.edu/kaor>.

KYOT-TV—KYOT-TV is a student run cable television station owned by The University of South Dakota and operated by the Department of Contemporary Media & Journalism. The primary purpose of KYOT is to provide a means of hands-on experience for students planning to go into the television field or related fields. This is accomplished through participation in various positions and activities involved in the administration, conception and production of television programming. A secondary purpose of KYOT is to provide a solid source of information to the students of the University and community of Vermillion. The station itself consists of a production studio, control room, nonlinear digital editing bays, and portable video and audio production equipment. KYOT promotes the learning of techniques and disciplines necessary for the enjoyment and success of broadcasting.

Public Relations Student Society of America—The USD chapter of the national Public Relations Student Society of America (PRSSA) offers students the opportunity to explore career options in public relations, network with professionals, and develop a sense of professionalism and ethics. Practical experience that will give each student an edge in the job market can be obtained through the chapter's public relations agency. Agency account groups use the departmental computer laboratory to develop newsletters, brochures, posters and other promotional materials for local and regional clients. Student members also work with local clients in developing advertising strategies for products and services. Students will participate in field trips outside the immediate area to meet with company or ad agency representatives to learn first-hand about the inner workings of the profession.

COYOTE SPIRIT GROUPS **677-5309**

The University of South Dakota spirit groups include the Coyote Cheerleading Squad and U-Dance, which both provide important contributions to the overall spirit and enthusiasm at Coyote events. The cheerleading squad lead cheers at USD football and men's and women's basketball events, while also supporting USD in other ways. U-Dance is a dance squad that performs at various athletics' events, including men's basketball games, Coyote football, and more, as well as host a high school dance team competition in the winter. Charlie Coyote, the official mascot of the university and athletic department, performs at home football and basketball games while also making appearances at other university events. For more information or to find out about tryouts for U-Dance, the Coyote Cheerleading Squad or as Charlie Coyote, contact Jeanette Hubert, USD Assistant Athletics Director, 605-677-5309.

DEBATE/FORENSICS **677-6198**

The debate and individual events program at The University of South Dakota offers students the opportunities to develop their analytical skills through parliamentary debate and their public performance skills through individual events, including oral interpretation and public address. Both beginning and experienced students may participate in debate and individual event activities. Team members may receive academic credit (one or two credit hours per semester) from the Speech Communication Department. Students generally spend 3–5 hours weekly working independently, or with the Forensics staff in preparation for 15 regional tournaments and 3 national tournaments. In addition the team participates in campus and community events. Students may apply for financial aid in the form of scholarships.

FRATERNITIES AND SORORITIES **677-5334** **www.usd.edu/greek**

Since 1903, fraternities and sororities have been an integral part of campus life. The Greek community is dedicated to creating a college environment consistent with an individual's personal, academic, social, cultural, and recreational goals. There are eight chapters of international fraternities and four international sororities at USD. The Interfraternity and Panhellenic Councils serve as the governing and programming bodies of the fraternities and sororities respectively.

Many early fraternities and sororities were founded as literary societies that were based on the principles of scholarship, leadership, and friendship. These beliefs continue today. Scholarship is stressed within each chapter as evidenced by the high degree of scholastic programming, availability of national and chapter scholarships, and the achievements of individual members and chapters.

Involvement in the Greek community provides vast opportunities for leadership roles and responsibilities, from committee members to chapter presidents. Fraternity and sorority members also are encouraged to become involved in all areas of campus life ranging from student government to intramural sports.

In addition, chapters participate in community service and philanthropic projects for many regional and national charities.

Both the Interfraternity and Panhellenic Councils hold membership recruitment activities for interested students in the fall; open recruitment continues throughout the year.

FRATERNITIES:

Beta Theta Pi
429 North Plum

Delta Tau Delta
114 North Pine

Lambda Chi Alpha
327 North Pine

Phi Delta Theta
202 East Clark

Pi Kappa Alpha
309 North Pine

Sigma Alpha Epsilon
856 Madison

Sigma Nu
221 East Main

Tau Kappa Epsilon
206 North Plum

SORORITIES:

Alpha Phi
707 East Cedar

Alpha Xi Delta
214 North Plum

Kappa Alpha Theta
725 East Clark

Pi Beta Phi
118 North Plum

HONORS AND HONORARY ORGANIZATIONS

677-5334

www.usd.edu/sac/index.cfm

For more information regarding any of the following organizations, students should contact the individual departments or the Student Activities Center. The University of South Dakota attempts to recognize excellence in a number of ways. Through these honorary organizations, the university community affirms scholastic accomplishment, leadership and service. Similarly, the university supports the efforts of our outstanding students as they compete for national and international recognition.

ACADEMIC HONORARIES

- Alpha Lambda Delta (Freshmen)
- Chi Sigma Iota (Counseling)
- Golden Key National Honor Society (Sophomore)
- Guidon Honor Society (Sophomore, leadership)
- Honors Association
- Mortar Board (Academic Achievement)
- National Society for Collegiate Scholars

- National Residence Hall Honorary
- Omicron Delta Kappa (Leadership)
- Order of Omega (Greek Leadership)
- Phi Beta Kappa
- Phi Eta Sigma
- Pi Sigma Alpha
- Psi Chi (Psychology)
- Sigma Delta Pi
- Sigma Tau Delta
- Tau Sigma National Honor Society (Transfer Students)
- University Honors Program

ALPHA LAMBDA DELTA/PHI ETA SIGMA

Alpha Lambda Delta and Phi Eta Sigma are freshmen honoraries. Any full-time freshman with a 3.5 GPA may be eligible to be initiated into these organizations.

CHI SIGMA IOTA

Chi Sigma Iota is the international honor society for students, professional counselors and counselor educators established nationally in 1985. Our mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. To be eligible for membership in USD's chapter of Chi Sigma Iota, students must have completed at least one semester of full-time graduate coursework in a counseling program, have earned a grade point average of 3.5 or better on a 4.0 system, and be recommended for membership in CSI by the chapter.

GOLDEN KEY

Golden Key National Honor Society is an honorary society for junior and senior men and women. Students must be in the top 15% of their class to be eligible for membership.

GUIDON

Guidon is an honorary organization for junior men and women. Each year, twenty to twenty-five sophomores are selected as members as a result of their demonstrated leadership, and of having a 3.5 GPA or higher.

HONORS ASSOCIATION

To enrich education, enhance opportunities, and augment the lives of students.

NATIONAL SOCIETY FOR COLLEGIATE SCHOLARS

To recognize high achievement in first and second year college students.

NATIONAL RESIDENCE HALL HONORARY

NRHH is an honorary community service and recognition group. Its members are selected from the top one percent of students living in the residence halls based on academics and leadership experience. NRHH selects

new members each semester by nomination and/or application. NRHH is recognized nationally and works to uphold a strong reputation of community service by working with the local social services agencies to sponsor meals for families in the Vermillion community. NRHH also strives to recognize those making a positive impact on the residence halls through its participation in the “Of The Month” (OTM) program. The NRHH representative is a voting member of RHGA.

OMICRON DELTA KAPPA (ODK) AND MORTAR BOARD

ODK and Mortar Board are the honorary organizations for senior men and women. Students initiated into these organizations must have shown substantial campus leadership and a 3.2 GPA. ODK inducts up to fifteen students each year. Mortar Board selects up to thirty-five students. The initiation fee for Mortar Board is \$30. Mortar Board and ODK sponsor Swingout, an annual singing competition between fraternities and sororities.

ORDER OF OMEGA

Students initiated into this organization must be members of a fraternity or sorority and meet specific academic and leadership requirements.

PHI BETA KAPPA

For more information, contact chapter officers through the College of Arts and Sciences Dean’s Office at 677-5221. This organization is the best known and most prestigious academic honorary. Students are elected to membership as juniors or seniors based on high scholastic achievement and completion of a liberal education. At the college level, this includes the study of calculus, one year of western civilization, one year of language study (Latin, Greek, French, German, Spanish, Lakota), one year sequential study of laboratory science, preferably in chemistry, physics, or biology, two courses at the 300 level of social science, in two prefixes. The chapter annually hosts the Lifo Amundsen Phi Beta Kappa Lecture.

PI SIGMA ALPHA

To stimulate productive scholarship and intelligent interest in the subject of government.

PSI CHI

Psi Chi is the National Honors Society for Psychology. Membership is open to psychology majors and minors who have completed 9 credit hours of psychology course work and are in the top 35% of their class (approximately a 3.25 GPA). The USD chapter, founded in 1967, provides students opportunities for leadership and involvement in research and community service as well as providing general preparation for a future in the field of psychology. Students who do not meet the requirements for Psi Chi may join the Psychology Club and attend all meetings and events. Contact: psichi@usd.edu

SIGMA DELTA PI

To honor academic excellence in Spanish studies and encourage understanding of Hispanic culture.

TAU SIGMA

Tau Sigma is an academic honor society designed specifically to recognize and promote the academic excellence and involvement of transfer students.

SIGMA TAU DELTA

Sigma Tau Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. One of the largest members of the Association of College Honor Societies, Sigma Tau Delta has over 600 active chapters. Our members have the opportunity to be recognized for their outstanding achievements, enrich their education, help them make career choices, and advance their careers.

UNIVERSITY HONORS PROGRAM

677-5223

The Honors Program is both a curriculum and a community. The curriculum for students who enter the Program as first semester freshmen involves the completion of a unique core curriculum that replaces the University’s general education core. Students who enter the program after their freshman year complete the general education core curriculum and two upper division Honors seminars in addition to writing a thesis. The Program is open to students in all majors. Currently enrolled students who are interested in joining should have at least a 3.25 GPA and the interest, preparation and enthusiasm necessary to complete an undergraduate thesis project.

The Honors Community is realized differently for each individual as a result of a variety of experiences and opportunities. Students who choose to live on the Honors floor fully realize the sense of community on a daily basis. Others develop community through interaction with Honors staff members, time spent in the Honors Lounge or through Honors Association events. The synergy of student and faculty energies creates unique classroom communities. Ultimately, Honors is about personal discovery and participatory, get-involved education that doesn’t stop with graduation.

MUSIC

677-5274

www.usd.edu/cfa/Music

The Department of Music includes a variety of ensembles whose membership is open to all University students. The USD Marching Coyotes, Concert Band, and the Men’s and Women’s Chorus are open to students without performance auditions. Students may audition for

membership in the Symphonic Band, Jazz Ensembles, Chamber Singers, Concert Choir, and the University Symphony Orchestra. Small ensemble performance opportunities are available in Brass Choir, Trombone Choir, Woodwind Ensembles, Percussion Ensemble, Steel Drum Band and Mallet Ensemble, Opera Workshop, and Chamber Orchestra. Participants may earn one hour of credit each semester. The Department of Music faculty provides instruction on a variety of instruments and course topics also. Credits apply to degree hours for majors outside of music.

The National Music Museum, a unit within the College of Fine Arts, includes one of the most outstanding collections of instruments in the world. This collection consists of over 10,000 musical instruments from around the world, rivaling major museums internationally. Its display areas are located in the National Music Museum, located on Clark Street at the end of Yale Street.

PROGRAM COUNCIL

677-5334

www.usd.edu/orgs/pc

The Program Council is an exciting, constantly expanding and changing organization. Membership in the Program Council provides students with opportunities to become involved in planning a complete spectrum of interesting and entertaining activities and events for USD students. The Program Council includes ten committee chairpersons, the Program Council president, business manager and committee members. The General Activity Fee helps to subsidize the numerous events which are sponsored or co-sponsored each year by the committees described below.

PROGRAM COUNCIL COMMITTEES INCLUDE:

PRESIDENT—The President, with the help of the Program Council Advisor, is responsible for training Program Council Chairs. This includes a summer retreat along with additional training throughout the year. The President is also responsible for planning and coordinating recruitment and recognition for current and prospective Program Council members, presiding over meetings, and serving as a representative on the TSC Union Advisory Board. The President is a member of the executive committee.

BUSINESS MANAGER—The Business Manager is responsible for ordering office supplies, recording and routing weekly meeting minutes, and other general office duties that are needed for the operation of the Program Council office space in the Student Activity Center. The Business Manager is a member of the executive committee.

PROMOTIONS AND PUBLICITY—The Promotions & Publicity Chair is responsible for recruiting a committee

to plan and coordinate the overall promotion efforts of the Program Council including overall responsibility for the website, Fast Track promotion materials and PC promotional poster and giveaways. The committee coordinates event promotions, special vendor sales in the Temporary Student Center, and USDefrost, the campus “hate winter week”. The Promotions & Publicity Chair is a member of the executive committee.

AFTER HOURS—The After Hours Chair is responsible for recruiting a committee to coordinate, promote and staff the Friday Night “After Hours” Program. This committee offers one large event per semester on a Friday night from 9 p.m. to 1 a.m. to combat the lack of weekend programming on campus. Activities include live entertainment, videogames, pool, grocery bingo and other various events with a concentrated effort of motivating student organizations to co-sponsor activities for mutual promotion and benefit. All After Hours programs are free of charge to USD students.

BEYOND BOOKS—The Beyond Books Chair is responsible for recruiting a committee to plan, coordinate, promote and facilitate a variety of programs that allow students to learn outside of the classroom. Most of the programs are educational in nature and are very diverse. Some of this committee’s major programs have included: Plan Your Own Wedding, the Blood Drive, Zoomobile, Self Defense and CPR. Some programs may have a nominal fee.

COYOTE COFFEE HOUSE—The Coyote Coffeehouse Chair is responsible for recruiting a committee to coordinate, promote and staff daily noon music events and several evening programs. This committee offers a variety of coffeehouse entertainment including nationally known comedians and musical groups, Monday Night Football, NCAA basketball and local performers including a student talent showcase. All coffeehouse events are free of charge.

ENTERTAINMENT—The Entertainment Chair is responsible for recruiting a committee to plan, coordinate, promote and staff at least one major concert on the USD campus each year. Some of the committee’s past concerts have included: Blessed Union of Souls, Keller Williams, the Violent Femmes, Big Head Todd and the Monsters, Howie Day, Blues Traveler and Incubus. USD students can purchase tickets at a reduced rate.

FILM—The Film Chair, along with his or her committee, is responsible for choosing, coordinating and promoting the showing of first-run films at a reduced price at the local theater, for USD students only.

NEWS AND VIEWS—The News and Views Chair is responsible for recruiting a committee to plan, promote and coordinate lectures by speakers both national and local on a multitude of political and social issues. Past speakers

include Tom Osborne, former President Gerald R. Ford, Rolling Stone embedded journalist Evan Wright, NYFD Battalion Chief Jay Jonas and holocaust survivor Nesse Godin. All News and Views programs are free of charge.

PERFORMING ARTS—The Performing Arts Chair is responsible for recruiting a committee to plan, promote and coordinate cultural programming for a wide variety of tastes. Past performances have included USD Alumni performer Matthew Mayer, Irish Ceili Trio, Irie Caribbean Jazz, World-Class Cellist Matt Haimovitz, Gajamukha (traditional Indian dance program), RENT at Sioux Falls Washington Pavilion. Most events are free of charge; programs requiring ticket purchase and travel will have a subsidized fee.

RECREATION—The Recreation Chair is responsible for recruiting a committee to plan, promote and staff a variety of programs designed to get students involved in activities, some may be competitive, outdoors or require athletic ability, others educational or simply stress-relieving games. Programs have included skydiving, canoe trips, paint ball, black light volleyball, Texas Hold-em Poker and the annual College Bowl. Although subsidized, some programs may have a fee.

RESIDENCE HALL GOVERNMENT

677-5663

**www.usd.edu/reslife/government/main.cfm
housing@usd.edu**

Each residence hall floor is a small community. Floor residents meet regularly to discuss issues of common concern and to plan floor activities. They elect floor officers who, along with the Community Advisors, provide leadership, direct the floor meetings, and act as floor representatives to the campus-wide Residence Hall Government Association.

Self-governance is an important concept in the residence halls. The residence halls are one of the only places where residents can make decisions and formulate rules regarding their living environment. Floor governments have the ability to plan programs, participate in intramural athletics, and interact in a way that develops their interpersonal, intellectual, and emotional skills. Students, regardless of academic classification, are eligible to participate as a floor leader. Interested students should contact their Community Advisor for more information.

The Residence Hall Government Association (RHGA) is the governing body for all the residence hall students. RHGA provides social, intellectual, cultural, and emotional activities for residence hall students through the Residence Hall Programming Committee (RHPC). RHGA provides input into a wide variety of policies affecting residence hall students, awards scholarships and

gives students input into facility decisions. Members of each residence hall floor comprise the membership of RHGA and its committees. The Residence Hall Improvement Committee (RHIC) provides an arena for students to give input about facility upgrades and maintenance concerns.

SERVE COMMITTEES

677-5334

www.usd.edu/orgs/serve

Students Enhancing Resources for Vermillion Enrichment is a student organization which provides a number of opportunities for students to become involved with the Vermillion community through service projects. SERVE is comprised of the SERVE president, vice president, ten committee chairs, and committee members. The General Activity Fee helps to subsidize the activities of SERVE and its committees.

SERVE committees include:

ADOPT-A-GRANDPARENT—This committee offers USD students the opportunity to develop special relationships with the residents of the Assisted Living Center and the Nursing Home in Vermillion. Through mutual caring, understanding, trust, and love, grandparents and grandchildren brighten each other's lives. The activities in which they participate include arts and crafts, live performances by local entertainers, and special theme events throughout the year. There are several small activities and one large event each month.

ADOPT-A-SCHOOL—USD students can choose from two different opportunities. The first is being paired with Vermillion School students for one-to-one tutoring and mentoring for two hours a week during the Fall and Spring semesters. The other option is being placed in a classroom to help the teacher with various activities one hour per week. USD students do not have to be education majors to participate.

BIG PAL/LITTLE PAL—These committees serve the Vermillion Public Schools. Austin involves kindergarten through second graders and Jolley involves third through fifth graders. These committees foster relationships between college students and younger students through one-on-one activities every week, and group activities every month. The get-togethers range from going to the movies to seeing live performances. The committees often plan events together.

CULTURAL CONNECTIONS—Cultural Connections is currently being redesigned for the 2006-2007 academic year. It will focus on matching USD students who are native English speakers with other USD students who are non-native English speakers. Through weekly and

monthly contact, these students will be able to learn about each others' cultures and build a meaningful friendship.

HEROES—In Heroes, USD students serve as a role models and mentors to the middle school participants. This program provides opportunities for young people to increase their leadership potential and self-esteem. The activities organized by Heroes promote cooperative service learning and occur after school approximately once a month.

INTO THE STREETS—This committee organizes one-time community service projects throughout the year for students who may not be able to make a year long commitment, but still want to positively impact the community. This committee also serves as a clearinghouse for community service/volunteer opportunities in the Vermillion and Clay County areas.

STUDENT GOVERNMENT ASSOCIATION

677-5639

www.usd.edu/orgs/sga

The Student Government Association (SGA) is the official representative body for all undergraduate and graduate students at USD, except law and medical students. The SGA office is located in the student center. The SGA president, vice president, office manager, and business manager keep regular office hours. The SGA appoints students to various university committees each year, directs student organizations funded by student fee dollars, holds hearings to determine a budget for student organizations, and directs other aspects of nonacademic student life. The SGA represents USD's students to the university community, the South Dakota Student Federation, the Board of Regents, the South Dakota State Legislature and visitors on campus. All interested or concerned students are invited to stop by the SGA office at any time.

STUDENT SENATE

The Student Senate is the legislative arm of the Student Government Association. It is comprised of twenty-one senators from the College of Arts and Sciences, the School of Education, the School of Business, the College of Fine Arts, and the Graduate School. Senators must be full-time students in good academic standing; they are elected during the spring semester for a one year term. Senators must attend Senate meetings which are held every Tuesday. They are appointed to one of three SGA standing committees, which also have regular meetings. Senators also spend two hours in the office each week.

STUDENT ORGANIZATIONS

677-5334

<http://www.usd.edu/orgs>

Club Sports

Club Baseball
Crew

Fencing Club

Lacrosse

Water Polo

Campus/Community Philanthropy

Circle K Campus

Dakotans Campus

Dance Marathon Campus

Habitat for Humanity

savVy! @ USD

SERVE (Students Enhancing Resources for Vermillion Enrichment)

UNICEF

Faith Based

Campus Crusade for Christ

Christian Medical and Dental Association (CMDA)

Christian Student Fellowship

CoffeeLoft.org

Latter-Day Saints Student Association

Luther Center

Lutheran Student Fellowship

Newman Center

WELS Lutheran Campus Ministry

Fraternities

Beta Theta Pi

Delta Tau Delta

Lambda Chi Alpha

Phi Delta Theta

Pi Kappa Alpha

Sigma Alpha Epsilon

Sigma Nu

Tau Kappa Epsilon

Greek Councils

GAMMA

Interfraternity Council

Panhellenic Council

Honor Societies

Alpha Lambda Delta

Chi Sigma Iota

Guidon Honor Society Honor

Mortar Board

National Society of Collegiate Scholars

Omicron Delta Kappa

Phi Alpha Theta

Psi-Chi Psychology Club

Sigma Tau Delta

Professional

Accounting Club

ACHE—American College of Healthcare Organizations

American Advertising Federation

Army ROTC

Beta Alpha Psi

Biology Club
 Chemistry Club
 Coalition for Addiction Students
 Pursuing Advocacy (CASPPA)
 Council for Exceptional Children
 Coyote Capital Management
 Coyote Investment Club
 Criminal Justice Club
 Delta Sigma Pi
 Entrepreneurship Team
 Financial Management Association
 Geology Club
 German Club
 History Club
 HPER Club (Health, PE and Recreation Club)
 Human Factors & Ergonomics Society (HFES) Student
 Chapter
 KAOR
 KYOT (Student-run Cable TV Station)
 Le Club de francais
 Math Club
 Midwest Press
 MIS Club
 National Association for Music Education (MENC)
 National Association for the Education of
 Young Children (NAEYC)
 National Student Speech Hearing Association (NSSLHA)
 Pi Sigma Epsilon
 Political Science League
 Pre-Dental Club
 Pre-Med Society
 Pre-Occupational Therapy
 Pre-Physical Therapy Club
 Pre-Physicians Assistant
 Public Relations Student Society of America
 School Psychology Association
 Social Work Club
 Society for Human Resource Management
 Society of Professional Journalists
 South Dakota Education Association Student Chapter
 Student American Dental Hygienists Association
 Student Media Group
 Student Nurses Association (SNA)
 Student Occupational Therapy Association
 Students in Free Enterprise (SIFE)
 Students of Public Administration
 USD Chapter of the Association for Computing Machinery

Residence Hall Living

Residence Hall Association (RHA)

Sororities

Alpha Phi
 Alpha Xi Delta
 Kappa Alpha Theta
 Pi Beta Phi

Special Interest

10% Society
 911 Truth Seekers of Vermillion
 Advocacy Coordinating Team
 Amnesty International @ USD
 Anime Revolution
 Anthropology Program Enthusiasts Society
 Anti-Genocide Coalition
 ASL Club
 Black Student Union
 Chess Club
 Chinese Student Scholar Friendship Association
 College Democrats
 College Republicans
 Community for Peace and Justice
 Dakota Days
 HELP (Health Enhancement Led by Peers)
 Honors Association
 International Students Club
 Juggling Club
 Political Economy Club
 Program Council
 Public Participation Union
 Sierra Club
 Society for Creative Anachronism
 Strollers
 Student Ambassadors
 Student Art Association
 Student Government Association
 Students of Leadership Excellence (SOLE)
 Students Publication Board
 Taiwanese Student Association
 The Volante
 Tiospaye U.
 U. Vox: Voices for Choice
 U.Frag
 USD Indian Association
 USD Self-Defense Club
 Vermillion Literary Project
 Veteran's Club
 Veterans Forum
 Wana Dance Club

Theatre & Music

Student Musicians Council Theatre & Music
 Student Theatre Cooperative

THEATRE

677-5418

www.usd.edu/cfa/Theatre theatre@usd.edu

The University Theatre, the on-campus production wing of the Department of Theatre, offers a full season of comedy, drama, and musical theatre in two theatres located in the Warren M. Lee Center for the Fine Arts. The

Wayne S. Knutson Theatre is a 470 seat proscenium stage and the Arena is a 100 seat flexible theatre space. These theatres, along with the dance studio, well-equipped scenic and costume shops and the design lab, offer outstanding opportunities for involvement and education to USD students. The program is further enriched by periodic tours, a visiting artist series, participation in the American College Theatre Festival, and a close association with the Black Hills Playhouse. Classes, auditions, and production crews are open to all USD students.

THE VOLANTE

677-5494 or 677-3114

www.volanteonline.com volante@usd.edu

Students interested in journalism and business can gain valuable experience, have fun and be paid for working at *The Volante*, USD's student-run weekly newspaper. Staff positions are open to all qualified USD students regardless of their major or career plans. What is required is curiosity, an interest in campus affairs, integrity and a strong command of the language. About 50 students work together on the news staff as reporters, photographers, graphic artists and editors. Other Volante positions offer experience in business, advertising marketing, accounting and circulation. All positions are paid and some have limited academic credit. Together, the news and business staffs publish *The Volante* every Wednesday, except during holiday weeks, final exam periods and the summer. *The Volante* offices are housed in the Al Neuharth Media Center, 555 Dakota St., a facility run by the Freedom Forum. The Freedom Forum Al Neuharth Media Center provides scholarships, an adviser to the newspaper, visiting journalists-in-residence, educational trips and an annual award that is presented to a nationally known media figure every Fall.

POLICIES & PROCEDURES

AUTHORITY

The higher education institutions under the jurisdiction of the Board of Regents have the responsibility and the authority to develop and implement policies, regulations, guidelines, and contracts that are consistent with Board of Regents' policies, and applicable state law, and that are deemed uniquely necessary and appropriate to conduct the internal management of the institution. Student representatives will be consulted in the establishment of these policies, regulations, guidelines, and contracts. A copy of all such policies, regulations, guidelines and contracts will be filed with the Executive Director of the Board of Regents.

ACADEMIC APPEALS (UNDERGRADUATE)

Policy

It is the policy of The University of South Dakota and individual members of its faculty, administration, and staff to make fair and reasonable decisions concerning each student's academic performance and progress.

Purpose

The academic appeal procedures are designed to afford all undergraduate students a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student's academic performance and progress.

Applicability

The academic appeal policy shall apply to all undergraduate academic matters relating to the evaluation of student academic performance, including grades, the administration and content of examinations, the internal control and conduct of courses, the application of course rules and policies, and absenteeism. This policy shall not apply if a student is disciplined for an act of academic dishonesty under the Code of Student Conduct. A student's act of academic dishonesty may be considered, however, in the evaluation of the student's academic performance, including grades, and that evaluation shall be subject to this policy.

Appeals arising out of courses taken through the Division of Continuing Education shall also be governed by the procedures described herein. In such cases, the formal appeal shall be filed with the dean of the school or college in which the course resides.

Academic Appeal Defined

For the purpose of the policy and the procedures that follow, an academic appeal refers to a substantial complaint of a serious nature. It is a student's claim of injury or wrong resulting from a decision, practice, or act by a member or members of the faculty, administration, or staff which is arbitrary and capricious, unjust, oppressive, discriminatory, fundamentally unfair, or exceeds the limits of academic freedom.

For any matter to give rise to an academic appeal subject to these procedures, there must be clear and convincing evidence which demonstrates either arbitrary and capricious action on the part of the individual faculty, administration, or staff member or action which is oppressive, discriminatory, fundamentally unfair, or which exceeds the limits of academic freedom. The evidence must also establish that such action was injurious.

Burden of Proof and Persuasion

The burden of proof and persuasion in all academic appeals is upon the student.

Procedures:

Informal Appeal

A student who believes that he or she has basis for an academic appeal against a member of the faculty, administration, or staff shall first attempt informally to resolve the matter through discussion with that person. If the student is unable to resolve the matter in this manner, the student shall next attempt to resolve it informally through discussion with the department chairperson or, if none, the dean of the college or school in which the complaint arises. The student shall in every case commence the informal resolution procedure within four weeks of the time of the last occurrence giving rise to the academic appeal, unless, upon request of the student and for good cause shown, the dean shall extend the period in which the appeal must be initiated.

Formal Appeal

Step One: If resolution cannot be reached through informal discussion, the student shall reduce the academic appeal to a written statement describing the specific act or acts which are the grounds for the academic appeal and shall support the written statement with all known information, relevant documents, the names of any known witnesses, and other relevant data and information, including a description of the attempts previously made to resolve the dispute informally. This statement shall be submitted to the office of the dean of the school or college in which the complaint arises. The student shall in every case commence the formal resolution procedure within six weeks of the time of the last occurrence giving rise to the academic appeal, unless an extension has been granted by the dean as delineated above.

Upon receipt of the formal appeal, the dean shall within two weeks provide a copy of the statement to all parties and appoint a committee of three faculty members, one of whom shall be nominated by the student.

The committee shall have three weeks from the time of appointment to investigate the complaint, conduct a hearing, and reach a decision on the appeal. An audio tape recording shall be made of the hearing. Both the student and the person or persons against whom the appeal is made shall have the right to speak, bring witnesses, question witnesses, and present written materials. The committee shall have the full cooperation of all in gathering information and in conducting interviews. The deliberations of the committee may be in private. The committee shall report its decision and findings in writing to the dean, with copies to the student and, as appropriate, to other involved parties.

Step Two: Within two weeks from the time of the committee's decision, either the student or the person or persons against whom the grievance has been filed may

appeal in writing to the dean of the college or school, with a copy of the appeal statement to the other party. This statement must explain why the decision of the committee is believed to be erroneous or improper. The other party shall have one week to submit a response. The dean shall have two weeks from the receipt of the response to rule on the appeal. A copy of the dean's decision shall be sent to the student and the person or persons against whom the grievance has been filed.

Step Three: Within two weeks from the time of the dean's decision, either the student or the person or persons against whom the grievance has been filed may appeal in writing to the vice president of academic affairs or the vice president's designee, with a copy of the appeal to the other party. The appeal statement should explain on what grounds the decision is believed to be improper. The only grounds considered in reviewing the appeal at this level are whether the academic appeal process was conducted in a fair and impartial manner and whether the decision was based on the evidence presented. The other party shall have one week to submit a response. The vice president or vice president's designee shall have two weeks from the receipt of the response to decide the appeal. A copy of the written decision shall be sent to the student and, as appropriate, to other involved parties.

ACADEMIC INTEGRITY PHILOSOPHY

Academic integrity is a fundamental concept underlying the educational enterprise of the university. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the university. Academic integrity encompasses the values of Honesty, Trust, Fairness, Respect, and Responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, The University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement:

We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions.

The university should:

1. Promote a well-defined philosophy of academic integrity pertaining to all members of the university community and addressing the five cardinal values of Honesty, Trust, Fairness, Respect, and Responsibility.
2. Promulgate clear procedures for dealing with transgression of the established policies protecting academic integrity. These procedures should be congruent with applicable laws, Board of Regents policy

and existing University policy, including the Code of Conduct and the Academic Appeals process, so as to protect the rights of all involved. The Colleges and Schools within the university should be allowed latitude in establishing appropriate procedures that take into account not only the values and ideals promoted by the university but also those which are congruent with expectations of acceptable conduct in professional settings. An innate feature of the university community is an emphasis on dialogue and learning; thus, consultation and mediation should be emphasized as the primary means of resolution in instances where academic integrity has been lacking. This emphasis does not preclude stringent application of appropriate university policy when necessary. Similarly, commitment to academic integrity should enhance, not stifle, honest disagreement, debate, and differences of opinion among the members of the university community.

3. Use all appropriate avenues to disseminate and underscore the core values of academic integrity at the university. Applicants, parents, enrolled students, visitors, faculty, staff, and administrators should be aware of the university's philosophy and policies on academic integrity. Commitment to academic integrity should be prominent in all actions of the constituents of the university community. All students, faculty, and staff entering the university community for the first time shall be apprised of the academic integrity policies and should agree to the philosophy that underlies them. The university should take opportunities to reinforce the academic integrity philosophy at appropriate times throughout the academic year.
4. Revisit the academic integrity philosophy and policies in a timely manner.

ALCOHOL AND DRUG POLICY

The manufacture, sale, possession and consumption of alcohol, marijuana or other controlled substances is prohibited on any property controlled by the Board of Regents and in connection with any university sponsored activity. All officially recognized university student organizations must adopt and enforce the following minimum policies.

- A. Prohibit the possession, use, or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 years and the provision of alcoholic beverages to persons under the age of 21 years.
- B. Prohibit the manufacture, possession, use or dispensing of marijuana or illegal controlled substances at organizational residence.

- C. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana or illegal controlled substances.
- D. Prohibit the informal collection from the members of residents of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances.
- E. Require that whenever consumption of alcoholic beverages is permitted at organizational functions or in the organizational residence, the function must adhere to the guidelines as published in the Regents' Policy Manual, 15.1.2 (E).
- F. Establish disciplinary policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under Board of Regents' policies, except that limited use of alcoholic beverages is permissible as set out above, and in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership including residence privileges.
- G. Require that a report be filed with the Office of Student Life each semester identifying all actions taken pursuant to the disciplinary policies required herein. Institutions may impose additional or more restrictive conditions on official recognition.

ALLEGED VIOLATIONS OF CIVIL RIGHTS STATUTES

In those instances where informal resolution has not been successful and where the appeal involved allegations or actions or motives which arguably are illegal under applicable civil rights statutes (for example, racial or religious prejudice, sexual harassment, etc.), the formal appeal shall be made to the Director of Equal Opportunity and Diversity pursuant to the Board of Regents Human Rights Complaint Procedures (Board of Regents Policy Manual Section 1:18), and applicable USD policy. In all cases, the student shall appeal as set forth herein.

CAMPUS MEDIA

The campus student media shall be free from censorship. Student management shall adhere to responsible and ethical media practices. Student editors and managers shall be assured all rights guaranteed to them by the First Amendment of the U.S. Constitution. The student newspaper, *The Volante*, is managed by students through the Student Publication Board.

CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

Credit Hour Basis of Tuition Charges

All tuition charges at the institutions of higher education under the jurisdiction of the Board of Regents will be on a

credit hour basis. (For the complete policy, refer to Board of Regents Policy 3:2, found at www.ris.sdbor.edu/policy/3-Student_Affairs/documents/3-2.pdf).

1. Classification of Students for Tuition and Fee Purposes

Students enrolling in any of the state institutions shall be classified as resident or nonresident for admission, fee, and tuition purposes by the Registrar's Office. The decision shall be based upon information furnished by the student and all other relevant information. The university is authorized to require such written documents, affidavits, verifications, or other evidence necessary to establish the residence of the student, including proof of emancipation, adoption, or appointment of a guardian. Students have the burden of establishing residency by clear and convincing evidence.

Students may appeal the original classification decision by written petition to a reviewing body appointed by the university president within thirty (30) days after registration for that semester. Students should contact the Registrar's Office to initiate this process (Belbas 223; 605-677-5339; registrar@usd.edu).

Students may further appeal the decision of the reviewing body by written request to the Executive Director of the South Dakota Board of Regents after they have remained in South Dakota continuously for twelve months.

2. Establishing Bona Fide Residency

For tuition purposes, residence means the place where a person has a permanent home, at which the person remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which the person returns at times of repose. It is the place a person has voluntarily fixed as the person's permanent habitation with an intent to remain in such place for an indefinite period. A person, at any one time, has but one residence, and a residence is not lost until another is gained.

The residence of an unemancipated person under twenty-one years of age follows that of the parents or of a legal guardian who has actual custody of the person or administers the property of the person. In the case of divorce or separation, if either parent meets the residence requirements, the person shall be considered a resident.

Students who enter the state for the predominant purpose of attending a Board institution and who are under the custody of a guardian in fact, that is, a person who has been designated in writing by the student's parents or legal guardian to serve as their attorney in fact for purposes related to the individual unemancipated student's affairs, may file a residency petition with the Board at the time of admission.

A person shall be classified as a resident student if the person has continuously resided in South Dakota for at

least twelve consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the regental system; except that unemancipated students whose parents established their residence in South Dakota for reasons not predominantly related to qualifying their children for reduced tuition, may be classified as residents notwithstanding the fact that they have not resided in South Dakota for the requisite twelve months prior to the first scheduled day of classes.

If it appears that the parents of a person properly classified as a resident student under the provisions of this section have removed their residence from South Dakota, the person shall be reclassified to the status of nonresident unless the parents have been residents for the twelve months immediately preceding such removal. However, no such reclassification is effective until the beginning of a semester next following the removal.

Physical presence in South Dakota for the predominant purpose of attending an institution of higher education controlled by the Board does not count in determining the twelve month period of residence.

Absence from South Dakota to pursue post-secondary education does not deprive a person of resident student status.

A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the regental system until the person's degree shall have been earned.

Attendance shall be deemed "continuous" if the person has been enrolled at a school or schools in the state as a full-time student since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or other such sessions beyond the normal academic year in order to render "continuous" attendance.

3. Petition for Reclassification

After twelve months continuous presence in South Dakota, students who were initially classified as nonresidents may petition for reclassification. Students who wish to begin this process should contact the Registrar's Office (Belbas 223; 605-677-5339; registrar@usd.edu).

The following factors shall be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether the person's physical presence in South Dakota is for the predominant purpose of attending an institution of higher education controlled by the Board:

1. The residence of an unemancipated student's parents or guardians;

2. The situs of the source of the student's income;
3. To whom a student pays taxes, including property taxes;
4. The state in which a student's automobile is registered;
5. The state issuing the student's driver's license;
6. Where the student is registered to vote;
7. The marriage of the student to a resident of South Dakota;
8. Ownership of property in South Dakota and outside South Dakota.
9. The residence claimed by the student on loan applications, federal income tax returns, and other documents;
10. Admission to a licensed profession in South Dakota;
11. Membership in civic, community, and other organizations in South Dakota and elsewhere; and
12. The facts and documents pertaining to the person's past and existing status as a student.

The existence of one or more of these factors does not require a finding of resident student status, nor does the nonexistence of one or more require a finding of nonresident student status. All factors shall be considered in combination, and resident student status may not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.

The fact that a person pays taxes and votes in the state does not in itself establish residence.

Retention of Residence While in Military Service

In determining residence status for tuition purposes, it is presumed that persons in military service who list South Dakota as their "home of record" and who, immediately upon release, return to South Dakota to enter college, will be classified as residents.

Changes of Classification

Change in classification from nonresident to resident shall become effective upon the next registration after the application for resident classification is approved. The application for resident classification is available in the Registrar's Office, or online at www.usd.edu/registrar/OnlineForms/ResQuestionnaire.pdf. The deadlines for submission of the residence questionnaire for each term are indicated in the annual Schedule of Classes (available online at www.usd.edu/registration).

Classification Appeal Procedure

Students may appeal the original classification decision by written petition to a reviewing body appointed by the university president within thirty (30) days after registration for that semester. Students should contact the Registrar's Office to initiate this process (Belbas 223; 605-677-57339; registrar@usd.edu).

Students may further appeal the decision of the reviewing body by written request to the Executive Director of the South Dakota Board of Regents.

COMMUNICABLE DISEASE POLICY

The University of South Dakota is committed to providing educational resources to its students, faculty, and staff regarding AIDS, positive HIV antibody or other communicable diseases.

No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission or access to services or programs. However, the university may require restriction from specific areas if such activities would jeopardize student health and safety.

Special precautions to prevent contagious diseases from spreading may be necessary. The university will observe public health reporting requirements to local and public health authorities. Medical information regarding individuals with AIDS, or antibody positive status will not be provided to any person, group, agency, insurer, etc., without the written permission from the student, provided that written permission from the student is not required for public health reporting purposes.

Safety guidelines consistent with public health recommendations will be adopted for handling blood and body fluids in the classroom setting as well as outside of the classroom.

Individuals and organizations that attempt to impose restrictions, other than those authorized by the Board of Regents, on HIV positive individuals, will be subject to disciplinary action.

COMPLAINTS AGAINST A DEAN OR VICE PRESIDENT

If a complaint is made against a dean or vice president, the formal appeal procedure shall begin at the next administrative level and continue as specified herein except that each step will be conducted at a higher administrative level.

DISABILITY SERVICES POLICY ON ACCOMMODATION

677-6389

www.usd.edu/ds cd@usd.edu

It is the policy of The University of South Dakota—in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990—to ensure that no qualified person shall be denied access to, participation in, or the benefits of any program or activity operated by the university because of a disability. Disabled persons who have met the academic and technical

standards for admission to or participation in university programs shall receive the reasonable and appropriate accommodations needed to insure equal access to educational opportunities, programs and activities in the most integrated setting appropriate. The number or proportion of persons with disabilities who may be admitted or enrolled shall not be limited solely on the basis of disability. Prior inquiries as to whether applicants for admission/registration have disabilities may not be made. Confidential post-admission inquiries regarding disabilities that may require accommodation are permissible. Reasonable accommodations will be made, as necessary, to prevent discrimination against qualified applicants or students with disabilities. Reasonable accommodations are those that do not fundamentally alter the nature of the program and can be provided without lowering academic and other essential performance standards.

To be eligible for accommodations, a student must contact and register with Disability Services as soon as possible after admittance to The U. All students are required to complete 30 credits of system general education requirements by the end of their sophomore year. Therefore, Disability Services expects students to make requests for accommodations prior to or during their first semester at The U. Following registration with Disability Services, the student is required to submit medical or other diagnostic documentation of disability and limitations. The student may also be asked to obtain additional evaluations prior to receiving requested accommodations. Each student will be responsible for making timely and appropriate disclosures and requests for accommodation, for keeping Disability Services informed about the implementation of accommodations, and for actively participating in the securing of his/her accommodations and auxiliary aids (including, when appropriate, applying for funding for specialized support services from vocational rehabilitation agencies). Delay on the part of the student in registering with Disability Services, seeking accommodations, or in meeting required conditions, may result in limiting the ability of The University to provide reasonable accommodations.

Students with Disabilities Rights

- Students have a right to expect all disability-related information to be treated confidentially.
 - Disability Services is the only office designated to review disability documentation and determine eligibility and appropriate accommodations.
- Students have a right to receive reasonable and appropriate accommodation in a timely manner from faculty and Disability Services.
- Students have a right to appeal decisions regarding services and accommodations.

Students with Disabilities Responsibilities

- Students have a responsibility to self-disclose and provide Disability Services with appropriate documentation of their disability.
- Students have a responsibility to initiate discussions with faculty concerning accommodation request.
- Students have a responsibility to initiate request for specific accommodation in a timely manner.
- Students have a responsibility to inform Disability Services if materials are needed in an alternate format as soon as possible.
- Students have a responsibility to inform faculty and Disability Services immediately when an accommodation is not being provided completely or correctly.
- Students have a responsibility to notify faculty and Disability Services when an accommodation is not being used or is no longer needed.

For additional information on services provided to students with disabilities, contact Disability Services in room 119 B of the Service Center Building or visit the Disability Services web site at www.usd.edu/ds.

EMPLOYEE-EMPLOYEE AND FACULTY-STUDENT CONSENSUAL RELATIONSHIPS (BOR POLICY 1:23)

1. Background and Purpose:

When individuals exercising power delegated by the Board make work-related or academic decisions about people with whom they have sexual relationships, their conduct may give rise to the appearance, if not the reality, of favoritism or other self-serving motive. Even the appearance of such improper motives can diminish the confidence that students and employees have in the integrity of institutional decision-making and thereby disrupt the institutional workplace or academic processes. While the state and federal constitutions generally limit the power of government to regulate intimate relationships, government may impose reasonable restrictions to assure that actions taken on behalf of the people are free from actual or apparent favoritism or other self-serving motives.

The Board already has adopted regulations that address similar concerns that arise when individuals supervise close family members, Board Policy No. 4-22, or when individuals indulge in conduct that amounts to harassment, Board Policies No. 1-17 and 1-18.

2. Definitions:

- A. Institution.** “Institution” and its cognate terms include the Board Office and all institutions governed by the Board.
- B. Employee.** “Employee” includes all persons employed by Board or the institutions under its control as administrators, faculty or Career Service staff, full-

time or part-time, in temporary or permanent positions, including students employed as teaching or research assistants, in work-study positions or otherwise.

- C. **Supervisor:** “Supervisor” includes any person, irrespective of job title or employment status, who, on behalf of an institution, oversees, directs or evaluates the work of others, including, but not limited to, officers, managers, administrators, coaches, directors, physicians, deans, principals, chairs, outreach consultants, extension personnel, advisors, clinical staff members, house parents, university residential personnel and teaching assistants, as well as faculty members in their roles as instructors, as supervisors of their staff, and as participants in decisions affecting the careers of other faculty members. For purposes of this policy, administrators holding appointments with line responsibilities for policy development and staff supervision at or above the level of a deanship are deemed to be supervisors of all persons employed in the institutional units under their control.
- D. **Supervise:** “Supervise,” and its cognates, refer to all situations in which an employee or a faculty member, as defined under this policy, oversees, directs or evaluates the work or academic performance of employees or students. It also encompasses all settings in which employees, as part of their assigned duties, provide confidential advice, counseling or treatment to students, or in which residential staff, as part of their assigned duties, direct or counsel residential students.
- E. **Institutional chief executive officer.** “Institutional chief executive officer” includes the Executive Director, the Presidents and the Superintendents. Where the institutional chief executive officer is involved in a reportable consensual relationship, that person will report the matter to the Executive Director, who will then take such actions as may be required or permitted under the policy. If an Executive Director is involved in a reportable consensual relationship, that person will make the required disclosure to the President of the Board, who will then take such actions as may be required or permitted under the policy. An institutional chief executive officer may delegate to a subordinate the responsibility to conduct such preliminary investigations and inquiries and to assemble such documentation as may be required to carry out the requirements of this policy, but the institutional chief executive officer may not delegate the authority to make decisions assigned to such officers under the policy.

F. **Faculty.** “Faculty” includes all persons charged with academic instruction, research or service, including all ranks recognized as faculty, teaching assistants, academic advisors, coaches, outreach consultants and others who have a role in educating, supervising, or advising students as part of the academic courses or programs of the Board and its various institutions, whether or not these involve credit-bearing coursework. Where the different rules apply in the university or special schools setting, the policy employs the phrases, “university faculty members” or “special school faculty members,” as appropriate. Employees who, as part of their assigned duties, provide confidential advice, counseling or treatment to students, and residential staff, who as part of their assigned duties, direct or counsel residential students, will be subject to the same duties and restrictions that govern faculty members.

G. **Student.** “Student” includes all persons enrolled full-time or part-time in any academic course or program of Board and its various institutions, whether or not these involve credit-bearing coursework, as well as children served by the outreach programs of the special schools.

H. **Consensual relationship.** “Consensual relationship” is a current sexual relationship willingly undertaken and sustained by the persons involved, but not to the relationship between persons who are married to one another. **Note:** Board Policies No. 1:17, 1:18 and 4:22, addressing sexual harassment, discrimination and nepotism, may govern conduct or circumstances not addressed by this policy, including, specifically, supervision of spouses.

I. **Academic supervision,** “Academic supervision” encompasses all relationships in which university faculty members exercise supervisory power over students. “Academic supervision” includes, but is not limited to, teaching, formal mentoring, supervision of research, and employment of a student as a research or teaching assistant; and exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student.

3. Policy Regarding Employee-Employee Consensual Relationships:

A. **Except as provided in paragraph D of this section,** no supervisor may engage in a consensual relationship with any supervised employee.

B. In the event that an individual is offered a position that will require supervision of a person with whom the supervisor has a consensual relationship, the prospective supervisor must disclose the relationship to the institutional chief executive officer. Employees

who apply for supervisory positions must disclose at the time that they submit their applications any current consensual relationships with persons who would be under their supervision if the employees were to be selected for the post.

- C. Where a prospective supervisor reports a consensual relationship, the institutional chief executive officer will withdraw the offer of the supervisory position, unless the consensual relationship substantially predates the supervisory relationship, or unless the prospective supervisor terminates the relationship prior to assuming supervisory duties.
- D. If a prospective supervisor reports a consensual relationship that substantially predates the supervisory relationship, the institutional chief executive officer may authorize an exception to this policy. In such cases, supervisory duties will be reassigned in accordance with the nepotism policy stated in Board Policy No. 4:22.
 - 1. The institutional chief executive officer will notify the Executive Director each time that authorization to continue a consensual relationship is granted under this section.
- E. **Engaging in a consensual relationship prohibited under this policy**, failure to make disclosures when required by this policy, or failure to abide by assurances given to the institutional chief executive, will result in termination of employment.
- F. Employees should be aware that entering into such a relationship with a supervisor creates the potential for risk to both persons. In particular, such a relationship will limit that supervisor's ability to direct work or promote that employee's career.

4. Policy Regarding Faculty-Student

Consensual Relationships:

- A. No faculty member or employee at the special schools may enter into a consensual, **romantic or dating** relationship with a student enrolled at the special school or receiving services from the special school.
- B. University faculty members may not have consensual relationships with any students under their academic supervision.
- C. Students and university faculty members alike should be aware that entering into a consensual relationship will limit the university faculty members' ability to teach and mentor, direct work, employ, and promote the career of students involved with them in a consensual relationship.
- D. If a student with whom a university faculty member has a consensual relationship attempts to enroll in a class that the university faculty member is scheduled to deliver, or otherwise to come under any form of academic supervision by the university faculty member, the university faculty member will disclose

the consensual relationship to the institutional chief executive officer. The institutional chief executive officer may reassign the university faculty member's supervisory responsibilities if that can be done without compromising the integrity of the academic program. Otherwise, the university faculty member must terminate the consensual relationship or the employment of the university faculty member must be terminated.

- E. Engaging in a consensual relationship prohibited under this policy or, for faculty or other employees of the special schools, engaging in a romantic or dating relationship with a student, failure to make disclosures when required by this policy, or failure to abide by assurances given to the institutional chief executive, will result in termination of employment.
- F. The institutional chief executive officer may authorize exceptions to this policy upon satisfactory documentation that the relationship substantially predates the supervisory relationship and is analogous to marriage. In such cases, the duties for academic supervision will be reassigned in accordance with the nepotism policy stated in Board Policy No. 4:22, provided that grades shall be assigned by another faculty member in consultation with the faculty member of record.
 - 1. The institutional chief executive officer will notify the Executive Director each time that authorization to continue a consensual relationship is granted under this section.

5. Enforcement.

- A. Alleged violations of this policy will be subject to the investigation and discipline.
 - 1. Investigations conducted by the institutional chief executive officer for purposes of determining what action may be taken in response to a report required under this policy are not disciplinary investigations.
 - 2. Persons who are asked to cooperate with institutional chief executive officers are subject to the obligations and entitled to the protections extended those who cooperate with investigations into alleged violations of this policy.
- B. Allegations that the policy has been violated may be filed with the institutional chief executive officer or with the institutional Title IX/EEO coordinator.
- C. The Title IX/EEO coordinator, or such other individual designated by the institution, will investigate the circumstances to determine whether it appears it is more likely true than not true that an employee or faculty member engaged in conduct prohibited by this policy or failed to provide notice of a relationship when required to do so under this policy.

- D. The person conducting the investigation will submit the report to the institutional chief executive officer.
- E. The institutional chief executive officer, or that person's designee, may attempt to arrange an informal resolution to secure compliance with the policy, or, at that person's sole discretion, will initiate disciplinary proceedings against the persons involved in the consensual relationship.
- F. Any disciplinary proceedings will be initiated using such procedures as are established elsewhere in Board policy, or where relevant to employees under any collective bargaining agreement in force at the time of the discipline, depending upon the employment or student status of the affected individual.
- G. Persons who report violations of this policy or who provide evidence to investigators or at hearings involving such alleged violations will not be subject to harassment, interference, intimidation or retaliation.
- H. All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX/EEO coordinator and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having violated this policy will be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules and other academic or employment obligations.
- I. Reasonable effort will be made to maintain the confidentiality of the persons who assist the investigation of alleged violations of this policy. Nevertheless, such individuals must understand that it may become necessary to disclose their identities, either directly or indirectly, in the course of investigation. Where formal disciplinary proceedings are instituted, the party alleged to have violated the policy will be given the names of any witnesses whose testimony will be used to support the alleged violation, together with the substance of the statements made by the witnesses.
- J. Initiation of an investigation or discipline under this policy will not preclude, delay or preempt an investigatory or disciplinary proceeding under any other Board policy, collective bargaining agreement or Career Service Act regulation.
- K. Investigation or disciplines initiated under this policy may be combined with related investigations or disciplinary actions initiated under other policies, agreements or rules, but, where such matters have been combined, questions of proof must be resolved separately.

SOURCE: BOR, May 2003.

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AFFIRMATIVE ACTION POLICY (BOR POLICY 1:19)

A. Equal Opportunity

The institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability.

B. Non-Discrimination, Civil Rights and Affirmative Action

The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

C. Responsibilities of Chief Executive Officers

The chief executive officers of the respective institutions shall be responsible for assuring that the Board's equal opportunity policies are communicated effectively to members of the institutional community and the public at large. The means for such communication may include seminars and other forms of public service or instructional programming and shall include notices to be posted or otherwise incorporated into institutional promotional materials. Such notices should clearly identify persons who are responsible for the implementation of equal opportunity policies and should advise readers or listeners of how they might contact the responsible institutional officials to obtain further information or to express their concerns about implementation of institutional policies.

FREEDOM OF SPEECH

The institution shall ensure the rights of free speech and expression and will encourage the timely and rational discussion of topics whereby the ethical and intellectual development of the student body and general welfare of the public may be promoted. In all circumstances regarding free speech, the University reserves the right to regulate the time, place and manner.

HUMAN RIGHTS COMPLAINT PROCEDURES

1. Purpose of Regulations (BOR Policy 1:18)

The South Dakota Board of Regents has a legal obligation to enforce federal, state and local laws and regulations prohibiting discrimination in employment, in the delivery

of educational services, and in the other activities carried on under its authority. Inherent in its function as constitutional governing board for publicly funded higher education is the duty to assure all individuals in its employ or attending institutions under its jurisdiction equal access to the employment and educational opportunities it controls. The South Dakota Board of Regents recognizes that discrimination based on archaic and overboard assumptions about the relative needs and capacities of certain categories of persons forces individuals to labor under stereotypical notions that often bear no relationship to their actual abilities. It thereby both deprives persons of their individual dignity and denies society of the benefits of wide participation in political, economic, educational and cultural life. These human rights complaint procedures have been adopted to afford individuals a means to protect the rights guaranteed to them under federal, state and local laws and regulations and to vindicate the deprivation of personal dignity that accompanies denials of equal opportunity.

2. Scope of Regulations

This procedure applies to complaints alleging discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability.

3. Discrimination

Discrimination includes all violations of rights guaranteed under federal, state or local anti-discrimination laws and regulations. Also, discrimination includes any allegation that, because of a person's race, color, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services or with respect to the participation in the activities of officially recognized organizations. Harassment complaints brought under section 3.4 of the Board of Regents Policy Manual (Student Conduct, Disciplinary Sanctions, Due Process, and Judicial Process, see pgs. 28–35) shall also constitute discrimination complaints within the meaning of these regulations, notwithstanding the fact that they may not otherwise be encompassed hereunder.

4. Proof of Discrimination

Except as otherwise provided under federal, state and local law, proof of discrimination under these regulations shall conform to the federal standards employed to prove disparate treatment. These regulations shall neither eliminate nor restrict express exceptions to antidiscrimination laws and regulations provided under federal, state or local law, nor shall they prohibit conduct, action or policies based upon such legitimate nondiscriminatory reasons as are recognized under federal anti-discrimination law.

5. Complaints

Complaints include all allegations or reports that a person, persons or organization subject to this policy has discriminated against a person protected under this policy.

- A. All organizations recognized by an institution are subject to this policy, except insofar as the application of the policy would impermissibly invade the members' freedom of intimate association or freedom of expressive association.
1. Challenges to the applicability of these regulations shall be referred to an administrative officer designated by the institutional chief executive officer as provided in number (13) A below. Questions about the applicability of this chapter to organizations shall be resolved pursuant to the provisions of number 13 and following.
 2. If an organization challenges the application of these policies to it or to its activities, resolution of the challenge must address the following issues:
 - a. Will application of the regulations serve a compelling state interest?
 - i. The board has determined that it has a compelling interest in applying these regulations to individuals and organizations whose activities affect the ability of others to participate in and to enjoy the benefits of institutional employment, educational services or the activities of officially recognized organizations, so this issue may ordinarily be resolved through reference to numbers 1 and 2 above.
 - b. Application of the regulations is unrelated to the suppression of ideas.
 - i. This issue requires a factual inquiry into the purpose of applying the regulations to particular organizations. An institution may not apply the regulations in order to suppress a particular point of view. The mere dissemination of ideas, however offensive to good taste and common decency such ideas may be, does not afford grounds for regulation.
 - c. Can the state's compelling interest be achieved through means significantly less restrictive of associational freedoms?
 - i. This issue requires a two step analysis. First, it must be determined whether application of the regulations would infringe associational rights of organization members. If so, a determination must be made whether some less intrusive measures might suffice to protect the Board's compelling interests.
 - (a) The following principles shall be used to determine whether application of the

Board's policies to an organization might invade the association rights of organization members.

- (1) Freedom of intimate association refers to those relationships that presuppose deep attachments and commitments to the necessarily few other individuals with whom one shares not only a special community of thoughts, experiences and beliefs, but also distinctively personal aspects of one's life. Factors that suggest that freedom of intimate association is implicated include.
 - (a) the relative smallness of the organization;
 - (b) a high degree of selectivity in choosing and maintaining members of the organization;
 - (c) the personal nature of the organization's purpose; and
 - (d) the exclusion of nonmembers from the central activities of the organization.
- (2) Freedom of expressive association is implicated where an organization is created for specific expressive purposes and the organization shall be significantly inhibited in advocating its desired viewpoints if it cannot restrict its membership based on race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability.

6. Complainants

Complainants are persons who have allegedly been subjected to discrimination.

7. Non-retaliation

Persons who bring complaints of discrimination and persons who assist in the investigation and disposition of such complaints shall not be subject to harassment, interference, intimidation or retaliation.

8. Duty to cooperate

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action shall be required to cooperate with the Title IX/EEO coordinator and other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in discriminatory conduct shall be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustment shall be made to work schedules, classroom schedules and other academic or employment obligations.

9. Confidentiality

Reasonable effort shall be made to maintain the confidentiality of the complaints. Complainants and

witnesses must understand that it may become necessary to disclose their identities, either directly or indirectly, in the course of investigation. Where formal disciplinary proceedings are instituted, the party alleged to have engaged in discriminatory conduct shall be given the names of the complaining party and the witnesses whose testimony shall be used to support the complaint, together with the substance of their allegations. The formal proceedings themselves need not be open to the public.

10. Timing Requirements

The following provisions address the timing requirements contained in this regulation; different definitions and requirements may apply to the grievance and disciplinary procedures that have been incorporated herein. Deadlines stipulated for action may be relaxed where, in the judgement of the Title IX/EEO coordinator or other administrative officer having responsibility for the complaint, this will help to achieve the purposes of the regulations. Deadlines may also be extended upon the mutual agreement of the parties. Deadlines shall be extended if necessary to accommodate holidays and vacation periods that form part of the academic calendar or days on which an institution is closed for weather or other emergency purposes. Working days are those on which the Board office is open for business.

11. Initiation of Complaint

- A. Persons who believe that they have been subjected to discrimination may bring complaints under these procedures by contacting the Title IX/EEO coordinator. Collective bargaining agents may also initiate complaints hereunder, but only where they would have standing to do so under state or federal law. Collective bargaining agents will not be entitled to exercise procedural rights granted to complainants.
- B. A person who believes that he or she has been the victim of discrimination may also lodge a complaint with any administrator or, in the case of a student, with any faculty member. Complaints lodged with such individuals shall be referred to the Title IX/EEO coordinator for investigation. This provision shall not be interpreted to require individuals to refer to the Title IX/EEO coordinator accusations addressed to them directly by aggrieved persons.
- C. Third party reports of discrimination and conduct observed directly that may be discriminatory should be investigated as provided in Section 11(D) below.
- D. All inquiries, allegations, reports or complaints relating to discriminatory conduct shall be forwarded to the Title IX/EEO coordinator for response or investigation. The Title IX/EEO coordinator shall have the responsibility to advise the individual or group of the procedures for investigating and taking action upon the complaint. The Title IX/EEO coordinator shall also advise the complainant of any counseling or support

groups that are available for persons who feel that they have been subjected to discriminatory conduct. Having provided this information to the complainant, the Title IX/EEO coordinator shall record the factual basis for the complaint.

- E. If the complaint is referred to the Title IX/EEO coordinator by another administrator or faculty member, the Title IX/EEO coordinator shall contact the complainant within five working days to provide information about procedures and resources and to record an initial statement of the factual basis for complaint.
- F. Upon obtaining a statement of the factual basis of the complaint, the Title IX/EEO coordinator shall initiate an investigation of the complaint to determine whether there is a reasonable basis to believe that the complainant was subjected to discrimination. The investigation shall be completed within twenty working days.

12. Procedure Where Title IX/EEO Coordinator Determines

- A. That There is Not Reasonable Basis to Proceed If the Title IX/EEO coordinator determines that there is not a reasonable basis for believing that the complainant has been subjected to discrimination, the Title IX/EEO coordinator shall explain the investigatory findings and conclusions to the complainant and shall offer to meet with the complainant and the person alleged to have engaged in discriminatory conduct to discuss the circumstances that gave rise to the complaint and measures to avoid future misunderstandings.
- B. If the complainant believes that the Title IX/ EEO coordinator erred in concluding that the complaint did not have a reasonable basis, the complainant may petition the institutional chief executive officer for a review of that determination. The petition must be received with fifteen working days after the complainant has been notified that the Title IX/EEO coordinator has determined that there is no reasonable basis to believe that the complainant was subjected to discrimination. The institutional chief executive officer, either personally or through a delegate, shall review the investigation file to determine whether the findings and conclusions of the Title IX/EEO coordinator are based upon substantial evidence.

13. Procedure Where Title IX/EEO Coordinator Determines

- A. That There is Reasonable Basis to Proceed If the Title IX/EEO coordinator concludes that there is a reasonable basis for the complaint, the Title IX/EEO coordinator shall notify the vice president or comparable chief administrative officer having supervisory responsibility over the person or persons

alleged to have engaged in discriminatory conduct. The Title IX/EEO coordinator shall turn over copies of all investigatory materials to that administrative officer. Thereupon, that administrative officer shall assume primary responsibility for the matter. If the complaint is lodged against officially recognized organizations or against members of such organizations who are not otherwise affiliated with the institution, the institutional chief executive officer shall designate a person to carry out the responsibilities established hereunder.

- B. The administrative officer may attempt an informal resolution of the dispute. If such a resolution is effected, the terms of the resolution shall be reduced to writing and signed by the complainant. The university shall document the administration of any agreed upon discipline or remedial action through such means as are appropriate and customary under the relevant disciplinary procedures or are in keeping with other relevant administrative practices. Copies of the signed document shall be preserved in the complaint file and as otherwise necessary to give effect to the terms of the resolution.
- C. If the administrative officer elects not to attempt an informal resolution, the officer shall initiate disciplinary proceedings against the person alleged to have engaged in discriminatory conduct.
- D. The administrative officer shall institute disciplinary proceedings within fifteen working days from the time that the file has been submitted to the officer, unless an informal resolution has been effected or unless the complainant and the person alleged to have engaged in discriminatory conduct have agreed in writing to extend the time allowed to attempt an informal resolution.
- E. The disciplinary procedures followed shall be those designated for persons in the employee or student classification to which the person or persons alleged to have engaged in discriminatory conduct belong. Faculty members shall be subjected to discipline consistent with the COHE contract or the Regents Policy Manual depending upon their unit or on-unit status. CSA employees shall be subject to discipline under CSA regulations. Exempt staff shall be subject to discipline under exempt regulations. Students shall be subject to discipline under the institutional student disciplinary code. If no disciplinary procedures otherwise exist, the institutional chief executive officer shall appoint a hearing examiner to conduct a hearing to determine the facts and to recommend to the institutional chief executive officer what disposition should be made of the matter.

14. Procedures for Discipline for Those Who are Found to Have Discriminated Against Others

- A. Discipline of persons found to have discriminated against others shall be determined and carried out in accordance with the relevant disciplinary procedures.

15. Disciplinary Action

- A. If the discriminatory conduct is admitted or, as a result of the disciplinary proceedings, proven, the administrative officer who initiated the disciplinary procedures shall determine what disciplinary action, if any, shall be taken to remedy the effects of the discriminatory conduct. In selecting a discipline, the administrative officer shall consider (1) the extent to which the party charged exercised undue influence over the complainant by virtue of the office and authority entrusted to the party charged or otherwise, (2) the gravity of the offense established and (3) the likelihood that the discipline selected shall be effective to avoid a recurrence of the conduct.
- B. Once the administrative office has selected a proposed discipline, the party charged will be notified of the proposed discipline at such time and in such a manner as provided under the applicable grievance procedures. The complainant will be notified of the proposed discipline at the same time. The discipline shall not become finalized if the complainant petitions the institutional chief executive officer for a review.
- C. If the complainant is dissatisfied with the discipline selected, the complainant may petition the institutional chief executive officer for a review within five working days after the complainant has been notified of the proposed discipline. The institutional chief executive officer, either personally or through a delegate, shall review the investigation files, hearing record and finding, and other documents relating to the matter to determine whether a discipline provided is commensurate with the gravity of the offense established, considering the relation to the parties, and whether it may reasonably be thought to assure that the conduct will not recur. The determination of the institutional chief executive officer shall not be subject to further review.

16. Complainant's Right to Appeal From a Finding That Discrimination Has Not Been Proven

- A. If as a result of the disciplinary hearing the party charged is found not to have engaged in discriminatory conduct, or the proof of such charges has been found to be inadequate, the complainant shall be entitled to appeal that determination to the institutional chief executive officer.
- B. Before adopting a finding that the party charged has not engaged in discriminatory conduct, the complainant shall be notified of the proposed finding. The party charged will be notified of the proposed finding at the

same time. The proposed finding shall not become finalized if the complainant petitions the institutional chief executive officer for a review. The complainant shall be allowed five working days in which to submit such a petition.

- C. Such petitions shall be taken pursuant to and shall be governed by the grievance procedures designated for persons in the employee or student classification to which the complainant belongs. Where such procedures require hearings to establish the factual basis for a discipline, and where the proposed findings that the party charged had not engaged in discriminatory conduct were themselves reached following a factfinding hearing, the hearing records developed during the initial hearing process shall be deemed to provide an adequate factual basis for review of the grievance. If the initial proceedings were resolved at the campus level, and if the procedures that govern complainant's grievance provide for a hearing before a Board appointed hearing examiner, the matter shall be heard de novo to the extent permitted under the governing procedures.
- D. If the review provided under section 15 of the policy results in a finding that the complainant was subjected to discriminatory conduct, the findings of fact and conclusions of law reached through that process will provide the basis for discipline of the party charged. The petition permitted under section 15 (C) should be lodged either with the institutional chief executive officer or with the Executive Director, depending upon the stage at which the grievance was determined.

17. Preservation of Records

All records and writings developed in the course of the formal disciplinary hearings shall be preserved in the complaint file and in other records as required under related grievance policies.

INFORMATION POLICY

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to a hearing if the request to correct an alleged inaccuracy is denied; 4) the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent; and 5) the right to file a complaint with the U.S. Department of Education concerning alleged failures by

The University of South Dakota or any of its schools or colleges to comply with the requirements of FERPA. The complete student records policy of The University of South Dakota is available online at www.usd.edu/registrar/FERPA.cfm.

Directory Information

The University of South Dakota has designated the following items as “directory information”: student name, address, telephone number, email address, hometown, major field of study, past and present participation in officially recognized activities, enrollment status (undergraduate or graduate, full- or part-time), class, dates of attendance, degree(s) conferred (including dates), honors and awards received (but not scholarships), most recent school(s) attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photograph.

Confidentiality Request

The University of South Dakota and any of the colleges or schools of The University of South Dakota may disclose any items of directory information without prior written consent, unless notified by the student in writing to the contrary by the 10th day of classes of the first semester in which the student is enrolled, or by the 10th day of classes of any subsequent fall semester during which the student is enrolled. Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated. A request form to prevent disclosure of directory information is available in the Office of the Registrar or at www.usd.edu/registrar/FERPA.cfm.

PARENTAL NOTIFICATION OF DRUG/ALCOHOL POLICY VIOLATION

Recent changes in the Family Educational Rights and Privacy Act (FERPA) permit colleges and universities to inform parents of drug and alcohol policy violations committed by students. The University of South Dakota (USD) understands parents are partners in responding to issues of substance abuse. Thus, it is the policy of USD to notify parents (or guardians) of students who are less than 21 years of age, and not emancipated, of violation of drug and alcohol policies under the following circumstances.

1. Parental notification may occur when it is determined the student has committed a second violation of the South Dakota Board of Regents (BOR) Alcohol/Drug Policy, which has resulted in an imposition of disciplinary probation or a greater sanction, and the violation was (a) committed while on property owned or controlled by USD or any other BOR institution; or (b) committed during travel sponsored by a department, college, or recognized student organization of USD or any other BOR institution; or

(c) committed while attending an event sponsored by a USD department, college, or recognized student organization or that of any other BOR institution;

2. Violation of the Board of Regents Alcohol/Drug Policy by the student while enrolled at another institution under the control of the BOR shall be considered a violation under this policy.
3. The Assistant Vice President of Student Services/Dean of Students will determine, in each instance, whether parental notification will be made. In the event the Assistant Vice President determines that parental notification is appropriate, notification of a parent or guardian shall be made in writing and mailed to the parent or guardian at the address shown on the USD records. Students whose parents are being notified of the results of a judicial process will be given a template of the letter that will be sent, and they will receive information regarding the appeals process.
4. Records of parental notification under this policy will be maintained in the office of the Assistant Vice President of Student Services/Dean of Students, or at such other place as he/she may designate from time to time.
5. In addition to the foregoing, it is the policy of USD to provide parental notification of drug or alcohol violation or misuse without prior notice to the student in circumstances where action has been or will be taken to protect the safety of the student or other individuals.

REGISTERED SEX OFFENDERS

Registered sex offenders can be identified by contacting the local law enforcement officials in our host municipality. If you would like information regarding registered sex offenders who are actively enrolled or employed at The University of South Dakota, contact the Clay County Sheriff’s Office at 677-7100. They will advise you regarding the information you may obtain and their guidelines for obtaining the information or the information can be accessed at www.claysheriff.org.

Not all sex offenders who may be attending or employed at The U reside in Vermillion or Clay County. Be sure to indicate to the local law enforcement agency you contact that you are either a current or prospective student or employee at The U and that you want to review the listing for this institution. The law enforcement personnel will respond by directing you to the correct information.

SEXUAL ASSAULT POLICY

The University of South Dakota is concerned with the personal safety of students, faculty, and staff, as well as aiding a person’s ability to be responsible for his or her own safety. This mission is carried out by providing awareness of and educational opportunities about sexual assault,

including rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Several departments assist in this programming, including USD Department of Public Safety, University Housing, USD Greek Life and the Student Counseling Center.

I. SCOPE OF POLICY

The policies regarding sexual assault cover any student or employee who commits a sexual act against another university student, faculty, or staff member, occurring on university property or at a university sponsored event. A sexual act committed against another person with or without consent may be classified as a felony or misdemeanor violation of South Dakota Codified Law. Felonies must be reported to law enforcement by any person having knowledge, which is not bound by legal privilege, of the felony.

II. PROCEDURES IN THE EVENT AN ASSAULT OCCURS

- A. As soon after the alleged assault occurs contact with appropriate officials should take place. The Department of Public Safety is the primary contact. University Housing staff should be notified if the assault is related to University Housing facilities. Immediate responses will assist victims and bystanders with emotional and safety concerns.
- B. This policy is intended to provide the maximum encouragement for reporting and prosecuting sexual assault and sexual contact while balancing the victim's rights within the well intended desire to prosecute. Trained advocates can appropriately persuade a person who has been victimized to receive services that are in their best interest and can include medical, legal, emotional, and other environmental services.
- C. On-campus counseling services are available to the victim's of sexual assault and contact. The victim also has an opportunity to receive assistance in changing academic and living situations after an assault occurs, if these changes are requested by the victim and are reasonably available.

III. JUDICIAL AND LEGAL ACTION

The victim has the right to report the assault to university officials and to local law enforcement. University personnel will assist the student in notifying these authorities. While the university encourages students to assist in prosecuting any sexual assault case to the fullest extent of the law, students who have been sexually assaulted need to maintain control over how they wish to proceed legally and personally.

- A. The victim has the opportunity to proceed with a university judicial hearing, criminal court proceeding, or both.
- B. The university process will be handled with appropriate due process to protect the rights of all parties.

- C. If the case is adjudicated through a university judicial hearing, the accuser and the accused are entitled to have an advisor present. This advisor is not allowed to represent the party and may not address, indirectly or directly, any person other than the advisee. The accused, the accuser, and the judicial officer or board shall have the opportunity to call witnesses.
- D. Both the accuser and the accused shall be informed of the outcome of a university judicial hearing. By mandate of the South Dakota Board of Regents and under the jurisdiction of the university judicial process, any student found responsible of a sexual act committed against a person's will or without their consent will receive a minimum sanction of suspension from all South Dakota public universities. Anyone found responsible for a second offense will receive the maximum sentence, which is permanent dismissal from all South Dakota public universities.

IV. RESOURCES TO CONTACT

USD Department of Public Safety 677-5342
(Emergency 9-911 on campus)

Vermillion Police Department 677-7070
(Emergency 911 off-campus)

Student Counseling 677-5777

USD Escort Service 677-5342

Student Health (Sioux Valley Vermillion Clinic) 624-9111

Sioux Valley Vermillion Medical Center 624-2611

SEXUAL HARASSMENT (BOR POLICY 1:17)

- A. **Educational institutions play a special role in preparing students to lead the complex social organizations through which businesses and professions operate and through which free people govern themselves.** Students must be taught, and they must be shown through the example given by institutional employees, that stable, effective and prosperous social organizations observe norms of conduct under which all participants are expected to treat one another civilly and to carry out their respective tasks in a constructive and informed manner. Complex social organizations derive their strength from the cooperation of those who participate in them. By virtue of their special role in preparing future generations of leaders, educational institutions have a particular concern with conduct that subjects members of the institutional community to harassment on the basis of sex, race or any other grounds. Such conduct destroys the bonds of cooperation and common purpose on which society rests by demeaning some members of the community, and, it cannot be tolerated in an institution whose

very purpose is to shape the skills and con-science of the rising generations. For this reason, the Board strictly proscribes harassing conduct, and those members of the institutional community who have indulged in it shall be subject to discipline pursuant to Board Policy 1:18.

B. Harassment on any grounds, directed against individuals, is pro-scribed.

1. Sexual harassment in either of its recognized forms is pro-scribed:
 - a. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - i. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or
 - ii. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or re-source.
 - b. Sexual harassment may also be established by showing participation in the creation of an intimidating, hostile or demeaning environment established under (2(B) below.
2. Harassment on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability or harassment on any grounds, directed against individuals, may be established by showing
 - a. Conduct toward another person that has the purpose of creating an intimidating, hostile or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource:
 - b. Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment that adversely interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.
 - i. Harassment consists, in most cases, of more than casual or isolated incidents.
 - ii. Consideration should be given to the context, nature, scope, frequency, duration and location of the incidents, whether they are physically threatening or humiliating as opposed to merely offensive utterances, as

well as to the identity, number and relationships of the persons involved.

- iii. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

1. The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.

2. If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation and there will be no violation of this policy.

- a. It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

- c. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

C. The chief executive officer of each institution is responsible for the enforcement of this policy and may delegate the necessary authority to the appropriate campus administrator.

1. Enforcement policies shall provide, at the minimum, for the following:

- a. Posting of notices to alert students, employees and others of the institution's policies concerning harassment;

- b. Posting of notices informing students, employees and others of the steps that they must take in order to communicate complaints or concerns to the institution pursuant to Board policy 1:18, including a clear and accurate

identification of the person currently serving as the institution's Title IX/EEO coordinator; and c. Sponsoring educational programs for members of the campus community to assure that they are informed of their rights and obligations under this policy and to assist them in understanding the various forms that harassment may take, the effects it has on its victims and the ways in which it interferes with the proper operation of social organizations and society at large.

SOLICITATION OF STUDENTS

Solicitation or sale of articles or services to students on campus is prohibited, unless specifically approved by the Institutional Chief Executive Officer or that officer's designee (677-5464).

STUDENT EMPLOYMENT POLICY

Students interested in part-time employment during their time at USD can contact the Career Development Center, Student Financial Aid, and their academic department for information on potential job opportunities.

All students who obtain employment with The University of South Dakota are required to report to the Payroll Office, Slagle 203, no later than the first day for which the employee is paid.

The student employee will need to bring acceptable forms of identification for completion of Federal form I-9 and W-4. Acceptable forms of identification are listed on the back of the I-9 form, however, the most common used are a US Passport, Drivers License, USD ID, birth certificate, or Social Security card. International students need to bring a Green Card or Passport and I-20 form for identification.

The payroll office can also provide information on paycheck distribution and student FICA exemption rules.

Effective July 1, 2001, the South Dakota Board of Regents adopted a policy of mandatory direct deposit for payroll payments to employees. The policy requires direct deposit for all regular employees, all temporary employees working 90 days or more, and all hourly student labor, including Graduate Assistants. The Board of Regents adopted the policy to increase efficiency and decrease administrative costs.

Work-study students are encouraged to participate in direct deposit, but are not required. There are many advantages to employees participating in direct deposit. Direct deposit is secure, reliable, and convenient for USD employees. The money is deposited in the bank and posted by the bank on payday. Therefore, employees have access to funds that day. They can get cash and transfer funds just like a check was deposited.

STUDENT MOTOR VEHICLE REGULATIONS

The various institutions of higher education under the Board of Regent's control are authorized to establish necessary regulations governing vehicles, traffic, and parking appropriate for their respective institutions. Motor vehicles that are operated or parked on campus must have a registered permit and be operated in accordance with University Parking and Traffic Regulations. Copies of the full detailed regulations are available anytime from The Department of Public Safety, located in the Davidson Building, and on the internet at www.usd.edu/public_safety/Documents/parkingrulesand_reg.pdf. Public Safety's nonemergency telephone number is 677-5342. University Motor Vehicle Registration and Parking and Traffic Regulations are as follows:

- A. A registration permit gives the purchaser the privilege to park on campus but is not a guarantee of parking space.
- B. Permits may be purchased as a fixed sticker on or a hanging movable type which may be moved from vehicle to vehicle.
- C. When using an unregistered vehicle on a temporary basis, a temporary registration permit may be obtained from Public Safety in the Davidson Building on a daily/weekly/etc. basis.
- D. Students with disabilities should consult the Coordinator of Disability Services, Service Center 119B, and northwest entrance to building, for approval to purchase a handicap registration permit. Students with temporary disabilities may contact Public Safety in the Davidson Building for a temporary handicap permit.
- E. Citations are delinquent and penalty is doubled if not paid at the Business Office, Slagle 207, within fifteen calendar days. Unpaid fines shall be added to the student's university bill.
- F. Visitor parking is provided in designated areas. Lot designation signage is posted at the entrance to each parking lot and within some lots with split designations. Signs need not be displayed for a citation to be issued.
- G. Motorcycles are required to park in designated areas.
- H. The registered owner of the vehicle and/or permit shall be held liable for all citations.
- I. Parking permits may be purchased at the Business Office, Slagle 207.
- J. If a situation arises that requires special parking arrangements, provisions may be made through Public Safety.

Permit, Violation and Penalty Costs for 2006–2007 School Year

- A. Cost of Permit: \$78.00 School Year/\$39.00 Semester and pro-rated \$19.50 for summer school.
- B. Failure to register vehicle—\$25. Vehicle is subject to towing and impoundment at owner/operator's expense.
- C. Failure to properly display permit—\$10.
- D. Unauthorized parking in handicap area—\$100.00 Vehicle is subject to towing and impoundment at owner/operator's expense.
- E. Parking in an area where motor vehicle parking is prohibited—\$15.00 Vehicle is subject to towing and impoundment at owner/operator's expense.
- F. Counterfeiting, altering, theft or defacing a permit—\$100.00
- G. Moving Violation—\$20.
- H. Parking in a Reserved Area—\$15.00
- I. Parking in a No Parking 2AM–6AM Area — \$10.00
- J. Parking a motor vehicle in such a way or at such a time as to cause violation of any regulation (other than B., E., F. or G.)—\$10. Vehicle is subject to towing and impoundment at owner/operator's expense.
- K. Expired parking meter—\$10.00

Appeal of Citations

- A. Any citation issued which is not delinquent (i.e within fifteen calendar days after issuance) may be appealed to the Traffic Appeals Court. This court, composed of students, faculty and employees appointed by the President, will consider only written appeals. Appeals must be accompanied by the citation in question and the full name and address of the person making the appeal. This court has the authorization to uphold the citation, reduce it to a lesser offense, or void the citation. If a student is found guilty in the Traffic Appeals Court and that student feels due process was denied or that the punishment was too severe, the case may be appealed to the Student Judicial Supreme Court.
- B. A Parking citation may be appealed by filing a completed appeals form at Public Safety. Unpaid citations become delinquent after 15 days from issue, at which time the right to appeal is forfeited and the citations double. For further information contact Public Safety in the Davidson Building at 677-5342.
- C. Those who appeal citations are not required to pay fines until the Court rules that a fine must be paid. The appellant is allowed the fifteen calendar days after the decision in which to comply.

STUDENT USE OF STATE VEHICLES

Students may be permitted to use state vehicles in connection with activities carried out on behalf of the institution by academic or administrative organizations under the following conditions.

- A. The authorization for the use of such vehicles shall be made by such persons as may be designated for that purpose by the institutional president.
- B. Student vehicle use for recreational programming may be authorized where the institution sponsors or cosponsors the recreational activity and where it assigns a staff member to accompany the students on the activity.
- C. State vehicles may be used to support student travel to and from practicum assignments where the course requirements include a practicum assignment in the student's professional field; the community in which the main campus is located does not have an adequate number of practicum sites to permit assignment of students solely to such locations; and the time required at the practicum site is not so extensive as to require that the student temporarily relocate his or her residence to the practicum site and to reschedule course work. Exceptions to this policy may be made by the institutional president or designators. Officially recognized student organizations may use state vehicles for the purpose of transporting students under the following conditions:
 - A. Upon request by the faculty advisor, provided that the advisor certifies that the activity has significant educational content and that s/he will accompany the students on the activity; except that the faculty advisor to scholastic organizations may request an exception from the requirement.
 - B. Upon request of the faculty advisor to the Student Association, the student federation or the student newspaper or yearbook for use in connection with, participation in or coverage of governance functions of such organization. (The faculty advisor need not accompany students on such travel since that use would be for an advisory capacity to the Board of Regents or assisting the Board by communicating its actions.

STUDENT DRIVER COVERAGE STATE LIABILITY PROGRAM

Students not employed by the University who drive university vehicles are provided coverage under the State of South Dakota liability program ONLY IF THE FOLLOWING CONDITIONS have been met: (1) At the time the student (designated as driver) makes application to use a University vehicle, the student must present a valid driver's license and current proof of compliance with the financial responsibility laws of the State of South Dakota. (2) The Dean, Director, or Department Chair authorizing a student to drive a university vehicle shall attach, to the Fleet Vehicle Dispatch form, photocopies of the student's driver's license and proof of financial responsibility. Vehicles will not be dispatched without this information. (3) The University

shall keep the documentation required in paragraph 2 for a minimum of three years. (4) If the information and documentation required in paragraph 1 is false, or if the University fails to perform the requirements in paragraph 3, no liability coverage shall be provided. When a student not employed by the university is driving a university vehicle in accordance with the above, The STUDENT'S OWN INSURANCE SHALL BE PRIMARY, and as such, she/he assumes all legal liability for property damage or bodily injury. The State of South Dakota liability program coverage (student insurance) is exhausted. This does not apply to students employed by the university driving university vehicles in connection with that employment. Students who are employed by the university are considered employees of the university, and the state liability program provides primary coverage for legal liability resulting from driving a vehicle.

VOTER REGISTRATION

As a citizen of the United States, you have the privilege to vote in county, state and national elections. As a part of the Higher Education Act of 1965, as amended in 1998, Congress directed schools receiving federal financial aid to assist students who have not yet registered to vote.

To register to vote, as a South Dakota resident, you may obtain a voter registration form at the Secretary of State's website www.state.sd.us/sos/vote.htm. If your home state is other than South Dakota, you may use the national form which is available at www.beavoter.org.

To be eligible to vote in an election, the voter registration form must be received by the county Auditor fifteen days before an election.

STUDENT CODE OF CONDUCT

The University of South Dakota judicial function serves to promote concepts of fairness and due process in settings throughout the university community, while seeking to achieve the appropriate balance between community standards and individual behavior through the educational development of students. The administrative design of a judicial system through the Office of Student Rights and Responsibilities allows for student empowerment through the exploration of decision-making alternatives that aid in overcoming any obstacles to personal and academic growth.

AUTHORITY AND JURISDICTION

The South Dakota Board of Regents has established a "Student Code of Conduct" applicable to The University of South Dakota and all South Dakota regental

universities. This code is necessary to ensure responsible and orderly campus life and to promote the general welfare. The Assistant Vice President of Student Services/Dean of Students and others that he or she designates are authorized to enforce the rules and procedures set forth under the Student Code of Conduct. The University shall have jurisdiction over its students and recognized student organizations. (If a student is taking classes at more than one South Dakota university, the institution in which the majority of a student's credits are offered during an enrollment period shall have jurisdiction over the student for disciplinary purposes.)

Individuals may be accountable to civil authorities—city, state, or federal—and to University officials for acts which constitute violations of the Code. University disciplinary action may proceed during the pending of civil proceedings.

Disciplinary action imposed in response to a campus or Board of Regents regulation is applicable throughout all "institutions" (see Definitions) regulated by the South Dakota Board of Regents. A student who is suspended or expelled at one institution, for example, is not able to enroll at another institution until the disciplinary sanction is met. Students enrolled in an institution will be held accountable for their conduct while visiting other regental institutions.

Where the students are also employees, they may be subject to concurrent jurisdiction. Disciplinary proceedings under this code may be initiated irrespective of any action taken by the institutional employer; except that, if an individual has been subject to disciplinary hearings as an employee, and if those hearings afforded notice and an opportunity to be heard that are substantially equivalent to those provided in this disciplinary code, the facts found through that process, insofar as they are relevant to infractions of this code, shall be given effect hereunder.

PHILOSOPHY

Education stimulates intellectual, personal, social and ethical development. Ideally, the educational process is conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and recognition of the rights of all individuals. Awareness and respect, both self and globally directed, are necessary for the fulfillment of these goals. The Student Code of Conduct is designed for the promotion and protection of just such an environment.

Acceptance of membership in the university community amounts to neither a surrender of individual rights nor a means for escaping the attendant fundamental responsibilities of that membership. All must share in the commitment to protect the personal safety and to promote

the educational development of each member of the university community. The Student Code of Conduct is a mechanism through which the rights and needs of individuals are balanced with individual responsibility to the community we collectively comprise.

SCOPE

Charges brought under this code may be combined with charges brought concurrent to other rules, regulations, and policies, as long as procedures for enforcement of the Code are used to resolve the charges.

Excluded from coverage under the Code are regulations/procedures other than academic dishonesty that are related to student academic performance (i.e., grade appeal procedures), those governing student housing, and those governing the maintenance of public order.

Any time students pose a threat to themselves or to others in the university community, the university may initiate appropriate action.

LOCATION OF VIOLATIONS

Disciplinary proceedings may be initiated in response to conduct that occurs on institutional premises or at events officially sponsored by the institution, conduct that arises out of membership in the institutional community, conduct on property maintained by officially recognized student organizations, or conduct elsewhere, otherwise proscribable under this Code, that adversely affects the institution, its affiliated organizations, or members of the institutional community or their pursuit of its objectives.

COMMON JURISDICTION

Students enrolled in an institution shall be held accountable for their conduct while visiting other institutions. Students may be required, as a condition of continued enrollment, to report at their own expense to another campus to appear before a disciplinary hearing and to answer allegations based on their conduct while at that campus.

Any discipline imposed in response to campus or Board of Regents regulations shall have system-wide effect. In other words, a student suspended at one regental institution shall not be able to enroll for the duration of the suspension, at another; a student expelled from one regental institution may not enroll at another.

When a student is brought forward on disciplinary allegations at an institution, the sanction shall be determined under local standards. This punishment or sanction may, at the discretion of local authorities and pursuant to local procedural regulations, include sanctions more severe than the minimum sanctions set forth in system-wide policy; except that no discretionary

recommendation for suspension or expulsion may be imposed without the concurrence of the Assistant Vice President of Student Services/Dean of Students from the student's home campus.

VIOLATION OF LAW AND INSTITUTIONAL DISCIPLINE

Students charged with a violation of federal, state, or local laws may be subject to disciplinary action and sanction where the conduct would also fall within the above-described "misconduct." Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest or nolo contendere"), the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of disciplinary proceedings. Disciplinary proceedings may be instituted against a student charged with violation of law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

STUDENT DISCIPLINARY RECORDS

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Sanctions that would be considered in the course of administering progressive discipline under "Mandatory Sanctions" above shall be disclosed to another institution within the system if a student transfers to that institution or is required to appear there to respond to disciplinary allegations. The student's confidential record shall be expunged of all disciplinary actions after seven years from the last incident date in the record unless a sanction of residence suspension, residence expulsion, institutional suspension or institutional expulsion was imposed. If a student's record contains a case in which one of the previously mentioned sanctions was imposed, then the entire record shall be permanently retained. Where restitution is required of a student, the institution reserves the right to disclose all material portions of the confidential file as may be necessary to obtain a judgment in a court of competent jurisdiction. Such files as relate to matters involving restitutionary sanctions shall be preserved at least until all necessary sums have been paid.

INTERPRETATION, REVISION AND IMPLEMENTATION

Any question of interpretation regarding the Student Code shall be referred to the Assistant Vice President of Student

Services/Dean of Students or his or her Designee for final determination.

DEFINITIONS

The phrase “appellate officer” means the Assistant Vice President of Student Services/Dean of Students. The Assistant Vice President of Student Services/Dean of Students is authorized by the President of the University to consider appeals from a judicial body’s determination that a student has or has not violated the Student Code or from the sanctions imposed by the judicial hearing officer or judicial affairs coordinator.

The term “complainant” means a member of the University community who has brought charges under this code against any student, group of students, or student organization.

The term “defendant” means a student, group of students, or student organization against whom disciplinary charges have been brought.

The term “dishonesty” includes any action taken in order to deceive or to assist another to deceive the institution or any of its representatives. The motive for the action, e.g., personal advantage, interference with another’s prospective advantage, or interference with institutional operation, shall not be considered. Dishonesty is established where it is shown:

1. that an action, either directly or indirectly, shall affect the information or apparent facts upon which the institution relies in discharging its academic or administrative function,
2. that the natural and reasonably expected consequences of relying upon such information includes the drawing if an inaccurate assessment of the true facts, and
3. that the actor knew or should have known that the action would probably mislead the institution.

The phrase “faculty member” means any person hired by the institution to conduct classroom or other academic activities.

The term “institution” means Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and The University of South Dakota.

The phrase “institutional official” includes any person employed by the institution, performing assigned administrative or professional responsibilities.

The phrase “institutional premises” includes all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the institution, including adjacent streets and sidewalks.

The “judicial affairs coordinator” is located within the Division of Student Services in the Office of Student

Rights and Responsibilities (677-5797). The judicial affairs coordinator is authorized by the Assistant Vice President of Student Services/Dean of Students to impose sanctions upon students found to have violated the Student Code. The judicial affairs coordinator also has the ability to hear cases to determine whether students have or have not violated the student code. The judicial affairs coordinator may authorize a graduate assistant or University Housing staff to perform certain functions that are assigned by this Code to the judicial affairs coordinator.

The phrase “judicial body” means the University Judicial Board, which is made up of both students and faculty members. When the defendant is a Greek fraternity or sorority, “judicial body” means the Greek Judicial Board as defined by the Office of Greek Life.

The phrase “judicial hearing officer” means any institutional official authorized on a case-by-case basis by the Assistant Vice President of Student Services/Dean of Students to hear cases and impose sanctions upon students found to have violated the Student Code. The University of South Dakota has several administrative hearing officers, used on a rotating basis. Judicial hearing officers will also be utilized at any time the University Judicial Board is unable to meet for any reason.

The term “may” is used in the permissive sense.

The term “shall” is used in the imperative sense.

The phrase “member of the institutional community” includes any person who is a student, faculty member, institutional official, any person employed by the institution, volunteer, or guest. A person’s status in a particular situation shall be determined by the Assistant Vice President of Student Services/Dean of Students.

The term “obscenity” means that

1. to the average person the dominant theme of the material taken as a whole appeals to the prurient interest
2. the material is patently offensive under contemporary community standards; and
3. the material is utterly without redeeming social value. (SDCL 22-24-27).

The term “organization” means any number of persons who have been granted institutional registration or recognition.

The term “policy” includes the provisions of this policy as supplemented by consistent written regulations of the institution found in the Student Code, University Housing Handbook, and Graduate or Undergraduate Catalogs or other official publications.

The phrase “senior student affairs officer” means the institutional official exercising primary authority over

institutional student affairs programs and operations. At The University of South Dakota, the senior student affairs officer is the Assistant Vice President of Student Services/Dean of Students (677-5331).

The term “student” includes all persons taking courses from the institution, both full-time and part-time, enrolled in undergraduate, graduate, professional or special topic courses.

The term “system” means the system of post-secondary institutions under the control of the South Dakota Board of Regents.

CONDUCT-RULES AND REGULATIONS

The integrity of the University community is contingent upon fulfillment of a trust that the members of the student body will engage in reasonable behaviors to promote and protect the educational environment. Members of the institutional community reasonably expect that they shall be able to live, study, work, and relax in a safe and orderly environment that is conducive to achievement of the educational, scholarly, and public service mission of the institution. The rights and privileges that are afforded to all students are subject to their assuming the responsibility of reasonable behavior. Behavior by students, visitors, or student organizations, which results in harmful or reckless action, whether or not intended, violates community trust and is subject to disciplinary action. Any student, group of students, or student organization found to have committed the following misconduct will be subject to the disciplinary sanction outlined under “Sanctions” below.

The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities, and so expose the actors to discipline:

A. Academic Dishonesty. Acts of dishonesty, including, but not limited to, the following:

1. Cheating, which is defined as, but not limited to the following:
 - a. use or giving of any unauthorized assistance in taking quizzes, tests, or examination;
 - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
2. Plagiarism, which is defined as, but is not limited to, the following:
 - a. the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment

consistent with accepted practices of the discipline;

- b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
3. Other forms of dishonesty relating to academic achievement, research results or academically related public service;
4. Furnishing information known or believed to be false to any institutional official, faculty member or officer;
5. Forgery, fabrication, alteration, misrepresentation or misuse of any document, record or instrument of identification, including misrepresentations of degrees awarded or honors received;
6. Tampering with the election of any institutionally recognized student organization;
7. Claiming to represent or act in behalf of the institution when not authorized to represent or to act.

B. Disruption of educational process. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other institutional activities, including its public-service functions on or off campus, or other authorized non-institutional activities.

C. Disruption of others’ education or activities. Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential facilities, whether institutionally controlled or not.

D. Acts of Aggression including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person;

1. Tampering with fire and life safety equipment including, without limitation, fire alarms, sprinkler systems, first aid equipment, and laboratory safety apparatus.
2. Conduct that threatens or endangers a student’s own health or safety may also violate this section;
3. “Aggression” means not only intentional infliction of harm, but also conduct that intentionally subjects another to unwelcome, offensive, physical contact or that puts another person in reasonable fear that the actor intends immediately to subject that person to intentional injury or unwelcome, offensive touching.

E. Sexual Conduct. Subjection of another person to any sexual act against that person’s will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL

22-22-1 through 22-22-7.2 (rape, sexual contact with a child under 16, sexual penetration, sexual contact, sexual contact with a person incapable of consent) 22-22-19.1 (incest) or 22-24-1 (indecent exposure).

1. Persons who are under the influence of alcohol, marijuana or other illegal controlled substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent.

F. Harassment. Discriminatory conduct including sexual harassment, racial harassment, or harassment on any other grounds, directed against individuals.

1. Harassment may be established by showing

a. Conduct toward another person that has the purpose of creating an intimidating, hostile or demeaning environment and that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource;

b. Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment that adversely interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

i. Harassment consists, in most cases, of more than casual or isolated incidents.

A. Consideration should be given to the context, nature, scope, frequency, duration and location of the incidents, whether they are physically threatening or humiliating as opposed to merely offensive utterances, as well as to the identity, number and relationships of the persons involved.

ii. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

A. The reasonable person standard includes consideration of the perspective of persons of the alleged victim's race, gender or other circumstances that relate to the purpose for which he or she has become the object of allegedly harassing conduct.

1. If the victim does not subjectively perceive the environment to be hostile, the conduct has not actually altered the conditions of participation

and there will be no violation of this policy.

B. It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

C. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource.

2. Sexual harassment through the creation of an intimidating, hostile or demeaning environment may be established under 1 above. Sexual harassment may also be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation or use of an institutionally sponsored or approved activity, employment or resource; or

b. Submission to or rejection of such conduct by an individual is used as the basis for educational, employment or similar decisions affecting an individual's ability to participate in or use an institutionally sponsored or approved activity, employment or resource.

G. Theft. Attempted or actual theft of services or property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property.

H. Damage to Property. Attempted or actual damage to property, including intellectual properties, of the institution or property of a member of the institutional community or other personal or public property;

I. Possession of Stolen Property. Possession of stolen property on institutional property or at an institutionally sponsored activity, where the property is known to be stolen.

J. Hazing. No student organization or person shall conduct nor condone hazing activities. Hazing activities are defined as: Any action taken or situation created, intentionally, whether on or off USD premises, to produce mental or physical discomfort, embarrassment,

harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling, in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on or off the USD campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement or the regulations and policies of the educational institution, or applicable state law.

K. Failure to Comply. Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.

L. Unauthorized Access. Unauthorized possession, duplication or use of keys (including access cards) to any institutional premises, unauthorized entry to or use of institutional premises or unauthorized possession, entry into or use of institutional equipment, data processing systems or information management or storage materials, facilities or systems.

M. Violation of other policies. Violation of published Board of Regents or institutional policies, rules or regulations. Such policies can be found in the “Student Handbook”, “At Home in the Halls”, and other official university documents.

N. Violation of law. Violation of federal, state or local law on institutional premises or at institutionally-sponsored or -supervised activities. See also “Violation of Law and Institutional Discipline” below.

O. Bomb Threats. Making, aiding or abetting bomb threats.

P. Alcohol or Drug Violations. The manufacture, sale, possession, and consumption of alcohol, marijuana, other controlled substances, or drug paraphernalia on any property controlled by the Board of Regents (University premises) and in connection with any institutionally sponsored activity, except that alcohol may be served at social activities held in other locations subject to the restrictions set by the university and the Board of Regents.

Q. Possession of Dangerous Weapons. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL 22-1-2(10) (including firearms, knives or devices, instruments, materials or substances, animate or inanimate, which are calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is

likely to cause bodily harm), fireworks, explosives, or dangerous chemicals on institutional premises.

R. Participation in Campus Demonstration. Participation in a campus demonstration which disrupts the normal operations of the institution and infringes on the rights of other members of the institutional community; leading or inciting others to disrupt schedules or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

S. Obstruction of Traffic. Obstruction of the free flow of pedestrian or vehicular traffic on institutional premises or at institutionally sponsored or supervised functions.

T. Disturbing the Peace. Conduct classified under state law or local ordinance as disorderly, lewd, indecent or a breach of the peace.

U. Aiding and abetting. Aiding, abetting, inviting or procuring another person to breach the peace or to violate the Student Code of Conduct.

V. Computer Violations. Theft of computer time or other abuse of computer access, including, but not limited to:

1. Unauthorized entry into a file to use, copy, read, delete or change the contents, or for any other purpose;
2. Unauthorized transfer of a file;
3. Unauthorized use of another individual's identification or account;
4. Use of computing facilities to interfere with the work of another student, faculty member or institutional official;
5. Use of computing facilities to send obscene or abusive messages;
6. Use of computing facilities to interfere with normal operation of the institutional computing system;
7. Making, acquiring or using unauthorized copies of computer software, or violating terms of applicable software license agreements;
8. Attempting to circumvent data protection schemes or tampering with security.
9. Violating institutional Board internet policies.

W. Abuse of the Judicial System. Abuse of the Judicial System, including but not limited to:

1. Failure to obey the summons of a judicial body, judicial hearing officer, judicial affairs coordinator, or institutional official;
2. Falsification, distortion, or misrepresentation of information before a judicial body, judicial hearing officer, or judicial affairs coordinator;
3. Disruption or interference with the orderly conduct of a judicial proceeding;

4. Initiation of a judicial proceeding knowingly without cause;
 5. Attempting to discourage an individual's proper participation in, or use of, the judicial system, including retaliation against persons who brought charges or gave testimony;
 6. Attempting to influence the impartiality of a member of a judicial body prior to, or during the course of, the judicial proceeding;
 7. Harassment (verbal or physical) or intimidation of a member of a judicial body, judicial hearing officer, or judicial affairs coordinator prior to, during, or after a judicial proceeding;
 8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
 9. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- X. **Other Conduct.** Conduct not expressly proscribed may also subject students, groups of students or student organizations to discipline where it has the purpose and effect of infringing interests protected by the rules set out in the above described "misconduct," other provisions of the Board of Regents, or institutional policy or comparable regulations duly established by other educational institutions or public or private authorities; or where it demonstrates that an individual disregards the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities.

JUDICIAL PROCEDURE

ALLEGATIONS AND HEARINGS

The process for allegations against any student is as follows:

1. Written allegations of misconduct may be filed against any student by any member of the institutional community.
 - a. Any allegation should be submitted as soon as possible after the event takes place or after the complainant discovers the identity of the alleged perpetrator.
 - b. Allegations shall be directed to the judicial affairs coordinator in Student Rights and Responsibilities.
 - c. The complaint shall state the specific facts that form the basis for the allegation, as well as the identities of any other witnesses and the location of any physical evidence of the misconduct.
 - d. Allegations must be signed by the complainant.

The hearing process is as follows:

1. The judicial affairs coordinator will receive the written allegations and determine if the allegations have merit

- and if the allegations were timely brought, taking into account the seriousness of the incident and the degree to which delay may have impaired access to evidence.
2. If it is determined that the allegations have merit, the judicial affairs coordinator shall contact the student accused of the misconduct. The judicial affairs coordinator shall next determine whether the allegations can be disposed of by mutual consent of the parties on a basis acceptable to the judicial affairs coordinator or by waiver of formal hearing where the student charged admits to the misconduct and accepts the proposed sanctions. Informal disposition shall be final and there shall be no subsequent proceedings. If the defendant fails to meet with the judicial affairs coordinator after being given a reasonable opportunity, the judicial affairs coordinator may consider the case on its merits without the defendant's input and may enter default judgment with appropriate sanctions.
 3. If the allegations cannot be disposed of informally, the judicial affairs coordinator shall assign the case to a judicial hearing officer or to the judicial board. The determination of which board hears the case shall be made by the student accused, unless one of the hearing options is not available at the time the student's case comes before the judicial affairs coordinator.
 4. Within fifteen working days of the determination that the case cannot be disposed of informally, the judicial officer shall present all allegations to the student charged in written form and shall identify with specificity each section of the conduct code under which allegations are brought, the factual allegations that support the allegations and those persons whose testimony shall be used to establish the allegations. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. The minimum time limits may be waived by the party charged. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial affairs coordinator.
 5. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body or judicial hearing officer at the discretion of the chairperson or the judicial hearing officer.
 6. All procedural and evidentiary questions are subject to the final decision of the chairperson of the judicial body, the judicial affairs coordinator, or the judicial hearing officer.
 7. After the hearing, the judicial board or judicial hearing officer shall determine whether the student has violated each section of the Code which the student is charged with violating.
 8. The judicial body's or judicial hearing officer's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.

9. The fact that a student acted while under the influence of alcohol, marijuana or an illegal controlled substance shall not be considered as a mitigating factor. Intoxication may be considered an aggravating factor, and it shall be so considered where the student has a history of prior violations of alcohol, marijuana or controlled substance regulations.
10. The University Judicial Board shall prepare written findings to support its determination. These shall include:
 - a. Concise statements of each factual finding;
 - b. Brief explanations of whether the factual findings justify a conclusion that the conduct violated the Code;
 - c. Recommendations concerning appropriate sanctions.
11. The recommended sanctions shall be forwarded, together with the other findings and conclusions, to the judicial affairs coordinator, who may adopt or reject the recommended sanctions. If the sanctions are rejected, the judicial affairs coordinator shall impose appropriate sanctions, or take such other action as deemed necessary and provide the judicial board with a written explanation for this action.
12. A hearing officer shall also prepare written factual findings and conclusions along with any sanctions imposed.
13. The approved written findings and conclusions and sanctions, if any, shall be provided to the complainant and the defendant.
14. A single record of all formal evidentiary hearings shall be kept by the institution. It may be used solely for the purposes of appeal. In the event of an appeal, the complainant and the defendant will be given access, as the Assistant Vice President of Student Services/Dean of Students directs, to the record for purposes of preparing the appeal.

UNIVERSITY JUDICIAL BOARD

1. The University Judicial Board is authorized by the Assistant Vice President of Student Services/Dean of Students to determine whether a student or organization has violated the Student Code and to recommend imposition of sanctions.
2. The University Judicial Board shall be composed of students and faculty/staff that have been trained by the judicial affairs coordinator. When conducting a hearing, the Board may consist of no fewer than two students and one faculty/staff member. The judicial affairs coordinator shall choose the appropriate ratio in each case and shall always choose an odd number of members with a majority of students. Any full-time student in good standing shall be eligible to petition for a position on the Board. Student openings on the Board will be well-publicized. Appointments of student members shall be made by the Assistant Vice

President of Student Services/Dean of Students. Three members shall be nominated by the majority vote of the Student Senate. Three members residing in the residence halls shall be nominated by a majority vote of the Residence Hall Association. Terms of office for the Board will be for one year. In cases where appointed members are unable to attend a hearing, the judicial affairs coordinator may allow any trained student or faculty/staff member to sit on the Board.

3. The judicial affairs coordinator shall appoint the chairperson of the Board for each hearing.
4. The Board shall decide all questions put before it by a majority vote.

JUDICIAL RIGHTS AND RESPONSIBILITIES

No provision of this Code shall be interpreted to deprive students of rights guaranteed them under state or federal law. Students have the following guaranteed rights in the judicial process. Hearings shall be conducted by a judicial body or judicial hearing officer according to the following guidelines:

1. All allegations shall be presented to the student charged in written form and shall identify with specificity each section of the Code under which allegations are brought, the facts which support the allegations, and the witnesses who will be present at the hearing.
2. The student has the right to choose to have his or her case heard by either the University Judicial Board or a judicial hearing officer. Once made, this decision is final and binding.
3. Hearings shall be conducted in private.
4. The complainant and the defendant have the right to have present one advisor of their choice, who is provided at the student's expense. (The advisor may be a faculty member, staff member, student, attorney, or family member). Advisors are not permitted to speak or to participate directly in the hearing.
5. The chair of the judicial body or the judicial hearing officer shall have the power to exclude from the hearing any person whose conduct interferes with the hearing.
6. The complainant, the defendant and the judicial board or judicial hearing officer shall have the privilege of presenting witnesses, subject to the right of cross examination. Witnesses may only be present during the hearing while testifying.
7. The defendant and the complainant shall have the right to appeal. Such appeal may be made to the Assistant Vice President of Student Services/Dean of Students within 5 (five) working days of the judicial hearing officer or judicial coordinator sending the notice to the student. See "Appeal" section for procedures.

8. If any party fails to appear for the hearing, the case will be heard in his or her absence.

SANCTIONS

The following sanctions(*) may be imposed(**) upon any student found to have violated the Student Code of Conduct:

Warning—A disciplinary notice in writing to the student that the student is violating or has violated institutional regulations.

Censure—A written censure for violation of specified regulations.

Probation—Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

Loss of Privileges—Denial of specified privileges for a designated period of time.

Fines—Previously established and published fines may be imposed.

Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.

Discretionary Sanctions—Work assignments, service to the institution or other related discretionary assignments.

Residence Suspension—Separation of the student from residence facilities for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Residence Expulsion—Permanent separation of the student from residence facilities.

Suspension—Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student who has been suspended from one institution (see definitions section above) may not be enrolled at another. See also “Interim Suspension” below.

Expulsion—Mandatory separation of the student from the institution for a period of no less than six years. A student who has been expelled from one institution (see definitions section above) may not be enrolled at another until the period of expulsion has expired. The privileges of continued participation in institutional activities, or access to institutional facilities or residences may be conditioned upon participation in or completion of counseling, substance abuse or comparable programs, at the student’s expense.

*More than one of the sanctions listed above may be imposed for any single violation.

**Imposition of a sanction may be delayed, suspended or held in abeyance on such conditions as the judicial officer or judicial affairs coordinator may prescribe.

MANDATORY SANCTIONS

The following sanctions are mandated for violation of the Code:

1. Discipline for acts of aggression, sex offenses or harassment shall be subject to the following conditions:
 - a. Discipline on the first occasion may include expulsion, where appropriate, given the nature of the act of aggression, sex offense or harassment;
 - b. If there is a second occurrence of an infraction of the same nature at any time during the student’s career in South Dakota public higher education, expulsion shall be mandatory.
2. Bomb Threats. Persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.
3. Alcohol and Drugs. Disciplinary sanctions for infractions of alcohol, marijuana and controlled substances regulations:
 - a. The fine for a first alcohol, marijuana, and controlled substances offense at The University of South Dakota ranges from \$25–\$100. Alcohol education classes or an alcohol assessment shall also be imposed and disciplinary censure or probation.
 - b. If, at any time during their enrollment within the system, students commit a second offense under the alcohol, marijuana or controlled substances offense, they shall be fined \$100.00, placed on disciplinary probation, and required to complete and alcohol assessment, if not previously imposed.
 - c. If, at any time during their enrollment within the system, students commit a third alcohol, marijuana or controlled substances offense, they shall either be suspended for one semester or, in compelling circumstances, be permitted to continue attendance subject to disciplinary probation while participating in an approved substance abuse treatment program at their own expense. They may also be fined up to \$100.
 - d. The foregoing sanctions are minimum sanctions. The reference to them does not preclude the institution from imposing more severe sanctions at any level, including expulsion, where the facts and circumstances of the infraction warrant such action.
 - e. Where an infraction of the Code of Conduct alcohol, marijuana or controlled substances policies appears also to constitute a criminal offense under South Dakota or federal law, the institution may refer the matter to law enforcement authorities. Where the facts suggest a felony offense, such

referral shall be mandatory. Referral of a matter to law enforcement authorities shall not require suspension of disciplinary proceedings nor delay imposition of discipline.

INTERIM SUSPENSION

In certain circumstances, the Assistant Vice President of Student Services/Dean of Students, or a designee, may impose an institutional or residence suspension prior to the hearing before a judicial board or judicial hearing officer. Interim suspension may only be imposed for one or more of the following purposes:

- a. To ensure the safety and well-being of members of the institutional community or preservation of institutional property or other property located on premises controlled by the institution.
- b. To ensure a student's own physical or emotional safety and well-being; or
- c. To ensure the normal operations of the institution where a student poses a definite threat of disruption of or interference with the normal operations of the institution. During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges, in any combination or all together, for which the student might otherwise be eligible, as the Assistant Vice President of Student Services/Dean of Students or the judicial affairs coordinator may determine to be appropriate. Except in circumstances presenting an immediate threat to the safety and well-being of members of the institutional community, including the affected student, or in circumstances presenting an immediate threat of serious damage to institutional property or other property located on premises controlled by the institution, interim suspension may not be imposed until the student is afforded a reasonable opportunity to meet informally with the Assistant Vice President of Student Services/Dean of Students, or a designee, to learn the basis for the action and to raise any objections or to request leniency. The student should be notified beforehand of the purpose of the meeting. A student who fails to respond to the notice shall be deemed to have waived the right to such a meeting.

STUDENT ORGANIZATIONS

Student organizations that, formally or informally through repeated practice, initiate, encourage, support or tolerate conduct by members, associates or invitees that violates the provisions of this code shall be subject to discipline.

The privileges of official recognition by South Dakota public institutions may be extended to student organizations, including those that maintain residences for their members, only if such organizations agree to adopt and to enforce policies that, at minimum:

- A. Alcohol. Prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21;
- B. All fraternity chapters are common-area dry. If chapters wish to host a party with alcohol, they must find a third party off-premises vendor. Sororities are substance-free;
- C. Controlled Substances. Prohibit the manufacture, possession, use or dispensing of marijuana or illegal controlled substances at organizational functions or in the organizational residence;
- D. Use of organizational funds for alcohol or controlled substances. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana or illegal controlled substances;
- E. Informal collection of money for alcohol or controlled substances. Prohibit the informal collection from the members or residents of monies to be spent on alcoholic beverages, marijuana or illegal controlled substances;
- F. University Party Regulations. Require that whenever this section permits consumption of alcoholic beverages at organizational functions or in the organizational residence, the function must adhere to the Board of Regents guidelines (printed below) in Board Policy 4:27(E): Whenever an officially recognized organization is permitted under institutional policy to conduct a social function at which alcohol will be provided, it must adhere to the following guidelines:
 1. If the function includes the sale of alcoholic beverages, appropriate permits must be obtained.
 2. The organization sponsoring the event should implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
 3. Persons of legal age must be designated as servers. They must be trained to monitor alcohol consumption, and they alone may have direct access to alcoholic beverages.
 4. Attractive non-alcoholic beverages must be equally available and on display.
 5. The consumption of alcoholic beverages must be limited to the area designated for the event.
 6. A reasonable portion of the budget for the event must be designated for the purchase of food items, and food must be available throughout the event. Officially recognized student organizations remain subject to the additional restrictions set forth in Board Policy 10.3.2, which prohibits expenditure of organizational funds for alcoholic beverages.
 7. Alcohol service must be discontinued well before the event is expected to end.

8. Alcohol use should never be the primary focus of the event. Drinking contests and other activities that encourage consumption of alcohol are strictly prohibited.
 9. Advertising may not mention the availability of alcohol in a prominent way, nor may advertising mention the amount of alcoholic beverages available. If mention is made, equal attention must be given to the availability of nonalcoholic beverages.
 10. Officially recognized organizations will have the responsibility to provide those persons conducting the event with copies of these regulations. They will also be responsible for implementing these regulations.
 11. Officially recognized organizations must agree to abide by the foregoing regulations as a condition of continued recognition.
- G. Organizational Disciplinary Procedures. Establish disciplinary policies and sanctions regarding violations by individual members or residents no less stringent than those set forth under University policies, except that limited use of alcoholic beverages is permissible as set out above, and except that, in lieu of suspension or expulsion, the organization shall suspend or revoke the privileges of membership, including residence privileges;
- H. Require that a report be filed with the Assistant Vice President of Student Services/Dean of Students each semester identifying all actions taken pursuant to the disciplinary policies required in this code;
- I. Institutions may impose additional or more restrictive conditions on official recognition.
- J. Student organizations are subject to the Board of Regents' anti-discrimination policies set forth in Board Policy 4:6. The Board Policy may be obtained by contacting the office of the Assistant Vice President of Student Services/Dean of Students.

STUDENT ORGANIZATION SANCTIONS

The following sanctions, as defined above may be imposed upon groups or organizations:

- a. Warning, censure, probation, loss of privileges, fines, restitution, discretionary sanctions, privileges of continued participation becoming dependent upon completion of certain conditions.
- b. Loss of all privileges, including institutional recognition, for a specified period of time.
- c. More than one of the sanctions may be imposed for any single violation.
- d. Mandatory Sanctions. When an officially recognized student organization has violated any of the conditions of the recognition established under the alcohol, marijuana and controlled substances policy, it shall be disciplined as follows:
 1. On the first offense the organization shall be required to forego the use of alcohol at any of its functions, to remove all alcohol from the residence, or both for one calendar year from the date on which this discipline is imposed. Additionally, the organization may lose the right to conduct social functions for a like period of time or, at the discretion of local officials, may incur additional sanctions including the loss of recognition.
 2. A second offense within four years of any of the conditions of recognition or a violation of a sanction imposed following a first infraction shall result in the suspension of the privilege to solicit and to accept new members for one calendar year from the time the sanction is imposed and may result in the loss of recognition.
 3. A third offense shall result in the loss of recognition.

APPEALS

A decision reached by the judicial board or a sanction imposed by the judicial hearing officer or judicial affairs coordinator may be appealed by accused students or complainants to the Assistant Vice President of Student Services/Dean of Students within five (5) working days, exclusive of holidays, after notice of the decision is sent. Such appeals shall be in writing and shall be delivered to the judicial affairs coordinator. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, and in conformity with prescribed procedures;
- b. To determine whether the facts in the case were sufficient to establish that violation(s) of the Student Code occurred;
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed. An appeal may request consideration of new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing where such evidence or facts were not known to the person appealing at the time of the original hearing. If an appeal is upheld by the Assistant Vice President of Student Services/Dean of Students, the matter shall be remanded to the original judicial board or judicial hearing officer for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

Appeals by Defendant. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Assistant Vice President of Student Services/Dean of Students may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Assistant Vice President of Student Services/Dean of Students may, upon review of the case, reduce, but not increase, the sanction(s) imposed by the judicial officer.

Appeals by Complainant. Where complainants appeal from the decision, in cases involving sex offenses, allegations of discrimination or allegations of conduct violating state or federal law or in instances in which they believe that the decision appealed infringed their constitutional or statutory rights, the senior student affairs officer may, upon review of the case, reduce or increase the sanction(s) imposed by the judicial officer or remand the case to the original judicial body and judicial officer.

ADMINISTRATIVE REVIEW

As provided in Board Policy No. 1:6(4), the Board of Regents or a President may review a finding or a sanction of an official or body exercising the powers delegated through this policy. Except on the affirmative vote of two-thirds of the Board, a notice of review must be given to the complainant and defendant within ninety calendar days of a final decision by the official or body exercising delegated authority.