



STUDENT HANDBOOK

2013-2014





To my fellow Coyotes,

Welcome to Vermillion and the University of South Dakota! I can speak for all of Coyote Nation when I say that we are absolutely thrilled that you have chosen USD as the next step of your life journey. You will find yourself challenged academically, socially, professionally, personally, but every reward that results is far sweeter than the challenges you will face in your college career. At USD, you will have many opportunities to develop lasting connections with fellow students and professors alike, build invaluable critical thinking and decision-making skills, and learn not just about your area(s) of study, but also about who you are and what you are capable of doing. For over 150 years, USD has been a place of learning, growth, success, and community. You are now a part of that tradition and a member of the Coyote family. Make yourself at home!

When you start something new, it always helps to have a guide. Consider this handbook your guide as you start this next chapter of your life at USD. Within these pages, you will find crucial tools and resources for academic success and helping you avoid unnecessary detours in any searches for answers or help. Do not be afraid to take advantage of the resources available to you, and do not be afraid to ask for help anywhere you go on campus or in Vermillion. Being a part of the Coyote family is not just a saying around here—it means so much more. The administration, faculty, staff, and Coyote alumni wish to see you succeed and find a home in Vermillion. This handbook is a testament of our commitment to you and your future. We are willing to help you however we possibly can.

Please consider me one of your greatest resources as your Student Body President. It is my duty to serve you, the student, and my privilege to call you my fellow Coyote. If there is any way that I can help you, do not hesitate to ask! I highly encourage you to make the most of every opportunity available to you at USD from the moment you first step on campus. You never know what kind of legacy you might leave for the Coyotes to come!

All of my best,

Erik Muckey

President, USD Student Government Association



Dear University of South Dakota students:

It is my pleasure to send a warm welcome to you for the 2013-14 year. The beginning of a new academic year is an exciting time in higher education and this is a great time to be a Coyote. USD is growing and building to better serve students and prepare them to be future leaders in a global society.

Please take some time to review this Student Handbook which provides valuable information regarding safety, activities you can become engaged in and services provided. Take advantage of the opportunities that are available to you both in and out of the classroom and build as many diverse relationships as possible. Set high standards for yourself, make good choices and take time to reflect on your experiences. If you need assistance, ask for help, we are here to serve you. At USD you will find a community that is student centered and focused on student success. As the Dean of Students, I am here to promote an inclusive environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at DeanofStudents@usd.edu.

Best wishes for a great academic year.

Go Yotes!

Dr. Kim Grieve, Dean of Students

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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 published. 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.

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, transgender, 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 of Equal Opportunity
Roberta Haki
205 Slagle Hall, USD
414 E Clark Street
Vermillion, SD 57069
Phone: 605-677-5651
Fax: 605-677-6630
Email: equalopp@usd.edu

Notice of Nondiscriminatory Policy

In accordance with the [South Dakota Board of Regents Policy 1:19](#), 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, transgender, sexual orientation, religion, age, or disability. 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.

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act). The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. Section 504 obligates USD and Ms. Ambur to provide equal access for all persons with disabilities. Please contact the Coordinator:

Roberta Ambur
Vice President of Administration and ITS
Slagle Hall, Room 209
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Phone: 605-677-5661

Notice of Nonharassment Policy

In accordance with the [South Dakota Board of Regents Policy 1:17](#), the institutions under the jurisdiction of the Board of Regents shall not tolerate harassing conduct. The Board reaffirms its role in preparing students to be future leaders. Such conduct destroys the bonds of cooperation and the purpose of society, which society rests by demeaning some members of the community. The purpose of this institution is to shape the skills and conscience of future generations; because of this purpose no form of harassment can be tolerated.

If you believe you have been discriminated against or harassed on the basis of race, color, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability or harassment on any grounds, you may discuss your rights, seek information on the University's policies, or file a complaint. The following persons have been designated to handle inquiries and complaints regarding discrimination and harassment.

For Complaints by faculty and staff and students involving faculty and staff:

**Roberta Hakl, Director of Equal Opportunity and Diversity
Slagle Hall #205
605-677-5651**

For Complaints by students involving students:

**Dr. Kimberly Grieve, Dean of Students
MUC #218
605-677-5331**

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.) The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates the University of South Dakota and Ms. Ambur to provide equal access for all persons with disabilities.

Admission decisions at the University of South Dakota are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the:

**Director of Disability Services
119B Service Center North
University of South Dakota
414 E Clark Street
Vermillion, SD 57069
Phone: 605-677-6389
Fax: 605-677-3172
E-Mail: dservice@usd.edu**

GENERAL INFORMATION

CLASS MANAGEMENT

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.

Federal agencies require the University to track students who cease to attend one or more of their classes, and failure to track them incurs institutional fiscal liability. Please be sure your attendance policies comply. The following action was taken at the March 14, 2001 University Senate meeting:

It is the policy of the University Senate that all faculty members, at a minimum, take attendance in their introductory (100-200 level) courses.

In addition to the policies approved by the University Senate, faculty must include the following statements in all course syllabi:

1. Freedom in learning. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.
2. If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of Disability Services (199B Service Center North; 605-677-6389) as early as possible in the semester.
3. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:
 - a. Given a zero for that assignment.
 - b. Allowed to rewrite and resubmit the assignment for credit.
 - c. Assigned a reduced grade for the course.
 - d. Dropped from the course.
 - e. Failed in the course.

EMERGENCY PROCEDURE GUIDELINES

Emergency Information

Phone: 911

Phone (on campus): 9-911

USD has emergency guidelines and operating procedures in place for a wide variety of possible emergency situations. Individuals should become familiar with emergency response procedures on the emergency information website in order to have a plan and know what to do before, during and after an emergency.

The University of South Dakota has implemented a [Campus Alert Notification System](#) for students, faculty, and staff. This service allows USD to send critical weather-related and emergency alerts to your cell phone, landline, or computer. In the event of a major emergency the University's homepage will also be updated with [USD Emergency Information](#) including the nature of the emergency and further emergency procedures. Students, faculty, and staff will receive Campus Alert registration instructions via an email to their USD email address. Once registered, notification settings can be modified by logging in to the [Campus Alert System](#). If you have any questions about changing notification settings please contact the ITS Helpdesk (I.D. Weeks 104, 605-677-5028, HelpDesk@usd.edu).

IDENTIFICATION CARD and NUMBER

Office of the Registrar

Belbas Center, 223

Phone: 605-677-5339

Email: registrar@usd.edu

Every student must have an accurate Social Security number (or assigned student identification 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 identification number) should be reported by the student to the Registrar's Office.

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security number to the 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.

INSTRUCTOR-INITIATED DROPS

Office of the Registrar

Belbas Center, 223

Phone: 605-677-5339

Email: registrar@usd.edu

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 an email from the Registrar's Office that s/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 [Schedule of Classes](#).

TRANSCRIPTS

Office of the Registrar
Belbas Center, 223
Phone: 605-677-5339
Email: 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 using the [Transcript Request Form](#). Students may obtain an unofficial course listing at any time via [Web Advisor](#).

UNIVERSITY POLICE DEPARTMENT

Davidson Building
Phone: 605-677-5342
Email: universitypolice@usd.edu

The University Police Department is a law enforcement agency on the campus of the University of South Dakota that subscribes to working collaboratively with the campus community. Employed with sworn officers and civilian staff, the University Police Department provides the public services of: protecting life and property, enforcing traffic and parking regulations, investigating criminal activity, and preserving the safety of our campus community.

The University Police Department is located in the Davidson Building, directly south of the ID Weeks Library. Our office is open 24 hours a day, seven days a week and an officer is always available.

Important Phone Numbers:

Police, Fire, Medical Emergencies (from campus phones): 9-911

Non-emergencies: 605-677-5342

WITHDRAWAL FROM THE UNIVERSITY

Office of the Registrar
Belbas Center, 223
Phone: 605-677-5339
Email: 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) must go to the Registrar's Office (Belbas 223, 605-677-5339). Tuition and refundable fees are assessed or refunded, as appropriate, according to the date of official withdrawal, defined as the date the [Application for Complete Withdrawal](#) is filed with the appropriate University official.

SERVICES FOR STUDENTS

ACADEMIC COMMONS

Academic Commons, ID Weeks Library, 1st Floor
Phone 605-677-5371

The Academic Commons is an integrated learning center on the first floor of the I.D. Weeks building that assembles the resources students need to achieve their academic goals. All members of the campus community benefit from the comprehensive academic support services centralized into this single, convenient location. Students frequent the Academic Commons to work alone or in groups whether it's writing a paper, conducting research or meeting with an advisor or tutor. Service areas include: Academic and Career Planning Center, Writing Center, Presentation Center, Center for Academic Engagement, Lab Consultant, Information Technology Services Help Desk, and all of the services of the University Libraries.

ACADEMIC AND CAREER PLANNING CENTER

Academic Commons, ID Weeks Library, 1st Floor
Phone: 605-677-5381
Email: advising@usd.edu

The Academic & Career Planning Center is designed with students' long-term success in mind. The advisors coach you through your major and career plans so that you graduate from USD well-prepared for the world. Services offered by the Academic and Career Planning Center include:

- Academic scheduling and major exploration, declaration or change
- Securing competitive internships and employment opportunities
- Succeeding academically and socially in your first year (First Year Experience)
- Tutoring and study resources including access to a learning specialist
- Developing the academic skills necessary to perform well in college
- Promoting your skills and abilities in resumes and cover letters
- Practicing job interviews and connecting you with potential employers

USD BOOKSTORE

Muenster University Center
Phone: 605-677-6291
Website: www.shopcoyotegear.com
Email: USD.Bookstore@usd.edu

Barnes & Noble has partnered with The University of South Dakota to provide students with choices. Not only do we provide new and used books, but also a robust textbook rental program and digital textbooks. Used textbooks save our students 25% off the new book price, while rentals average a 50% savings. Along with textbooks, we offer general reference & reading books, school supplies and the largest and best selection of USD gifts and Coyote apparel. Students, faculty, staff, families and guests are always welcome at the on-campus bookstore in the Muenster University Center or they can visit our [website](#) to order textbooks and shop for school spirit items.

CAMPUS DINING SERVICES

Muenster University Center, 109
Phone: 605-677-5899
Email: dining@usd.edu

Campus Dining Services, provided by [ARAMARK](#), offers services including: student employment, campus-wide catering services and cash operations. All freshman & sophomores on campus are required to have a meal plan. Board plan meals are useable at the Muenster University Center Market Place Friday nights, Saturdays & Sundays and at the Commons Dining Hall, Monday through Thursday and Friday through lunch.

Students are asked to report lost or stolen meal cards immediately. Replacement of lost meal cards may be obtained in 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.

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 issues.

Campus Dining Locations

- [The Commons](#) (605-677-6047)
 - Located in the North Complex, The Commons is an all-you-care-to-eat location featuring a full salad bar, fruit bar, grill, pizza, comfort foods, deli and desserts. It is open for breakfast, lunch and dinner.
- [Market & Charlie's Grill](#) (605-677-6841)
 - Located in the Muenster University Center, offering items from Wraps & More, Bene Pizza, Caliente, Greens to Go, WOK, Noodles and Corner Kitchen. The Market Place is open all week.
- [The Beede Bump](#) (605-677-6028)
 - Located in the entrance of Beede/Mickelson in the North Complex, the Bump consists of a walk-through area where one can purchase chips, candy, and sodas as well as convenience store items such as laundry soap, toothpaste, and aspirin.
- [University Brew & C-Store](#) (605-677-6034)
 - Located in the Muenster University Center, it is a gourmet coffee shop & convenience store.
- [Campus Catering](#) (605-677-5665)
 - 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.
- [POD](#) (605-677-6603)
 - Provisions on Demand. Located in Coyote Village, the POD consists of a walk-through area where one can purchase chips, candy, and sodas as well as convenience store items such as laundry soap, toothpaste, and aspirin
- [Einstein Bagels Bros](#) (605-677-6027)
 - New to USD this semester! Einstein Bros Bagels specializes in bagels, made-to-order sandwiches, panini, salads, soups and coffee for breakfast, lunch and dinner. The menu features a wide array of coffee and tea drinks as well as nearly 20 bagel varieties.

CAREER PLANNING SERVICES

Students receive assistance with their career planning and placement from these campus resources:

I. [Academic and Career Planning Center](#)

Academic Commons, ID Weeks Library, 1st Floor

Phone: 605-677-5381

Email: advising@usd.edu

The Academic and Career Planning Center assists all students to identify, plan for, and achieve their career goals. They do this by helping students select college majors, locate employment, and apply to graduate/professional school. They also help students obtain valuable work experience such as part-time employment, summer jobs, or internships. Students may meet with an advisor, attend workshops, view daily online job postings, participate in job fairs, complete self-assessments, obtain feedback on their resume, enroll in career classes, or be interviewed by an employer who is visiting campus.

II. Beacom School of Business Employment Services Office

Beacom Hall, 103

Phone: 605-677-5201

Email: sara.hansman@usd.edu

The Beacom School of Business Employment Services Office provides support and assistance to all business school students and alumni in preparing for a career and locating quality internship and permanent positions. Services provided include resume development and review, interview preparation, cover letter writing, personal branding, and job/internship search assistance. The Employment Services Office works with potential employers to bring employment opportunities to Beacom students through employer visits and networking events. The Employment Services Office also facilitates employer engagement in the business school by working with student organizations for employer presentations. A weekly job bulletin and regular Facebook updates are published to Beacom students to communicate current employment opportunities.

III. Law School Career Service Office

School of Law, Associate Dean's Office

Phone: 605-677-6356

Email: law@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 School of Law. The office resources are continuously updated and expanded to assist students in their job searches. The job postings are provided 24/7 to students and alumni/ae through on-line system. The CSO participates in an on-line jobs bulletin exchange system in which law schools from across the nation exchange their job listings.

IV. School of Education Student Placement

Delzell Education Center, 113

Phone: 605-677-5611

Email: edplace@usd.edu

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 listings on their website.

CENTER FOR ACADEMIC ENGAGEMENT

Academic Commons 103

Phone: 605-677-6338

Email: engage@usd.edu

The Center for Academic Engagement is where ambition meets opportunity. Support a community agency, study in a developing nation or participate with a research team. Learning outside the classroom means gaining real-world experience, knowledge and skills from hands-on experiences. We will help you develop the kind of real-world understanding that sets you apart and adds value to your education.

We Offer an Array of Learning Experiences:

- **[Service-Learning & Community Based Research](#)**
Service-learning allows you to apply concepts learned in the classroom to real world problems and community projects.
- **[Global Learning \(Study Abroad\)](#)**
Global Learning broadens your world perspective and distinguishes you from other students.
- **[Undergraduate Research & Creative Activity](#)**
Even in your first or second year you can join research teams, earn mini-grants, present at national conferences or conduct your research at sites around the world.
- **[National Student Exchange](#)**
National Student Exchange (NSE) provides opportunities for U.S. and Canadian students to exchange to another college or university in the U.S. or Canada.
- **[Nationally Competitive Scholarships](#)**
Nationally competitive scholarships are prestigious and highly competitive. USD students have collected 64 of these scholarships and awards over the last 11 years.

[CENTER FOR TEACHING AND LEARNING](#)

McKusick Room 107
Phone: 605-677-5411
Email: ctl@usd.edu

The mission of the Center for Teaching and Learning is to develop at all career stages a diverse faculty of teachers/scholars/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 wide range of programming and services. Among those is providing professional support to faculty members who desire to integrate web-based and web-supported course work in their teaching, and support for those faculty members who are using mobile technology in the classroom.

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. Tech Fellows 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.

[CHILDCARE \(VUCUREVICH CHILDREN'S CENTER\)](#)

Vucurevich Children's Center
Phone: 605-677-6880
Email: childcare@usd.edu

The Vucurevich Children's Center is the university's childcare provider for students, faculty, and staff. It offers accessible, affordable, quality, on-campus child care. Located on the northern edge of campus across from the Dakota Dome, the Center accommodates infants, toddlers and preschoolers. The VCC employs federal work-study students each year. Please contact the center if you are interested in seeking employment opportunities.

COUNSELING AND SCHOOL PSYCHOLOGICAL SERVICES CENTER

Delzell Education Center, 211

Phone: 605-677-5291

Email: cspsc@usd.edu

The Counseling and School Psychological Services Center is administered by the Division of Counseling and Psychology in Education. The Center's primary purpose is to provide clinical training opportunities for graduate counselor and school psychology trainees. A variety of counseling and mental health services are provided including individual, couples, and family. Counselors-in-training are supervised by experienced faculty members who are licensed professional counselors. The counseling staff includes doctoral and master's counselor trainees.

Counseling services are offered free of charge to students and their families and services are available to all members of the community at no charge from September to May. Inquiries about counseling services may be directed to Dr. Kelly Duncan (605-677-5847).

Diagnostic and consultative services are available to children of preschool, elementary, and secondary school age, and their families. Diagnostic services for college students are also available. Referrals are accepted from clients, parents, physicians, schools or other interested parties. Clients are seen by appointment only. School Psychological Services are available September through May; inquiries should be directed to Dr. Nicholas Benson (605-677-5250). There is a fee on a sliding scale for specific diagnostic services.

Diagnostic and therapeutic services are available to children of preschool, elementary, and secondary school age, and their families. Diagnostic services for college students are also available. Referrals are accepted from clients, parents, physicians, schools or other interested parties. Clients are seen by appointment only. [School Psychology Services](#) are available September through May; inquiries should be directed to Dr. Hee-sook Choi (605-677-5250). There is a fee for specific diagnostic and therapeutic services.

DENTAL HYGIENE SERVICES

Vermillion Clinic

East Hall, 120

Phone: 605-677-5378

Email: dh@usd.edu

Sioux Falls Clinic

521 N Main Ave, Suite 202

Phone: 605-367-8046

Email: dh@usd.edu

The University offers dental hygiene and limited dental services to all students, faculty, staff, and the public at reduced prices. The Department has two clinics: one on the Vermillion campus and one in Sioux Falls. Services offered include: prophylaxis (cleaning), oral cancer screenings, blood pressure readings, periodontal assessments, x-rays, fluoride treatments, sealants, conservative periodontal therapy, custom-fit mouth guards and night guards, tooth desensitizing and bleaching. In addition, dental services such as exams, fillings and extractions are provided within a limited scope by licensed dentists. Nitrous oxide/oxygen sedation and local anesthesia are also available for pain and anxiety management. Both dental hygiene clinics are teaching clinics in which students are supervised by University faculty who are licensed practitioners.

DISABILITY SERVICES

Service Center North, 119B

Phone: 605-677-6389

Email: disabilityservices@usd.edu

It is the policy of The University of South Dakota – in accordance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008 – to ensure that no qualified person shall be denied access to, participation in, or the benefits of any program or activity of the university because of a disability. Individuals with disabilities who have met the academic and technical standards for admission or for participation in university programs shall not be discriminated against because of their disability. Reasonable and appropriate accommodations will be made, as necessary, to insure full and equal access to educational opportunities, programs, and activities. Reasonable and appropriate 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. Disability Services is the designated office on campus to approve and implement academic accommodations. Following registration with Disability Services, the student is required to submit medical or other diagnostic documentation of disability and functional limitations in an academic setting. 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. 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.

If you are a student with a disability please contact Disability Services as soon as possible to see if you qualify for academic accommodations. If you are a student and you suspect you may have a disability contact Disability Services. Disability Services can refer you to the appropriate agency or organization for evaluations.

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.

FINANCIAL AID

Belbas Center

Phone: 605-677-5446

Phone: 877-269-6837 (toll-free)

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, students are applying for all Title IV aid programs - Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness grant, SMART 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.

GLOBAL LEARNING PROGRAMS

Center for Academic Engagement
Academic Commons 103
Phone: 605-677-6338
Email: theworld@usd.edu

USD students are able to take advantage of a wide variety of educational opportunities around the world. Students may study abroad on USD Sponsored or Affiliated Programs; participate in an affiliated program sponsored by another university or study abroad organization; or study away at a U.S. or Canadian institution on National Student Exchange. Students must meet [Eligibility Requirements](#) and complete the [Application Process](#) to participate in the following types of global learning programs:

-
-
- [USD Direct Programs](#)
- [USD Sponsored Programs](#)
- [USD Faculty-Led Programs \(Study Tours\)](#)
- [National Student Exchange \(NSE\)](#)
- [USD Affiliates](#)
- [Academic Internships & Volunteer Programs](#)

HEALTH INSURANCE

Student Health Services
20 S Plum Street
Phone: 605-638-8279
Email: student.health@usd.edu

myHealth Plan
Phone: 1-888-322-2155 (Avera Health Plan)
Phone: 1-605-773-2502 (Program Manager)

Student Health is not insurance, but a list of discounted rates that are offered to students through the Student Health Agreement. Students are strongly encouraged to have insurance coverage for medical expenses whether it is through a school plan or other private insurance coverage. [myHealth Plan](#) is a limited health insurance benefit plan available to full-and-part-time students of the South Dakota University System by the SD Board of Regents.

All international students living in South Dakota are required to enroll in this plan, as directed by the [SD Board of Regents Policy 3:14, Student Health Insurance](#). Spouse and dependents are required to have proof of insurance and must submit this to their university representative. The Student Health Services coordinator can be contacted for general questions and claims filing issues. Additional information may be found at the [Student Health Services website](#).

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.

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.

INFORMATION TECHNOLOGY SERVICES

ITS Help Desk

Academic Commons, I.D. Weeks 104

Toll Free: 877-225-0027

Phone: 605-677-5028

Email: helpdesk@usd.edu

Online request: www.usd.edu/ithelp

The Help Desk is staffed with full time technicians who will gladly take time to assist you with your technology needs. Students, faculty, and staff will find answers to our most commonly asked questions, instructional documents, scheduled maintenance and outages on the [myU Portal](#) or the [ITS Alert Board](#).

- **Appropriate Use Policy**

All members of the USD community must use University computing and information resources 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 SD Board of Regents Policy 7:1, Acceptable Use of Information Technology Systems](#) applies to all use of University computing resources and defines user responsibilities.

- **USD Account Access**

A USD account is required to access the following technology resources: myU Portal, Computer Labs & Printing, Connecting your Personal computer, Online Library Resources, and Personal Web space. The [Technology website](#) will provide you with information to activate your USD account, providing password guidelines and a link to activate your account.

- **Computer Labs**

To access the computer labs you will need your USD ID card as well as your USD username and password. Our computer labs provide students with specialized software and access to printers.

- **Personal Computers on Campus**

Personal computers can be connected to the campus network. To connect your computer to the USD Network your computer must meet minimum requirements, have a recognized anti-virus installed, and up-to-date security patches.

- **Software Discounts**

All Students with The University of South Dakota are eligible for anti-virus software – AT NO CHARGE! Additional software applications are available to students at a discount. These Discounts are offered by the software vendors are most can be downloaded online.

INTERNATIONAL STUDENT SERVICES OFFICE

McKusick Technology Center, room 211

Phone: 605-677-6240

Fax: 605-677-6118

Email: isso@usd.edu

The International Student Services Office (ISSO) is located in the McKusick Technology Center, room 211. This office 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 Services Office. 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. All university students who are studying on an F or J visa are requested to contact the International Student Services Office upon their initial arrival to campus.

LEGAL AID

Muenster University Center, 219

Phone: 605-677-5666

Phone: 605-624-7090 (Reed Law Offices)

The Student Government Association (SGA) sponsors a legal aid service available to any University of South Dakota student who needs general legal service. Weekly office hours, during the fall and spring semesters, will be posted in the SGA Office and Muenster University Center Information Desk. All other times you may contact Joe Reed at Reed Law Offices.

UNIVERSITY LIBRARIES

ID Weeks Library & Academic Commons

Phone: 605-677-5371

Email: library@usd.edu

Website: www.usd.edu/library

[Wegner Health Science Information Center](#) (Sioux Falls)

Phone: 605-357-1400 or 1-800-521-2987

Email: wegner@usd.edu

Website: www.usd.edu/wegner

The University Libraries of the University of South Dakota include the I. D. Weeks Library, which serves all programs based in Vermillion, and the Karl & Mary Jo Wegner Health Science Information Center, which serves the Sanford School of Medicine and other health partners in Sioux Falls and throughout South Dakota. The University Libraries provides print and media materials to support the curriculum and bestsellers for leisure and enrichment reading. The USD and Wegner Center populations locate and request materials held in the other libraries in the state through the ALEPH SDLN catalog. The University Libraries and Wegner Center feature onsite and online access to over 300 databases, nearly 450 e-books, and thousands of full-text, academic journals. Interlibrary loan and document delivery services obtain desired items not owned by the University Libraries or Wegner Center within a few days, frequently within hours. Subject-specialist library faculty provide reference services as requested during all open hours by: walk-in, phone, fax, email, chat, and text. Information literacy and library instruction are fully integrated into the USD curriculum. Health-related instruction and comprehensive library services are provided by USD and Wegner Center librarians as participants in the National Library of Medicine Greater Midwest Region outreach and resource programs.

The Academic Commons is an integrated learning center on the first floor of the I.D. Weeks building that assembles the resources students need to achieve their academic goals. All members of the campus community benefit from the comprehensive academic support services centralized into this single, convenient location. Students frequent the Academic Commons to work alone or in groups whether it's writing a paper, conducting research or meeting with an advisor or tutor. Service areas include: Academic and Career Planning Center, Math Emporium, Writing Center, Presentation Center, Center for Academic Engagement, Lab Consultant, Information Technology Services Help Desk, and the aforementioned library services.

The I.D. Weeks building provides 1,000 seats in a mixture of individual and collaborative arrangements and over 100 computers. A variety of rooms and spaces for individual and group study, meetings, digital editing, media viewing, and disability support are available to drop-ins or by reservation.

Fall/Spring Operating Hours

ID Weeks Library & Academic Commons

Monday-Thursday 7:30 a.m. to 2 a.m.
Friday 7:30 a.m. to 11 p.m.
Saturday 10 a.m. to 11 p.m.
Sunday 10 a.m. to 2 a.m.

Wegner Health Science Information Center

Monday-Thursday 8 a.m. to 10 p.m.
Friday 8 a.m. to 5 p.m.
Saturday 10 a.m. to 5 p.m.
Sunday 2 p.m. to 10 p.m.

MUENSTER UNIVERSITY CENTER

Phone: 605-677-5276

Email: muc@usd.edu

The Theodore R. and Karen K. Muenster University Center (MUC) is an integral part of the university's educational environment. The MUC sponsors programs and offers services that address the expressed needs of students, faculty, and staff. Maintenance and the operations of the facilities and programs are paid for by student fees and the MUC's commercial operations.

The center has gaming systems available including Wii, Playstation 3 and Xbox 360. There are 15 big screen televisions complete with high definition satellite and digital cable systems. There are casual board rooms for studying as well as many places to lounge.

The Muenster University Center provides a central location for many of the vital services that students need to manage their life while attending USD. They include [The University of South Dakota Bookstore](#), [Campus Dining](#), [Student Government Association](#), and several areas of the [Division of Student Services](#). Other services include:

Coyote Cash (Coyote Card Office)

Muenster University Center, 204

Phone: 605-677-5334

Email: coyoteid@usd.edu

This is a declining balance account. The Coyote Cash Account is accepted at all Campus Dining locations, the University of South Dakota Bookstore, and numerous off-campus merchants. Coyote Cash can also be used for laundry in the residence halls, printing at computer labs, and USD Student Health Services. Deposits to the Coyote Cash account can be made with cash, check or credit card.

Event Planning and Scheduling

Muenster University Center, 130

Phone: 605-677-5464 (Scheduling)

Phone: 605-677-5398 (Event Planning)

Email: eventplanning@usd.edu

The Campus Events office is the primary point of contact when you want to hold your event, conference or camp at USD. With one call, we can help you coordinate catering, room set-up, on-campus marketing, security, parking, and housing. All events that are held in the Muenster University Center, Commons Dining Hall, Aalfs Auditorium at Slagle Hall, Farber Hall, and Danforth Chapel are scheduled through the Scheduling 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. Students, faculty, and staff can submit requests for space online at: <https://rooms.usd.edu>

Information Desk

Muenster University Center, 1st Floor

Phone: 605-677-5276

Email: muc@usd.edu

The Information Desk is open daily for information and referrals.

Master Calendar

Phone: 605-677-5464 (Scheduling)

Email: eventplanning@usd.edu

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](#).

NOTARY PUBLIC SERVICE

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

OFFICE OF DIVERSITY

Muenster University Center, 143
Phone: 605-677-3925

The Office of Diversity works to improve the campus climate for inclusiveness at USD. Gender, race/ethnicity, socioeconomic status, sexual orientation, religion, disability, veteran's status, first-generation-university-student status, nationality, citizenship, age, and other personal and social dimensions are not only respected, but also highly-valued at USD.

PSYCHOLOGICAL SERVICES CENTER

Old South Dakota Union Building, 112
Phone: 605-677-5434

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 \$20 assessment fee, 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 50% 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.

REGISTRAR'S OFFICE

Belbas Center, 223
Phone: 605-677-5339
Email: registrar@usd.edu

The Registrar's Office 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; evaluates [transfer credits and non-coursework](#); provides [veterans' services](#); 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. Many of the services provided by the Registrar's Office are available online.

SCHOLARSHIPS

Office of Scholarship Administration
Belbas Center 310
Phone: 605-677-6297

The USD Scholarship Policy may be found on-line at: <http://admissions.usd.edu/cost-and-aid/scholarship-policy.cfm>

Scholarship Acceptance and Terms

Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing USD scholarships. Every student's financial award package (scholarships, gift and need-based assistance) is subject to audit with the final determination to be made by the USD Financial Aid Office in compliance with federal aid regulations. A student's USD funds may not exceed in-state direct costs (tuition, fees, room and board). If the student also receives non-USD funds (including all forms of federal, state and external assistance), the total of **all** funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation.

- USD reserved the right to adjust individual scholarship awards after letters have been accepted to ensure effective use of federal, state and university dollars.
- Full-time fall and spring enrollment (or program equivalency) on the Vermillion campus is required for all USD scholarship recipients.
- When scholarship assistance is equivalent to in-state direct costs, students will be required to reside in on-campus housing.
- Renewable awards are contingent up on maintaining a minimum grade point average, completion of the donor appreciation letter and meeting all other conditions of the renewal criteria as specified.

SPEECH AND HEARING CLINIC

Department of Communication Sciences & Disorders
Noteboom Hall, 104
Phone: 605-677-5474
Email: csd@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 during select times on weekdays, 8:00 a.m. to 5:00 p.m.; appointments must be made in advance.

STUDENT SERVICES

Muenster University Center, 219
Phone: 605-677-5666
Email: StudentServices@usd.edu

The Division of Student Services is here to help students take full advantage of the numerous resources available to you at USD. Student Services helps students engage in their educational experience, ensures students and their family receive all the assistance they need, answer questions, provide a clean, comfortable and enjoyable on-campus living environment, assist students with issues or concerns that might arise through their time at USD, help students succeed, and to have fun.

DEAN OF STUDENTS

Muenster University Center, 218

Phone: 605-677-5331

Email: StudentServices@usd.edu

The Dean of Students works with many non-academic services and programs that are focused on providing student development activities and services that will enhance student learning and success. These areas include Campus Dining, University of South Dakota Bookstore, and the areas listed below. The Dean of Students is available to assist students with their concerns, issues and questions.

FIRST YEAR EXPERIENCE (FYE)

Academic Commons

Phone: 605-677-5381

Email: FYE@usd.edu

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 Learning Communities of 20 students share the same residence hall space in Mickelson and Beede 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 University 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.

LEADERSHIP PROGRAMS

Muenster University Center, 219

Phone: 605-677-5666

The University of South Dakota is dedicated to the success of their students. Leadership development and leadership opportunities provide students with hands on experience and training to be better leaders both on and off campus. USD offers regular leadership development opportunities for students to gain a better understanding of how to lead in their organizations. Sessions devoted to personal growth are also offered so students can learn about themselves in relation to leadership. Topics of these sessions include budgets, fundraising, ethical decision making, transitioning officers, conflict resolution, and more. At the end of each year USD’s hosts the Celebration of University Leadership to recognize students with awards for their achievements.

NATIVE STUDENT SERVICES

Native American Cultural Center

Phone: 605-677-3167 (Director’s Office)

605-677-5426 (Graduate Assistance Office)

605-677-6875 (Native American Cultural Center)

Email: Nass@usd.edu

The Office of Native Student Services (NSS) provides cultural, social, and academic support programming for Native American students and monitors these retention activities to ensure program accountability, effectiveness and relevancy. Majority of our Native American students’ transition to the university from collectivist based societies (Tiospaye) which necessitates NSS to provide family and community based collective activities. This vital program delivery is designed to ensure the optimal success opportunities for our Native American student populations. Our highly interactive and proactive services require us to have a

“tiospaye of service providers and administrators” university-wide for tracking, advocacy, support programming which leads our students through their academic career to their degree matriculation.

PROGRAMMING

Muenster University Center, 219

Phone: 605-677-5666

Email: cab@usd.edu (Campus Activities Board)

Student Services provides resources and services to all recognized student organizations in addition to the Student Government Association, Program Council, Dakota Days, SERVE, and Dance Marathon. The division also helps create and implement late night and weekend programming including Movies at the MUC, NFL Sunday Ticket, Student Tailgate Nation, and much more.

SORORITY AND FRATERNITY LIFE

Muenster University Center, 219

Phone: 605-677-5666

Email: greek@usd.edu

The Sorority/Fraternity Community at The University of South Dakota includes more than 750 students involved in 12 chapters on campus. In addition to providing social and service opportunities, the Sorority/Fraternity Community helps students develop friendships, sharpen leadership skills and excel academically.

STUDENT COUNSELING CENTER

Cook House

Phone: 605-677-5777

Email: scc@usd.edu

The USD Student Counseling Center offers services to currently enrolled USD students. Services are confidential and supported through student fees. Services provided include educational programs, individual and group counseling, and crisis intervention for personal, mental health, and substance abuse concerns. In individual counseling many student address development concerns related to life skills development, problem-solving skills, assertiveness training, confidence, self-esteem, habit control, values clarification, stress management, academic concerns, and coping skills. The center has a State accredited alcohol and drug treatment and prevention program. The program facilitates services in the areas of substance use assessment, treatment, individual and group counseling, educational classes, and proactive prevention activities across campus and within the community.

STUDENT HEALTH SERVICES at SANFORD VERMILLION CLINIC

Sanford Vermillion Clinic

20 S Plum Street

Phone: 605-642-9111 (appointments)

Phone: 605-638-8279

Email: Student.Health@usd.edu

All USD 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 not covered by Student Health Services and are the financial responsibility of the student.

The medical records of patients seen at Sanford Clinic Vermillion 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, Emergency Room and Outpatient 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 Services [website](#) for complete listing of services.

STUDENT RIGHTS AND RESPONSIBILITIES

Muenster University Center, 218

Phone: 605-677-5331

Email: 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 administering due process and adjudicating allegation of misconduct, the SRR can assist with procedural questions related to ([SDBOR policy 3:4](#)) (the Student Code of Conduct) such as the referral process and resolution options, as well as in identifying available resources to support student success.

- SRR is committed to fostering an environment of engaged citizenship for students among all USD community members.
- Accordingly, reasoned and civil discourse, integrity and intellectual honest, and the recognition of the rights of all are encouraged.
- SRR aids in cultivating a campus-wide ethic of accountability through its conduct processes.

Statement of Integrity: We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions. These values are vital to our academic community. As students, faculty, and staff of the University of South Dakota, we make firm our commitment to integrity in word, work, and conduct. We agree to represent all work honestly, to abide by the profession and ethical standards of each discipline, and to insist upon the same commitment from all members of our academic community.

STUDENT VETERANS RESOURCE CENTER

Temporary Student Center, UCE room117D

Phone: 605-677-3944

The USD Student Veterans Resource Center (SVRC) is open to all current student military members, student veteran military spouses and their dependents. Resources include a study space and an environment in which to share your military experience with other students on campus.

UNIVERSITY HOUSING

Muenster University Center, 219

Phone: 605-677-5666

Email: housing@usd.edu

As a partner in the educational process of USD, University Housing strives to provide services to students as they pursue their individual, academic, and personal goals. University Housing is responsible for Coyote Village, McFadden, Beede, Mickelson, Richardson, Olson, Burgess, Norton, and Brookman halls. Well-trained and supportive staff members reside in the residence halls and on-campus apartments and provide programming and guidance to resident students. All undergraduate 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.

WELLNESS CENTER

Phone: 605-677-8803

Email: wellness@usd.edu

The new 61,000 square foot, state-of-the-art Wellness Center is located directly north of the Warren M. Lee Center for Fine Arts. Students are admitted free with a USD Student I.D. Membership rates for staff, faculty and the community may be located [here](#). The Wellness Center includes the following amenities and features:

- Cardio workout/weight room equipped with treadmills, elliptical machines and exercise bikes with the strength training equipment and free weights in the weight room space.
- Group fitness studios for activities such as aerobics, pilates, yoga, recreational dance, club activities and self defense training.
- Spinning room dedicated to a group exercise class involving stationary bikes and instruction.
- Multipurpose recreation courts—large gymnasium type space with court markings for basketball, volleyball and other sports.
- Walking/jogging track featuring three elevated lanes around the multipurpose recreation and multi-use activity courts.
- Racquetball courts.
- Multi-story climbing wall.

VETERANS' SERVICES OFFICE

Belbas Center, 223

Phone: 605-677-5339

Email: registrar@usd.edu

Veterans' Services, a division within the Office of the Registrar, assists veterans of the United States armed forces, reservists and survivors and dependents of disabled or deceased veterans applying for and receiving education benefits in compliance with the regulations of the United States Department of Veterans Affairs.

WESTERN UNDERGRADUATE EXCHANGE

SD Board of Regents Policy 1.16 – Interstate Tuition Agreements

Office of Admissions
Belbas Center
Phone: 605-677-5434
Phone: 1-877-COYOTES
Email: admissions@usd.edu

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. Students who are interested in this program should contact the [Office of Undergraduate Admissions](#).

ACTIVITIES AND ORGANIZATIONS

ART GALLERIES

Phone: 605-677-3177

Email: uag@usd.edu

- [John A. Day Gallery](#) - Located in the Warren M. Lee Center for the Fine Arts, this gallery features recognized national and international artists, the work of USD Art Department faculty and major USD student shows. It has an annual schedule of approximately 15 art exhibitions. Open 9 am to 5 pm on weekdays and on the weekends by special appointment.
- [Gallery 110](#) - This smaller space in the Warren M. Lee Center for Fine Arts features monthly exhibitions of the work of local and regional artists, as well as works from the UAG permanent collection. Open 9 am to 5 pm on weekdays.
- [Oscar Howe Collection](#) - The UAG permanent collection includes paintings, drawings, and sculpture by the noted Native American artist, Oscar Howe. Howe's work is on exhibit in the historic Old Main 1:00 to 5:00 p.m. Monday through Friday or by appointment.

ATHLETICS

DakotaDome 206

Phone: 605-677-5309

Phone: 605-677-5959 (Ticket Office)

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 very successful 17-sport program. The varsity 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, women's volleyball, softball, tennis and soccer.

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, contact the [Coyote Ticket Office](#) (605-677-5959).

CAMPUS ACTIVITIES BOARD

Muenster University Center, 219

Phone: 605-677-5666

Email: cab@usd.edu

The University of South Dakota Campus Activities Board is a student-run organization that provides diverse programming funded by General Activity Fees. Each member of CAB is involved in planning a complete spectrum of interesting and entertaining activities and events for USD students. Dedicated students serve as the officers, committee chairs, and committee members which ensures that each CAB experience provides an opportunity for networking, leadership development, education, and entertainment for USD Students.

CONTEMPORARY MEDIA & JOURNALISM

Al Neuharth Media Center, 205

Phone: 605-677-5477

Email: cmj@usd.edu

The Student Media Operations associated with The Contemporary Media & Journalism Department provide students with real life laboratory resources in which to develop their professional skills and enhance their academic experience. The student opportunities are facilitated by experienced media advisors. It is not necessary to be a Contemporary Media & Journalism major in order to participate. Contact the CMJ department for more information.

- **[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.
- **[Coyote Creative](#)**
Coyote Creative is a student marketing and strategic communications agency. Students work with other campus groups, university departments, as well as local non-university clients on promotional campaigns, television commercials, public service announcements and other media projects. Students use the departmental media and computer labs for graphic production and desktop publishing with Apple computers, color printers, digital cameras, a scanner and various software programs. Additionally, students use departmental audio and video labs and studios to complete productions.
- **[KAOR-FM](#)**
Coyote Radio is USD's student radio station which broadcasts on 91.1 MHZ in stereo at 120 watts. Coyote Radio serves the university, Vermillion, and the surrounding communities. The radio station's facilities include a transmitter, remote control system, master control room, audio production studio, and extensive music library. Station programming includes an alternative rock and urban contemporary music programming, talk shows and other genres, as well as live broadcasts of most USD athletic events. All programming is locally produced. KAOR is also home to Coyote News, the student-produced live university and community news operation. Student organizations can suggest their activity's information be broadcast by e-mailing the station.
- **[KYOT-TV](#)**
KYOT-TV is a student run cable television station owned by USD and operated by the Department of Contemporary Media & Journalism. KYOT is home to Coyote News, the student-produced 30-minute weekly live university and community TV newscast seen Wednesdays during the academic year on Cable Channel 21 at 5:00 PM with an encore broadcast beginning at 6:00. The primary purpose of KYOT is to provide a means of hands-on experience for students planning to go into the television industry or related fields. A secondary purpose of KYOT is to provide a solid source of information to 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 programming for the enjoyment of its audience members and professional success of its student broadcasters.
- **[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 by working with local and regional clients to develop newsletters, brochures, posters and other promotional materials. Student members also work with local clients in developing promotional strategies for products and services. Students participate in field trips outside the immediate area to meet with company or agency representatives to learn first-hand about the inner workings of the profession.
- **[Society of Professional Journalists](#)**
The USD student chapter of the Society of Professional Journalists allows students interested in journalism to gain additional experience and share common interests, as well as take on special projects. The organization strives to maintain the First Amendment's free speech guarantees, to foster excellence in journalism and to promote ethical behavior.
- **[The Volante](#)**

The Volante is the University of South Dakota's student newspaper. This award-winning publication is consistently among the top college weekly papers in the country. The newspaper offers students from around the campus the opportunity to work as reporters, photographers, editors and advertising representatives. Many of the positions are paid. Publication Board scholarships are available for Volante employees. For information about positions and scholarships, contact the Journalist in Residence at (605) 677-5802 or Chuck.Baldwin@usd.edu.

COYOTE SPIRIT GROUPS

Office of Student Life

MUC 219

Phone: 605-677-5666

Email: Lindsay.Sparks@usd.edu

The University of South Dakota spirit groups include the Coyote Cheerleading Squad and the South Dakota Dance Team, which both provide important contributions to the overall spirit and enthusiasm at Coyote events. The cheerleading squad leads cheers at USD football and men's and women's basketball events, while also supporting USD in other ways. The South Dakota Dance Team is a dance squad that performs at various athletic events and more. Charlie Coyote, the official mascot of the university, 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 the South Dakota Dance Team, the Coyote Cheerleading Squad or as Charlie Coyote, contact the Office of Student Life.

FRATERNITIES AND SORORITIES

Muenster University Center, 219

Phone: 605-677-5666

Email: greek@usd.edu

Involvement in the Sorority/Fraternity 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.

Sorority Chapters

- [Alpha Phi](#)
- [Alpha Xi Delta](#)
- [Kappa Alpha Theta](#)

• Pi Beta Phi

Fraternity Chapters

- [Beta Theta Pi](#)
- [Delta Tau Delta](#)
- [Lambda Chi Alpha](#)
- [Phi Delta Theta](#)
- [Phi Kappa Theta](#)
- [Pi Kappa Alpha](#)
- [Sigma Alpha Epsilon](#)
- [Tau Kappa Epsilon](#)

Guidelines for University Recognition for Social Fraternities and Sororities

Student organizations seeking to gain recognition and support by the University of South Dakota that identify as social fraternities or sororities must do the following:

- Follow completely the Sorority/Fraternity Extension Policy in the creation and colonization of their organization
- Be recognized, or seeking recognition, by one of the two governing Greek bodies (Interfraternity Council or Panhellenic Council)
- Must be associated with a national organization
- Must comply with the Student Code of Conduct
- Maintain good standing with their national organization
- Maintain good standing with their respective council

If at any time the respective Greek council no longer recognizes the member fraternity or sorority, the organization will no longer receive support from the University.

HONORS AND HONORARY ORGANIZATIONS

Office of Student Life

Phone: 605-677-5666

Email: StudentServices@usd.edu

For more information regarding any of the following organizations, students should contact the Student Services or individual departments. 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.

- **Alpha Lambda Delta/Phi Eta Sigma (Freshman)**
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](#) (Counseling)**
Chi Sigma Iota is the international honor society for students, professional counselors and counselor educators. 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](#) (Sophomore)**
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 Honor Society (Sophomore Leadership)**
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. The NRHH representative is a voting member of RHGA.
- **Omicron Delta Kappa/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.

- **[Order of Omega \(Greek Leadership\)](#)**
Students initiated into this organization must be members of a fraternity or sorority and meet specific academic and leadership requirements.
- **[Phi Alpha Theta \(History\)](#)**
A professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication and the exchange of learning and ideas among historians. Phi Alpha Theta seeks to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.
- **[Phi Beta Kappa](#)**
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.
- **[Psi Chi \(Psychology\)](#)**
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). Students who do not meet the requirements for Psi Chi may join the Psychology Club and attend all meetings and events.
- **[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.
- **[USD HONORS PROGRAM](#)**
Old Main, 120 A
Phone: 605-677-5223
Email: honors@usd.edu
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. Honors Program students receive their academic advising through the Honors Program until they have accumulated 48 college credits (Education, Fine Arts, and Business students also have advisors in their respective departments). 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 3.5 GPA and the interest, preparation, and enthusiasm necessary to complete an undergraduate thesis project.

[INTRAMURALS AND CLUB SPORTS](#)

Wellness Center

Phone: 605-677-8803

Email: wellness@usd.edu

USD offers opportunities for students to get involved in their favorite sports or to try something new through a variety of [intramural](#) programs. [Club sports](#) are a great way to stay active in your favorite sport, meet new people who share a similar passion, and have fun!

DEPARTMENT OF MUSIC

Phone: 605-677-5274

Email: music@usd.edu

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 housed in the National Music Museum, located on Clark Street at the end of Yale Street.

RESIDENCE HALL ASSOCIATION

Muenster University Center, 219

Phone: 605-677-5666

Email: rha@usd.edu

The Residence Hall Association (RHA) is the governing body for all residence hall students. RHA provides social, intellectual, and cultural programming for residence hall students. RHA 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 RHA and its committees. RHA provides an arena for students to give input about facility upgrades and maintenance concerns.

SERVE (Students Enhancing Resources for Vermillion Enrichment)

Muenster University Center, 219

Phone: 605-677-5666

Email: serveits@usd.edu

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, and eleven committee chairs. The General Activity Fee helps to subsidize the activities of SERVE and its committees.

STUDENT GOVERNMENT ASSOCIATION

Muenster University Center, 206

Phone: 605-677-6845

Email: sga@usd.edu

The Student Government Association (SGA) is the official representative body for all undergraduate and graduate students at USD. 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.

The Student Senate is the legislative arm of the Student Government Association 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 are elected during the spring semester for a one year term. Senators must attend Senate meetings, are appointed to one of three SGA standing committees, and spend two hours in the office each week.

STUDENT ORGANIZATIONS

The University of South Dakota has well over 100 student organizations that are officially recognized by the Student Government Association. Student organizations at the University of South Dakota are based on, centered around, led, governed, and directed by students. These organizations make a difference in the lives of students by creating a connection to campus, the community, and their peers. Student organizations on campus are based on an array of topics, interests, and fields of study. The large number of organizations allows students to connect with a group of peers with similar interests. When coupled with the dedication of its student members, the campus culture is greatly enriched. Student organizations have a real and profound effect on the University and the outside world through their vision, goals and accomplishments.

DEPARTMENT OF THEATRE

Phone: 605-677-5418

Email: theatre@usd.edu

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 450 seat proscenium stage while the Arena Theatre is a 90 seat flexible theatre space. These theatres, along with a dance studio, well-equipped scenic and costume studios and design lab, provide an outstanding physical environment for the study of theatre performance and production. The program is further enriched by visiting artists, participation in the Kennedy Center American College Theatre Festival, a close association with the Black Hills Playhouse (a summer stock theatre located in Custer State Park) and the South Dakota Shakespeare Festival. Opportunities to participate in the New York Showcase and to study abroad also exist. Classes, auditions, and production crews are open to all USD students. The University of South Dakota is an accredited institutional member of the National Association of Schools of Theatre.

THE VOLANTE

Al Neuharth Media Center, 130

Phone: 605-677-5494

Phone: 605- 677-3114

Email: 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, and online on an ongoing basis.

POLICIES AND PROCEDURES

APPEALS ACADEMIC

[SD Board of Regents Policy 2:9, Student Appeals for Academic Affairs](#)

[Undergraduate Academic Appeals](#) and [Graduate Academic Appeals](#) forms may be found on myU. For questions, contact Academic Affairs (Slagle Hall 105, 677-6497), or the Academic Dean of your college.

ACADEMIC EXCUSED ABSENCE POLICY

When necessary, make-up of course requirements missed because of student participation in University sanctioned events and activities shall be worked out between the instructor and the student upon the student's timely initiative. For a University related event, a student must contact his/her instructor at least two days prior to the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class. To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student's right to make up missed requirements as described above.

Adopted March 2, 2005

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 Student 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

[SD Board of Regents Policy 4:27, Drug Free Environment – Compliance with the Drug-Free Schools and Communities Act Amendments of 1989](#)

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 Dean of Students Office each semester identifying all actions taken pursuant to the disciplinary policies required herein. Institutions may impose additional or more restrictive conditions on official recognition.

ALCOHOL PERMITTED ROOMS POLICY

A few specific units in Coyote Village and McFadden Hall are allowed to have alcohol. Any students who are of legal age will be able to responsibly consume alcohol while in their room.

ALLEGED VIOLATIONS OF CIVIL RIGHTS STATUTES

[SD Board of Regents Policy 1:18, Human Rights Complaint Procedures](#)

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 pursuant to the [Board of Regents Human Rights Complaint Procedures](#) 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 Students Publication Board. [SD Board of Regents Policy 3:10, Campus Media](#)

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. [SD Board of Regents Policy 3:2, Resident and Nonresident Classification of Students](#)

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 request a review of the original classification decision. Information on the review and appeals process is found at the end of this section.

2. Establishing Bona Fide Residence

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 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 un-emancipated 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 un-emancipated 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 un-emancipated 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 of Regents 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 Center 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 of Regents:

1. The residence of an un-emancipated 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](#). The deadlines for submission of the residence questionnaire for each term are indicated in the annual *Schedule of Classes* (available online at <http://www.usd.edu/registration/>).

Classification Appeal Procedure

Students may formally appeal the reviewed decision (see paragraph above) to The University of South Dakota. The appeal form is available in the Registrar's Office, or [online](#). The appeal is then reviewed by USD's Residency Appeals Committee.

Students may further appeal the committee's decision to the Executive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that USD forward copies of the student's appeal file, including all documentation used in making the committee's decision. The student's letter must include a clearly laid out explanation of why the student disagrees with the committee's decision. The appeal form is available in the Registrar's Office, or [online](#).

COMMUNICABLE DISEASE POLICY

The University of South Dakota is committed to providing educational resources to its students, faculty, and staff regarding 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, AARC, or HIV 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 including expulsion, or, in the case of organizations, withdrawal of recognition.

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

It is the policy of The University of South Dakota – in accordance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008 – to ensure that no qualified person shall be denied access to, participation in, or the benefits of any program or activity of the university because of a disability. Individuals with disabilities who have met the academic and technical standards for admission or for participation in university programs shall not be discriminated against because of their disability. Reasonable and appropriate accommodations will be made, as necessary, to insure full and equal access to educational opportunities, programs, and activities. Reasonable and appropriate 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. Disability Services is the designated office on campus to approve and implement academic accommodations. Following registration with Disability Services, the student is required to submit medical or other diagnostic documentation of disability and functional limitations in an academic setting. 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. 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.

If you are a student with a disability please contact Disability Services as soon as possible to see if you qualify for academic accommodations. If you are a student and you suspect you may have a disability contact Disability Services. Disability Services can refer you to the appropriate agency or organization for evaluations.

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.

EMPLOYEE-EMPLOYEE AND FACULTY-STUDENT CONSENSUAL RELATIONSHIPS

[SD Board of Regents Policy 1:23, Employee-Employee and Faculty-Student Consensual Relationships](#)

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AFFIRMATIVE ACTION POLICY

[SD Board of Regents Policy 1:19, Equal Opportunity, Non-Discrimination, Affirmative Action](#)

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of South Dakota receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is

a person employed by the University of South Dakota in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University of South Dakota who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University of South Dakota.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Dakota to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The University of South Dakota's implementation of the requirements of the Family Educational Rights & Privacy Act (FERPA), including its definition of directory information, can be found at <http://www.usd.edu/policies/upload/Student-Records.pdf>.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the University of South Dakota whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

[USD FERPA Notification Rights](#)

FIREARMS POLICY AND STORAGE PROCEDURES

The University of South Dakota Firearm Policy and Storage Procedures

1. Weapons

The use or possession of the following are potential threats to health, life or property, and thus are prohibited on any property controlled by the Board of Regents, including the residence halls.

- A. Weapons, including but not limited to, firearms, guns (e.g. BB guns, pellet guns, paintball guns, etc.), bows, arrows, clubs, nightsticks, swords, knives (with a blade of 4 inches or longer), tasers, and all martial arts weapons.
- B. Ammunition including but not limited to, explosive ammunition (e.g. shotgun shells, rifle shells, black powder, percussion caps, etc.) and air-propelled ammunition (e.g. BBs, pellets, paintballs, etc.).
- C. Firecrackers and other explosives and dangerous chemicals.
- D. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL 22-1-2(10), fireworks, explosives, Tasers, BB guns, or dangerous chemicals on institutional premises is strictly prohibited.

2. This policy does not apply to:

- A. Any starting gun while in use at an athletic event, and any firearm or air gun at a firing range, a gun show (sponsored by a recognized university organization), or supervised school or session for training in the use of firearms;

- B. The ceremonial presence of any unloaded weapon at a color guard ceremony;
- C. Any weapon under the control of military personnel assigned to the South Dakota National Guard or to the Reserve Officers Training Corps;
- D. Any otherwise lawful firearm held in a weapon storage facility operated by the institution or while such firearm is being transported to or from such a storage facility, in accordance with Section 3, subsection A; or
- E. Storage of any otherwise lawful firearm, out of plain view and inside a locked personal motor vehicle is permitted on university property.

3. Firearm Storage

Residential students and guests wishing to store firearms who do not have a personal vehicle in which to do so, or who wish to store in an alternate location from their vehicle, may store their firearm at the University Police Department (UPD) storage facility at no charge. UPD is located on the main floor of the Davidson Building. Storage at UPD offers security advantages, such as secured and locked storage, and UPD personnel's expertise and training in safe firearm handling.

UPD will provide storage of firearms belonging to USD students. For the safety of the property, students and UPD Staff the following procedures will be implemented:

- A. Firearms may be checked in/out at anytime. Students and guests are required to call UPD (677-5342) prior to their arrival to ensure an officer is available to assist them.
- B. All students checking firearms in/out must have their USD Student ID. Guests must have a valid government issued photo ID. When checking firearms out, students or guests must also have the "Weapon Storage Card" that they received when they initially checked in their firearm.
- C. Firearms to be stored must be in a soft case or sock, (no hard cases) and have a trigger lock attached.
- D. Firearms without a trigger lock attached will not be accepted.
- E. Loaded firearms will not be accepted.
- F. All firearms to be stored will be checked through NCIC. If the firearm is discovered to be stolen UPD Officers will place the firearm into evidence and may not release the firearm until the conclusion of an appropriate investigation.
- G. No firearm will be released to individuals displaying signs of impairment

HARASSMENT AND BULLYING

[SD Board of Regents Policy 1:17, Sexual Harassment](#)

One of the responsibilities and expectations of University of South Dakota students is that they will participate in the creation of a positive climate at USD that welcomes, comforts, and is inclusive of all students in the Residence Halls, classrooms, student organizations, and other parts of the University.

Two critical issues that lead to a negative climate for and experience of diverse students are cultural acts of insensitivity and "bullying." Making fun of or degrading individuals and the groups to which they belong is considered an act of cultural insensitivity.

Bullying is defined as unwanted, aggressive behavior that is repeated, or has the potential to be repeated, over time. Bullying is repeated, deliberate, and disrespectful behavior that has the intent of hurting someone else. Teasing; making fun of; laughing at, or harassing someone over time is bullying. Bullying hurts, creates a negative climate, and can disrupt another student's ability to function, sleep, concentrate, and to be academically successful. Below are some guidelines for the awareness of and prevention of acts of cultural insensitivity and bullying at USD.

[Guidelines for the Awareness and Prevention of Acts of Cultural Insensitivity and Bullying](#)

Guidelines for the Awareness and Prevention of Acts of Cultural Insensitivity and Bullying
For complaints made by students against students, please report incidents to:

Dr. Kimberly Grieve
Dean of Students
MUC #218
605-677-5331

For any complaints involving a member of the faculty or staff, please report incidents to:

Roberta (Bobbe) Haki
Director, Equal Opportunity
Slagle #205
605-677-5651

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

[SD Board of Regents Policy 1:18, Human Rights Complaint Procedures](#)

IMMUNIZATION POLICY

A. During the 2007 South Dakota Legislative Session, the Legislature passed a bill to require all students enrolled in post-secondary institutions to furnish evidence of immunity to selected diseases. It was signed into law by Governor Michael Rounds on March 2nd. A protective measure that reflects recommendations issued by the Centers for Disease Control and Prevention (CDC), this statute was designed to minimize the possibility of disease outbreaks within our campus communities. To assure congruency with state law, the South Dakota Board of Regents tailored its existing immunization policy.

Implemented during the 2008-2009 academic year, the statute applies to every student (graduate and undergraduate) who has been admitted to a post-secondary institution - either public or private – in the state of South Dakota. It states that all students who meet established criteria are obliged to demonstrate immunity to measles, mumps, and rubella. Relevant criteria – i.e., key factors which drive the need for compliance - are delineated below:

- Age: students born on or after January 1, 1957 must comply; those born prior to this date are excused.
- Course schedule: students who register for two or more credit-bearing classes – and at least one course involves face-to-face contact on a weekly basis for multiple weeks – are obliged to comply.

This includes participation at all campuses and centers (including University Center, Capital University Center, and West River Higher Learning Center).

- Academic background: students who have completed prior collegiate course work in the state of South Dakota (initiated prior to July 1, 2008) are excused from compliance. Note: credits earned through distance learning, dual credit agreements, and exam/validation do not qualify.
- B. Students who are unable to ascertain their immunization status may purchase the necessary tests and vaccination from the USD Student Health Services at their cost.
- C. In the event the South Dakota State Department of Health declares an epidemic of measles, mumps 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 been excused from compliance through temporary waivers and permanent exemptions will be subject to exclusion from campus.

INFORMATION POLICY

Privacy Rights - FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an

attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The complete student records policy of The University of South Dakota is available [online](#).

Directory Information

Directory Information to be the same across the system and list only: name, enrollment status (undergraduate, graduate or professional school), major field of study, and dates of attendance (start date and end date).

Non-Public Information are to be confined to: All public available information (name, enrollment status [undergraduate, graduate or professional school], major field of study, and dates of attendance [start date and end date]; and institutional e-mail address.

Students need to sign a release statement for dissemination of information for press releases including athletics, scholarship and other recognitions.

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 [online](#).

[MISSING STUDENT POLICY:](#)

1. Reporting a Student as Missing

- A. Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the university's campus security office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.
- B. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines.

PARENTAL NOTIFICATION OF DRUG/ALCOHOL POLICY VIOLATION

[SD Board of Regents Policy, 3:4. Student Code of Conduct – Judicial Policies - Sanctions](#)

The Family Educational Rights and Privacy Act (FERPA) permit colleges and universities to inform parents of drug and alcohol policy violations committed by their students. The University of South Dakota (USD) personnel understand that parents are partners in responding to issues of substance abuse. Thus, it is USD policy to notify parents or guardians of their student's alcohol and/or drug policy violation if the student is less than 21 years of age and not emancipated, and the violation occurred as follows:

1. Parental notification may occur when it is determined that the student has committed a second violation of the South Dakota Board of Regents (BOR) Alcohol/Drug Policy, that the violation resulted in at minimum an imposition of disciplinary probation and that 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 South Dakota 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 Dean of Students will determine, in each instance, whether parental notification will be made. In the event the Dean 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 on record. Students whose parents will be notified consequent to a conduct process may view a template of the notification letter in the Office of Student Rights and Responsibilities.
4. Records of parental notification under this policy will be maintained in the Office of the Dean of Students or as s/he may otherwise designate.
5. In addition to the foregoing, USD policy provides for 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.

PEST CONTROL POLICY

Student Services is committed to an effective and efficient response to reports of pests in housing facilities. Our pest control measures include regular inspections and housekeeping controls and material treatments as needed. The materials and processes used to treat rooms and apartments are carefully selected to be safe and effective.

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 605-677-7100. 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 University of South Dakota 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 University of South Dakota 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 University educates the student community about sexual assaults and date rape through residence hall and student services programming each fall. The Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Counseling Center.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly University Police and/or the Title IX officer. Filing a police report with a University officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Title IX officer, or only the latter. A University representative from the Police Department or the Title IX officer will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Student Health Center, Employee Assistance, and the Counseling Center. Counseling and support services outside the University system can be obtained through the Domestic Violence Safe Options services and Sanford Medical Center.

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

II. 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 Center 677-5777
Student Health (Sanford Clinic Vermillion)

SEXUAL HARASSMENT

[SD Board of Regents Policy 1:17, Sexual Harassment](#)

Title IX of the Education Amendments of 1972, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX.

For Complaints by faculty and staff and students involving faculty and staff:

Roberta Haki, Director of Equal Opportunity and Diversity
Slagle Hall #205
605-677-5651

For Complaints by students:

Dr. Kimberly Grieve, Dean of Students
MUC #218
605-677-5331

SMOKE-FREE ZONE POLICY

[SD Board of Regents Policy 4:29, Smoking](#)

This policy has been established to protect and promote the health and well-being of employees, students, and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. Secondhand smoke is the third leading cause of preventable death.

The University of South Dakota has an obligation to its employees, its students, and the public to take action known to protect peoples' health. The use of tobacco products by employees or visitors compromises the mission of USD to provide a safe and healthy place to conduct business. The policy set forth below is effective 06-01-08 for USD.

At USD, smoking is not allowed in any building and within 25 feet of entrances, exits, and windows for any building or at any other location where others would be required to walk through secondhand smoke to enter a building.

Sign Requirements

Signs stating the policy will be clearly posted on the property, at all entrances, and other prominent places. Ashtrays, collection receptacles for tobacco trash, and the smoke-free zones will be indicated and/or marked.

Compliance

Enforcement of this policy is the shared responsibility of all University of South Dakota personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. Violations of the policy may result in corrective and/or disciplinary action and should be reported to the supervisor, USD Human Resources or the office of the Dean of Students. Students may be referred to the judicial system.

Incidents of smoking in a non-smoking zone are to be documented for supervisor/dean follow-up, as well as evaluated for trends and patterns of noncompliance.

Tobacco Cessation Opportunities

USD encourages all employees and students who use tobacco to quit. The Healthy South Dakota web site <http://www.healthysd.gov/QuitTobacco.html> offers cessation benefits/assistance for employees and students who want to quit smoking or chewing tobacco. Tobacco cessation information is also available from the South Dakota QuitLine's toll-free number 1-866-737-8487, or by visiting the [Tobacco Control Program's website](#).

Smoking Ban Policy

After reviewing the smoking ban resolution passed by the University of South Dakota Student Government Association and endorsed by the Faculty Senate, the USD Executive Committee voted to ban smoking on campus effective January 9, 2013. Student violations of this policy will be reported to the Director of Student Rights and Responsibilities.

SOLICITATION OF STUDENTS

[USD Sales and Solicitation Policy](#)

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 (Office of Scheduling: 605-677-5464).

STUDENT COMMUNICATION POLICY

Because of the ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of The University of South Dakota, certain electronic communication standards must be set by the University.

As a result, email and announcements posted in the myU.Portal are considered official forms of communication at The University of South Dakota.

It is imperative that students understand that portal announcements and the University assigned email address associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The University has the right to expect that those communications will be read in a timely fashion.

STUDENT EMPLOYMENT POLICY

All students who obtain employment with The University of South Dakota are required to complete and sign section 1 of the I9 no later than the first day of employment. The department must complete and sign section 2 within three business day of the employee's first day of employment. Acceptable forms of identification are listed on the back of the I9 form <http://www.uscis.gov/files/form/i-9.pdf>.

The South Dakota Board of Regents has a policy of mandatory direct deposit for payroll payments to employees. This policy requires direct deposit for all regular, temporary, and student employees except for work study students. There are many advantages to employees participating in direct deposit. Direct deposit is secure, reliable, and convenient. The money is deposited in and posted by the bank on payday giving employees access to funds that day.

STUDENT DRIVER POLICY

Students may be authorized to drive university or state vehicles for use in connection with University of South Dakota sponsored activities. Such requests must be approved by the sponsoring department or office. Use of university or state vehicles must be for official university business only and not for a matter of convenience.

STUDENT TAILGATE NATION POLICY

The University of South Dakota tailgating policy is intended to provide all who participate in tailgating at USD a safe and enjoyable experience and environment. This policy is designated for USD Coyote Football games only. The University of South Dakota, USD Athletics Department, along with the USD Police Department asks that you enjoy yourself, while respecting the rights of others. These rules and regulations are intended to be general in nature. The University of South Dakota reserves the right to modify these rules and regulations at any time to secure the safety and effective administration of the event.

Rules and Regulations Governing Tailgating for USD Coyote Football Games

1. The tailgate area will open four hours prior to kick-off and will close 30 minutes prior to kickoff. TAILGATING DURING THE GAME AND/OR AT HALF-TIME IS PROHIBITED.
2. Tailgate spots will be available on a first come, first reserve basis.
3. All individuals and/or groups are responsible for making sure their tailgating area is cleaned prior to departing for the game. Failure to comply with this rule may result in privileges rescinded for the remainder of the season and subsequent privileges will be reviewed after the season.
4. All furniture must be removed from the tailgate lot one hour after the end of the game.
5. Open pit fires are not allowed. Charcoal and gas grills are permitted.
6. Students 21 and over, who possess or consume alcohol during tailgating, must receive a wrist band from the University Police Department. These wrist bands will be distributed at the entrance to the Student Tailgate Nation.
7. Any activity or device used to increase the consumption of beverages is prohibited. Examples of prohibited activities or devices include: beer pong, flip cup, funnels, etc.
8. The State of South Dakota codified laws and USD policies will be jointly enforced by University Police Department and USD Student Services.

- a. The State of South Dakota has set the minimum drinking age at 21 years of age. Underage alcohol possession or consumption is prohibited.
 - b. The State of South Dakota has made it unlawful to provide alcohol to minors. Furnishing alcohol to minors is prohibited.
 - c. South Dakota law makes it illegal to operate a motor vehicle while intoxicated. Anyone operating a motor vehicle with blood alcohol content greater than .08 will be arrested and charged with driving while intoxicated.
 - d. South Dakota law does not permit unsealed alcohol containers in motor vehicles. Anyone who has an unsealed container in a vehicle will be arrested and charged with an open container violation.
9. For the purposes of this policy, sealed alcoholic beverage containers will be allowed in USD parking lots 20, 33, 35 & 36.
 10. Alcohol beverages must be in a can, plastic bottle or a plastic cup. Glass and bulk containers (kegs) are strictly prohibited.
 11. The selling of goods (food, beverages, clothing, etc...) is prohibited. This policy will be strictly enforced. Only authorized groups and/or individuals will be allowed to sell in this area.
 12. Violations of this policy may result in forfeiting all privileges associated with tailgating at subsequent games and a ban from the tailgating area.
 13. Violation of this policy may result in a Student Rights and Responsibilities hearing and/or criminal charges.

Coyote Tailgate Nation Map at http://grfx.cstv.com/photos/schools/sdak/genrel/auto_pdf/2011-12/misc_non_event/2010tailgatemap.pdf

STUDENT 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 the University Parking and Traffic Regulations. Copies of the complete detailed regulations are available anytime from the University Police Department, located in the Davidson Building or online at myU> Health & Safety Tab > Your Safety Channel > Parking <http://link.usd.edu/711> . The University Police Department's non-emergency telephone number is 605-677-5342.

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.
- 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:

1. 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.
2. 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 Plan:

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 (SDCL 32-35-113). (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.

SUICIDE THREAT RESPONSE POLICY

Suicide is the leading cause of death of university students. Additionally, suicide, attempted suicide, and suicidal gestures have detrimental effects on both the involved student and other students in the campus community.

The University of South Dakota (USD) strives to foster a campus community free from personal abuse, directed at oneself or others. USD commits its resources to the following twofold process 1) to educate and promote discussion about self –abuse and violence and 2) to provide crisis intervention. The following link is a link to the USD Suicide Threat Response Policy <http://link.usd.edu/243>.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that constitutes a threat to members of the campus community, a “timely warning” will be issued. The warning will be issued through the USD Campus Alert system, which includes notification through email, text message, and telephone. Students and employees are encouraged to register contact preferences through the USD Campus Alert system by visiting www.usd.edu/emergency. Notice may also be sent through alternate or additional methods of communication and will be posted on the USD homepage.

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.

As a South Dakota resident, you may obtain a voter registration form at the Secretary of State’s web site <http://sdsos.gov/content/viewcontent.aspx?cat=elections&pg=/elections/registrationvoting.shtm>. If your home state is other than South Dakota, you may use the national form which is available at <http://www.usa.gov/Citizen/Topics/Voting/Register.shtml>

WINTER WEATHER POLICY

[USD Winter Weather Policy](#) _____ [Emergency Weather Notification](#)

Classes will be cancelled this winter when road and weather conditions warrant. Administrative offices will remain open for business when classes are cancelled. On occasion, the weather will not be severe enough to cancel classes but may pose driving conditions requiring extreme caution. If conditions are too severe, students are advised to stay home rather than take unnecessary risks. Faculty will accommodate students missing class under these circumstances.

Faculty will immediately notify their respective department offices in the event they are unable to make class. Students seeking individual class cancellation information should contact the faculty member or the faculty member’s department.

In the event staff are unable to travel to campus due to weather conditions, Board of Regents policy allows the taking of annual leave, accrued comp time, leave without pay, or staff may adjust their work week with the approval of their supervisor. In extreme cases, it may be necessary to close administrative offices as well as cancel classes. In that event, food service, public safety, and facilities personnel will continue to provide essential services on campus.

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

[SD Board of Regents Policy 3:4. Student Disciplinary Code](#)

Consumer Disclosures

CONSUMER DISCLOSURES:

The Higher Education Opportunity Act (Public Law 100-215) (HEOA) was enacted on August 14, 2008, and reauthorized the Higher Education Act of 1965, as amended (HEA). The HEOA contains numerous federal reporting disclosure requirements for information from various areas of higher education institutions. A disclosure requirement is information the University of South Dakota required by the U.S. Board of Education to make available to consumers. The University of South Dakota's consumer disclosure information can be found at <http://www.usd.edu/about-usd/consumer-information.cfm>.