

Approved: with/out correction on 12/21/2015 **ATTACH POLICIES**

Administrative Council Meeting Minutes

December 7, 2015

President's Office **1:30 p.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Erin Wood Director for Communications and Public Relations for Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner-Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday-President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:15 p.m.

b) Review of November 23, 2015 Minutes

i) The minutes of the November 23, 2015 meeting were reviewed and approved.

2) OLD BUSINESS

a) Tech Center Wrap Up

i) VP Halvorson has communicated the dates of the December/January break to the contractors and is hopeful they will be in to finish at that time.

b) Signs

i) Director Wood and Coordinator Rasmussen conducted an initial assessment of signage needs on campus and are working to secure quotes for council to review.

c) Food Service short handed

i) President Darling communicated Student Senates concerns about LRSC's environmental impact by the frequent use of styrofoam plates when Food Service has no one available to wash dishes. Student Senate also questioned the lack of recycling bins for students in the residence halls. Council discussed the challenges it creates by an increased workload. The bins do not get used properly causing increased workload as items must be sorted prior to hauling to the recycle center. Council discussed possible solutions to that problem by paying clubs as fundraiser or employing student workers to maintain recycle bins.

3) NEW BUSINESS

a) All Campus Meeting

i) Dr. Darling offered the VP's an opportunity to add any topics to the agenda they wished to have discussed at the All Campus meeting scheduled for 4pm tomorrow. VP Kenner requested President Darling inform campus of the possibility of a ND budget cut and VP Halvorson requested to update campus on the faculty qualifications and Learning Management System (LMS) issues.

b) Policy Manual Updates

i) 400.34 – Waivers (Administrative Affairs)

- (1) VP Kenner explained this change is simply pulling all the various waiver information together. Council invited Controller Kitchens and Director Nettell into the meeting to explain reasoning for certain changes in more detail.
 - (2) Presidential waiver (strike "~~and is used on a rare basis~~") Add VP's to list of those able to bring to President's attention. Council approved with revisions.
 - ii) 800.01 – General (Student Affairs)
 - (1) Council approved
 - iii) 800.02 – Admissions (Student Affairs)
 - (1) Updating definitions due to changes at system level. Council Approved
 - iv) 800.03 – Admissions (Student Affairs)
 - (1) Council approved
 - v) 800.04 – Classification of students (Student Affairs)
 - (1) Strike and approve
 - vi) 800.05 – Credit Hours and Contact Hours (Student Affairs)
 - (1) Returned for revisions.
 - vii) 800.09 – Health Services (Student Affairs)
 - (1) Council approved
 - viii) 800.11 – Student Insurance (Student Affairs)
 - (1) Strike #3 in final version (~~All other students are responsible for providing their own insurance coverage.~~)and approved with revisions
 - ix) 800.12 – Standards of Satisfactory Progress for Financial Aid Eligibility (Student Affairs)
 - (1) Council approved
 - x) 800.13 – Educational Right (Student Affairs)
 - (1) Council approved
 - xi) 700.14.2 – Faculty Rank/Promotions (Faculty Senate)
 - (1) Council approved
 - xii) 700.14.6 – Faculty Rank/Promotions (Faculty Senate)
 - (1) Council approved
 - xiii) 1400.02 Article V. Section D.5a – LRSC Faculty Senate Constitution: Organization of Faculty Senate on the library media committee from one to three members. Council approved.
- c) **Academic/Student Affairs Update**
- i) VP Halverson reported, after a campus utilization study it was concluded computer lab 127 is under-utilized and he requested permission to direct the IT department to decommission the computers and use the room for classroom space. Council discussed and authorized VP Halvorson to move forward with his request.
 - ii) IVN room #123 will be upgraded with new equipment.
 - iii) VP Halvorson informed council that a campus scheduling software is being proposed to create a schedule for all students taking classes within NDUS and all campuses will be billed.
 - iv) CCCC has been placed on probation by the HLC and five areas of deficiencies are scheduled for improvement. They remain accredited while they are on probation. President Darling suggested offering them assistance.
- d) **Administrative Affairs**
- i) The maintenance position vacated by David Kraft was filled by Mark Moser.
 - ii) The open food service position has not to date been filled.
 - iii) VP Kenner informed the group that LRSC received an Unmodified Opinion on the FY15 financial audit. An Unmodified Opinion, formerly known as an Unqualified Opinion, is the terminology utilized to indicate a

clean audit. LRSC was one of only a couple of institutions who received no audit recommendations to address.

e) **Advancement**

- i) Branches went out before Thanksgiving and the Opportunities Brochure will go out next week.
- ii) Director Wood stated the CCF executive board will meet on December 10th to identify nominees for Secretary and Vice President.
- iii) Director Wood is currently working with faculty on low enrollment plans.
- iv) Concerns over the SBHE requiring foundation boards and booster clubs to have strategic plans that mirror the NDUS strategic plan. The proposal is being met with resistance as these entities are separate from the System and had no opportunity for input in the NDUS strategic plan.
- v) Director Wood announced the Two Year Campus Initiative is being rolled out again.

f) **Faculty Senate meeting**

- i) Tammy Riggan announced the Faculty Senate is currently working on policies that will be presented at the next meeting.

g) **President**

- i) Dr. Darling will be traveling to Grand Forks and Fargo this week for Chancellor's Cabinet and SBHE meetings.

4) ADJOURNMENT

a) **Meeting Adjourned**

- i) The Administrative Council Meeting was adjourned at 2:55 p.m.

b) **Upcoming Scheduled Council Meetings**

- i) The next meetings of the Administrative Council will be:
 - (1) Monday, December 21 @ 1:30p
 - (2) Tuesday, January 5 @ 9:00a
 - (3) Tuesday, January 20 @ 1:30p
 - (4) Monday, February 1 @ 8:30a
 - (5) Tuesday, February 23 @ 1:00p

See following pages for policy changes



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Waivers	400	34

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p style="font-size: 1.2em; color: blue;">See attached.</p> <p style="color: blue;">Under Presidential Waivers</p> <p style="color: blue;">Strike - and is used on a rare basis.</p> <p style="color: blue;">Add - VP's to list allowed to make Requests</p>

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<div style="font-family: cursive; font-size: 1.2em;">jll</div>

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
<div style="font-family: cursive; font-size: 1.2em;">Admin Affairs</div>	<div style="font-family: cursive; font-size: 1.2em;">11-24-15</div>
SIGNATURE & TITLE OF SUBMITTER	DATE
<div style="font-family: cursive; font-size: 1.2em;">Joann Kitchens, Controller</div>	<div style="font-family: cursive; font-size: 1.2em;">11-24-15</div>

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|--|
| <input type="checkbox"/> REQUEST APPROVED

<input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____
<input checked="" type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: <u>12-7-15</u> |
|--|--|

LRSC PRESIDENT'S SIGNATURE	DATE
<div style="font-family: cursive; font-size: 1.5em; color: red;">JST</div>	<div style="font-family: cursive; font-size: 1.2em; color: red;">12-7-15</div>

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Lake Region State College
Policy and Procedure Manual

SECTION 400.34
WAIVERS

Air Force Tuition Assistance Fee Waiver

Military students receiving Air Force Tuition Assistance are eligible for this fee waiver. This fee waiver includes CND and NDSA fees, per chancellor approval. It also includes technology, online and lab fees. It is limited to the credits that qualify for tuition assistance.

Athletic Waiver

This tuition waiver is offered by the LRSC athletic coaching staff and is awarded in increments of 25, 50, 75 or 100%. The number of athletic waivers is reviewed each year.

~~Eligibility criteria for US citizens and foreign nationals with permanent residency status~~
Each applicant must provide a letter requesting admission as a Non-Resident Scholar, which includes a brief description of how the applicant meets at least one of the program qualifications:

- ~~1. A history of good citizenship demonstrated through leadership and/or volunteer activities in school or community, or~~
- ~~2. Achieved an academic average of B, or higher, in high school, or~~
- ~~3. Selected for membership in the National Honor Society or equivalent recognition of merit, or~~
- ~~4. Achieved a composite score of 21 or higher on the ACT test, or~~
- ~~5. Other recognition for significant achievement.~~

~~Eligibility criteria for International Students~~ International Scholar Tuition Waiver

This waiver reduces tuition from 25 to 100% for students from other countries based on academic excellence, letters of reference, on-campus residency and the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each applicant must ~~provide a letter requesting admission as a Non-Resident Scholar~~ submit an International Scholar application, essay and The letter must include a discussion of the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each application must be accompanied by two letters of reference from individuals who describe the student's abilities and commitment to his/her educational goals. Up to three 100 percent waivers can be awarded each year.

Northern Scholar Waiver

This waiver reduces tuition to zero for Canadian students who agree to live on campus and who meet the eligibility criteria. Each applicant must provide a letter requesting admission as a Northern Scholar. The letter must include a discussion of the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each application must be accompanied by two letters of reference from individuals who describe the student's abilities and commitment to his/her educational goals.

Foreign Student Waiver

This waiver reduces tuition to zero for students from other countries who are identified and selected by LRSC faculty and staff for their special talents or abilities to enrich the campus learning environment. Up to twelve awards may be given each year.

Cultural Diversity Waiver

This waiver reduces tuition by 50% for the first year for students who meet the eligibility criteria established by the ND Board of Higher Education. ~~The waiver may be increased during the student's second year to 75% of tuition for students who achieve "presidents" and "deans" list status, and may be reduced or eliminated for students who perform poorly.~~ **Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated. Recipients are limited to two years of eligibility, regardless of the size of the waiver received and must achieve Satisfactory Academic Progress. Up to 30 26 awards may be given each year.**

Housing Waiver for graduates of Devils Lake High School

~~This waiver reduces the housing fee by 50% for graduates of Devils Lake High School. Recipients must meet all housing requirements including the purchase of a board plan.~~

Employee Tuition Waiver for Online Courses

~~Employees will be eligible to receive a waiver for a portion of Lake Region State College online courses. The per credit online fee and per credit CONNECTND fee will not be waived. Lake Region State College follows SBHE Policy 820 Tuition Waiver/Tuition Assistance for Employee Tuition Waivers.~~

Employee Dependent Tuition Waiver

See LRSC Policy 400.33

Presidential Waiver

VP's This waiver requires LRSC president approval ~~and is used on a rare basis.~~ The requests will be made by the Controller, Director of Financial Aid, or Director of Student Services.

Resident Assistant's (RA) Housing Waiver

This waiver applies to housing charges at 100% for students employed as Resident Assistants by the institution.

Senior Citizen Tuition Waiver

This waiver applies to tuition of an audited face-to-face class taken by students 65 years of age or older (on a space available basis). All fees must be paid by the student.

State Board of Higher Education Waiver

LRSC awards tuition and fee waivers to students who meet the description of SBHE Policy 820, #2.

Waiver Application Exemption

~~LRSC coaching staff carefully screen athletic recruits. Recommendations by the coaches will be accepted in lieu of the application process required of other students for the waivers listed above. The Vice President for Academic and Student Affairs may also waive the application process for individual students.~~

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 400.34

WAIVERS

Air Force Tuition Assistance Fee Waiver

Military students receiving Air Force Tuition Assistance are eligible for this fee waiver. This fee waiver includes CND and NDSA fees, per chancellor approval. It also includes technology, online and lab fees. It is limited to the credits that qualify for tuition assistance.

Athletic Waiver

These tuition waivers are offered by the LRSC athletic coaching staff and are awarded in increments of 25, 50, 75 or 100%. The number of athletic waiver is reviewed each year.

International Scholar Tuition Waiver

This waiver reduces tuition from 25 to 100% for students from other countries based on academic excellence, letters of reference, on-campus residency and the student's willingness to assist with campus goals to encourage global understanding and tolerance. Each applicant must submit an International Scholar application, essay and two letters of reference from individuals who describe the student's abilities and commitment to his/her educational goals. Up to three 100 percent waivers can be awarded each year.

Cultural Diversity Waiver

This waiver reduces tuition by 50% for the first year for students who meet the eligibility criteria established by the ND Board of Higher Education. Waivers for full-time students cover half the cost of tuition, and waivers for part-time students are pro-rated. Recipients are limited to two years of eligibility, regardless of the size of the waiver received and must achieve Satisfactory Academic Progress. Up to 26 awards may be given each year.

Employee Tuition Waiver

Lake Region State College follows SBHE Policy 820 Tuition Waiver/Tuition assistance for Employee Tuition Waivers.

Employee Dependent Tuition Waiver

See LRSC Policy 400.33

Presidential Waiver

VP's This waiver requires LRSC President approval ~~and is used on a rare basis~~. The requests will be made by the Controller, Director of Financial Aid, or Director of Student Services.

Resident Assistant's (RA) Housing Waiver

This waiver applies to housing charges at 100% for students employed as Resident Assistants by the institution.

Senior Citizen Tuition Waiver

This waiver applies to tuition of an audited face to face class taken by students 65 years of age or older (on a space available basis). All fees must be paid by the student.

State Board of Higher Education Waiver

LRSC awards tuition and fee waivers to students who meet the description of SBHE Policy 820, #2.

History



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
GENERAL	800	01

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Admissions & Enrollment Management	

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
- REQUEST Tabled FOR FURTHER REVIEW
Date: _____
- REQUEST NOT APPROVED
- REQUEST APPROVED WITH REVISIONS
Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
<i>/s/</i>	<i>12-7-15</i>

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.01
GENERAL

Lake Region State College expects that people who register as students are responsible citizens. Students have the responsibility to observe and maintain a code of personal and social behavior conducive to efficiency as students, happiness as individuals, and effectiveness as members of groups. The College philosophy toward student rules and regulations requires a sincere respect for the rights of other persons.

~~Annually, the College administration shall codify~~ **include** all rules, regulations, and procedures relevant to students ~~and publicize the same annually in a 'Student Handbook', which shall be given~~ **made available** to every student at Lake Region State College. ~~A copy of the Student Handbook will be available in the Student Affairs Services Office.~~

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.01
GENERAL

Lake Region State College expects that people who register as students are responsible citizens. Students have the responsibility to observe and maintain a code of personal and social behavior conducive to efficiency as students, happiness as individuals, and effectiveness as members of groups. The College philosophy toward student rules and regulations requires a sincere respect for the rights of other persons.

Annually, the College administration shall include all rules, regulations, and procedures relevant to students in a 'Student Handbook', which shall be made available to every student.

History

Lake Region State College
Policy and Procedure Manual

SECTION 800.02

ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

1. General: Lake Region State College shall establish standards and requirements for admissions consistent with ~~policies of the~~ **North Dakota State Board of Higher Education (NDSBHE) policies and the North Dakota University System (NDUS) of Higher Education procedures.**
2. Affirmative Action Policy: In accordance with federal law, the policy of Lake Region State College is that all persons shall have equal opportunity in any phase of College activity without **being discriminated against on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information (GINA), sex, age, creed, marital status, veteran's status, political belief or affiliation or disability, in its admissions, student aid, employment practices, education programs or other related activities.** ~~discrimination on the basis of race, color, national origin, religion, sex, handicap, or age. This includes the entire admissions process.~~
3. Standards: General standards for admission are currently established as being any one of the following:
 - a. A graduate of an accredited high school.
 - b. A student transferring from another accredited collegiate institution.
 - c. A holder of the General Education Development (GED) certificate.
 - d. A high school student in grades **10 with a G.P.A. of 3.5 or higher, or grades eleven (11) and twelve (12) with a G.P.A. of 3.0 or higher** and has the approval of a high school official.
 - e. A student who does not fall under any of the above categories will be considered for special admission to Lake Region State College by the ~~Student Affairs~~ **Services** Office.
4. **Definition of Admit Types**
 - a. **First Year Freshman: A student has not attended a college or university after high school graduation.**
 - b. **Early Entry: A high school student who wishes to take college credit while in high school, to include those students earning dual credit.**
 - c. **Non-Degree: A student who enrolls in a limited number of courses and will not receive a degree or financial aid from LRSC.**
 - d. **Readmit: A student who has attended LRSC before, did not complete a degree and is returning to complete additional coursework.**
 - e. **Continuing: A student who has completed a degree at LRSC and is returning to complete additional coursework.**
 - f. **Transfer: Previously attended one or more postsecondary institutions following their high school graduation and is enrolled in a degree-seeking program.**
5. Requirements and Process:
 - a. To gain admission to Lake Region State College, a student ~~must should~~ submit the following ~~data items~~ to Admissions in the ~~Student Affairs~~ **Services** Office:
 - i. The *Application for Admission form* along with the **non-refundable** applicable fee. ~~available in several formats.~~
 - ii. Proof of high school graduation or its equivalency: A an official transcript of high school or ~~a copy of~~ **official** General Education Development (GED) certificate ~~should be sent to the College~~ **transcript.**

The following students are exempt from this admission requirement:

1. Early Entry students will need to submit an unofficial high school transcript.
 2. Transfer students who have completed an associate in arts or associate in science are not required to submit a high school transcript
- iii. An official transcript of any previous college work.
1. A transfer student on academic probation from another college will be admitted on academic probation.
 2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Director of Student Services for enrollment if they can document circumstances contributing to academic difficulty.
- iv. Scores from ACT or other nationally recognized examinations. All incoming freshmen students pursuing an associate in arts or associate in science degree are required to provide take the ACT or SAT scores prior to admission (ACT is preferred). Student pursuing an associate in applied science, diploma or certificate are encouraged to take the ACT or SAT exam; however, LRSC may accept a COMPASS exam or another nationally approved exam in lieu of ACT or SAT. ~~are Students who do not cooperate with these requirements may be restricted from enrolling in subsequent terms and from receiving transcripts. ACT scores will be sent directly to the College at the request of the student.~~
- The following students are exempt from this admission requirement:
1. Students who will be age twenty-five (25) or older on the first day of class fall semester admit term.
 2. International students (excluding Canadians **Students**).
 3. ~~Transfer students who transfer in twenty-five (25) credits or more.~~ **Students who transfer in 24 or more semester credits.**
 4. Individual students **may be** granted exemptions by the institution. ~~These exemptions must be approved by the Vice President of Academic and Student Affairs and will not involve alternative testing~~ **Director of Student Services on a case by case basis.**
- v. ~~Exceptions to a Admission requirements~~ **exemptions:** Non-degree-seeking, part-time students need to submit **only** the Application for Admission **and the non-refundable admission fee.** ~~proof of immunity against measles, mumps, and rubella.~~
6. **Immunizations:** Students enrolled in credit-bearing courses at Lake Region State College must ~~prove~~ **provide** documentation of immunity to measles, mumps and rubella. Students enrolled only in distance learning, or other courses taught off campus, and students enrolled only in ~~Continuing~~ **Community** Education or non-credit courses are ~~exempt~~ **excluded** from this policy.
- a. Documentation of immunity means:
 - i. Evidence of two (2) doses of measles, mumps and rubella vaccine no less than one month apart from a licensed physical or health department official.
 - ii. Blood testing which proves immunity exists.
 - iii. A birth date prior to 1957.
 - b. Exemptions to the policy may be granted only when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's

~~beliefs~~ religion prohibits immunization. A complete copy of this policy is available in the Student Affairs Office.

7. Students applying to the Peace Officer Training Program, ~~Wind Technology Program~~, Nursing Program, and Speech Language Pathology Assistant Program must complete additional admissions requirements.
 8. ~~Exceptions to admission requirements: Non-degree-seeking, part-time students need submit only the Application for Admission and proof of immunity against measles, mumps, and rubella.~~
 8. **Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to enroll in subsequent semesters or receive an official transcript until the admissions file is complete.**
-

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.02

ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

1. General: Lake Region State College shall establish standards and requirements for admissions consistent with North Dakota State Board of Higher Education (NDSBHE) policies and the North Dakota University System (NDUS) procedures.
2. Affirmative Action Policy: In accordance with federal law, the policy of Lake Region State College is that all persons shall have equal opportunity in any phase of College activity without being discriminated against on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information (GINA), sex, age, creed, marital status, veteran's status, political belief or affiliation or disability, in its admissions, student aid, employment practices, education programs or other related activities.
3. Standards: General standards for admission are currently established as being any one of the following:
 - a. A graduate of an accredited high school.
 - b. A student transferring from another accredited collegiate institution.
 - c. A holder of the General Education Development (GED) certificate.
 - d. A high school student in grade 10 with a G.P.A. of 3.5 or higher, or grades 11 and 12 with a G.P.A. of 3.0 or higher and has the approval of a high school official.
 - e. A student who does not fall under any of the above categories will be considered for special admission to Lake Region State College by the Student Services Office.
4. Definition of Admit Types
 - a. First Year Freshman: A student has not attended a college or university after high school graduation.
 - b. Early Entry: A high school student who wishes to take college credit while in high school, to include those students earning dual credit.
 - c. Non-Degree: A student who enrolls in a limited number of courses and will not receive a degree or financial aid from LRSC.
 - d. Readmit: A student who has attended LRSC before, did not complete a degree and is returning to complete additional coursework.
 - e. Continuing: A student who has completed a degree at LRSC and is returning to complete additional coursework.
 - f. Transfer: Previously attended one or more postsecondary institutions following their high school graduation and is enrolled in a degree-seeking program.
5. Requirements and Process:
 - a. To gain admission to Lake Region State College, a student must submit the following items to Admissions in Student Services:
 - i. The *Application for Admission* along with the non-refundable fee.
 - ii. Proof of high school graduation or its equivalency: an official transcript of high school or official General Education Development (GED) transcript.
The following students are exempt from this admission requirement:
 1. Early Entry students will need to submit an unofficial high school transcript.

2. Transfer students who have completed an associate in arts or associate in science are not required to submit a high school transcript
 - iii. An official transcript of any previous college.
 1. A transfer student on academic probation from another college will be admitted on academic probation.
 2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Director of Student Services for enrollment if they can document circumstances contributing to academic difficulty.
 - iv. Scores from ACT or other nationally recognized examinations. All students pursuing an associate in arts or associate in science degree are required to provide ACT or SAT scores prior to admission (ACT is preferred). Student pursuing an associate in applied science, diploma or certificate are encouraged to take the ACT or SAT exam; however, LRSC may accept a COMPASS exam or another nationally approved exam in lieu of ACT or SAT. The following students are exempt from this admission requirement:
 1. Students who will be age twenty-five (25) or older on the first day of admit term.
 2. International students (excluding Canadian students).
 3. Students who transfer in 24 or more semester credits.
 4. Individual students may be granted exemptions by the Director of Student Services on a case by case basis.
 - v. Admission requirement exemptions: Non-degree-seeking-students need to submit the Application for Admission and the non-refundable admission fee.
 6. Immunizations: Students enrolled in credit-bearing courses at Lake Region State College must provide documentation of immunity to measles, mumps and rubella. Students enrolled only in distance learning, or other courses taught off campus, and students enrolled only in Community education or non-credit courses are excluded from this policy.
 - a. Documentation of immunity means:
 - i. Evidence of two (2) doses of measles, mumps and rubella vaccine no less than one month apart from a licensed physical or health department official.
 - ii. Blood testing which proves immunity exists.
 - iii. A birth date prior to 1957.
 - b. Exemptions to the policy may be granted only when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's beliefs prohibits immunization.
 7. Students applying to the Peace Officer Training Program, Nursing Program, and Speech Language Pathology Assistant Program must complete additional admissions requirements.
 8. Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to enroll in subsequent semesters or receive an official transcript until the admissions file is complete.

History

Lake Region State College
Policy and Procedure Manual

SECTION 800.03

ADMISSIONS: SPECIAL CATEGORIES AND EXCEPTIONS

1. ~~Transfer Students:~~

- a. ~~A transfer student must submit the items for admissions to Admissions Office located in the Student Affairs Office under the regulations given above. A transfer student on academic probation from another college will be admitted on probation.~~
- b. ~~Transfer students suspended from other institutions will not be permitted to enroll in general education coursework until conditions are met as the suspending institution requires reinstating the student. Students suspended for scholastic reasons may petition for enrollment in a particular program if their ability to benefit can be established.~~

2. ~~International Students:~~

- a. ~~Lake Region State College is authorized under federal law to enroll non-immigrant, alien students.~~
- b. ~~An international student seeking admission to Lake Region State College should submit all admissions items as required of all new transfer students.~~
- c. ~~In addition, an international student should submit a certificate of satisfactory performance in the Test of English as a Foreign Language (TOEFL), in which a minimum score of 525 is required. This test is not required of native speakers of English.~~
- d. ~~The student must provide an affidavit of financial support indicating ability to cover college costs.~~

3. ~~NJCAA Eligibility Rules:~~

- a. ~~The student must be enrolled as full time (12 or more credits) college students when the regular season schedule of a sport begins.~~
- b. ~~Prior to the second full-time semester, the student must have passed 12 semester hours with a 1.75 GPA or higher.~~
- c. ~~Prior to the third full-time semester and all semesters thereafter, a student must satisfy one of the following two requirements to be eligible for the upcoming term:~~
 - i. ~~Pass a minimum of 12 semester hours with a 1.75 GPA or higher during the previous semester of full-time enrollment, OR~~
 - ii. ~~Pass a cumulation of semester hours equal to 12 multiplied by the number of semesters in which the student was previously enrolled full-time with a GPA of 2.0 or higher.~~
- d. ~~Prior to a second season of participation in an NJCAA-certified sport, students must pass a minimum cumulation of 24 semester hours with a 2.0 GPA or higher.~~

1. **Special Groups:** At times Lake Region State College may contract to train and educate special groups of students. In such cases, admissions requirements may be waived or altered and special requirements established with the approval of the President.

2. International Students:

- a. Lake Region State College **LRSC** is authorized under federal law to enroll non-immigrant, alien students.
- b. An international student seeking admission to Lake Region State College **LRSC** **must** submit all admissions items as required of all new **or** transfer students.

- c. International students (excluding Canadian students) must submit their high school credentials and post-secondary credentials to World Evaluation Services (WES) for a formal evaluation.
 - i. For evaluation of high school credentials, students should order the WES Basic package, Document-by-Document evaluation.
 - ii. Post-secondary credentials must be evaluated by WES using the WES Basic package, Course-by-Course evaluation. The evaluations are completed at the student's expense. The International Student Advisor may authorize other companies that may be used.
 - d. An applicant whose native language is not English is required to demonstrate proficiency in the English language. ~~In addition, an international student should submit a certificate of satisfactory performance in the Test of English as a Foreign Language (TOEFL), in which a minimum score of 525 paper-based or 65 internet-based is required. An International English Language Testing System (IELTS) score of 6.0 is also acceptable. This test is not required of native speakers of English. Proficiency options can be found in NDUS procedure 402.9.~~
 - e. The student must provide an original copy of the Lake Region State College Financial Statement, along with a bank official's signature and official bank stamp, ~~affidavit of financial support~~ indicating the ability to cover all college costs related to attendance at LRSC.
 - f. Additional health requirements, such as tuberculosis testing for students originating from high risks countries, may apply.
 - g. International students are required to live in campus housing throughout their entire course of study at LRSC. International students are also required to purchase a meal plan. For the first semester, international students are required to purchase the most comprehensive meal plan. For subsequent semesters, students may choose an alternate meal plan, unless they are a member of an athletic team.
3. Additional identification of prospective students will be required when the following conditions exist:
- a. Permanent Residents will be required to provide a copy of their Permanent Resident card.
 - ~~i. Naturalized citizens of foreign birth will need to provide a copy of their social security card for identification along with a copy of the naturalization paperwork.~~
 - b. Names which appear to be probable errors will require the student to supply additional documentation for proof of identity such as a copy of a government issued identification card (social security card, passport, etc.)
- ~~4. Special Groups: From time to time Lake Region State College agrees to train special groups of students. In such cases, entrance requirements may be waived or altered and special requirements established with approval of the President and consistent with North Dakota University System of State Board of Higher Education policies.~~
4. Home educated students must provide the following:
- a. ~~A high school diploma~~ Documentation issued under NDCC section 15.1-23-17 (or equivalent document from another state) if available and A high school transcript, complete with graduation date, a listing of classes completed, performance score or grade (with key explaining grading) in each class in grades nine through twelve, which must be verified by the parent or the instructor; and additional information that may be required such as providing course syllabi and/or description of course content; or

- b. a GED transcript.
 - ~~c. Additional information that may be required includes providing course syllabi and/or description of course content.~~
5. ~~Lake Region State College~~ LRSC is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In conformance with the Crime Awareness and Campus Security Act of 1990, and State Board of Higher Education Policy 402, the following policy applies:
- a. ~~Effective with Fall 2009 applications, NDUS undergraduate~~ LRSC, in accordance with SBHE policy 511 and NDUS procedure 511, will require the applicant to answer the safety and security questions on the admissions application.
 - ~~b. The College LRSC reserves the right to~~ may deny or to place conditions on admissions, or re- ~~the~~ enrollment of applicants, for admission and the return of former students if the College LRSC determines such person represents a safety risk to LRSC students, employees or property. Criteria for determining that if an applicant or former student represents a safety risk include, a record of a crime or criminal background that includes crimes involving injury or threat of injury to others, or property damage, prior disciplinary actions at the College LRSC or another institution, and the extent to which the applicant or former student has been rehabilitated. The Director of Student Services will review applicants that may pose a risk. If necessary, the Behavioral Intervention Team Admissions Risk Assessment Committee will review applicants ~~tions~~ of concern and render a decision ~~recommendation~~. See Section 5.5.8.K "Admissions Risk Assessment Committee".
 - c. Applicants ~~denied admission by the Director of Student Services~~ have the right to appeal decisions to the Vice President for Academic and Student Affairs within ~~seven~~ 10 calendar days of the date the notice was received. Appeals must be in writing, include a statement of reason why the College LRSC should reconsider the decision, and may ~~shall~~ include supporting documentation.
- All students making application to (name of institution) must answer the following questions. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal or other appropriate sanction.
- ~~1. Have you ever pled guilty (or no contest) to or been convicted of any felony? Yes/No~~
 - ~~2. Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? ("Crime of violence" means an offense in which physical force was used, attempted or threatened against the person or property of another or by the nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Yes/No~~
 - ~~3. Are you currently required to register as a sex offender in any state? Yes/No~~
 - ~~4. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended~~

~~for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.) Yes/No~~

~~5. See NDUS Policy 511 Student Criminal History Background Checks at <http://www.ndus.edu/policies>.~~

~~d. Any student who has had a criminal record as a minor and does not provide a copy of that record to admissions will be placed on the most restrictive access to campus and will not be allowed to live in the residence halls. If a copy of the criminal record is provided by the student, the Admissions Risk Assessment Committee Behavioral Intervention Team will then base the campus restrictions and residence hall living arrangements on the criminal record.~~

~~e. Additional identification of prospective students will be required when the following conditions exist:~~

~~i. Permanent residents will be required to provide a copy of their permanent residency paperwork including their permanent resident card.~~

~~ii. Naturalized citizens of foreign birth will need to provide a copy of their social security card for identification along with a copy of the naturalization paperwork.~~

~~iii. Names which appear to be probable errors will require the student to supply additional documentation for proof of identity such as a copy of their social security card.~~

~~6. Home educated students will need to provide the following to complete admissions requirements at Lake Region State College:~~

~~a. A high school diploma issued under NDCC section 15.1-23-17 (or equivalent document from another state) if available and a transcript listing classes completed, performance or grade (with key explaining grading) in each class in grades nine through twelve, which must be verified by the parent or other instructor; or~~

~~b. A GED diploma.~~

~~c. Additional information that may be required includes providing course syllabi and/or description of course content.~~

History

SECTION 800.03

ADMISSIONS: CATEGORIES AND EXCEPTIONS

1. Special Groups: At times Lake Region State College may contract to train and educate special groups of students. In such cases, admissions requirements may be waived or altered and special requirements established with the approval of the President.
2. International Students:
 - a. LRSC is authorized under federal law to enroll non-immigrant, alien students.
 - b. An international student seeking admission to LRSC must submit all admissions items as required of all new or transfer students.
 - c. International students (excluding Canadian students) must submit their high school credentials and post-secondary credentials to World Evaluation Services (WES) for a formal evaluation.
 - i. For evaluation of high school credentials, students should order the WES Basic package, Document-by-Document evaluation.
 - ii. Post-secondary credentials must be evaluated by WES using the WES Basic package, Course-by-Course evaluation. The evaluations are completed at the student's expense. The International Student Advisor may authorize other companies that may be used.
 - d. An applicant whose native language is not English is required to demonstrate proficiency in the English language. Proficiency options can be found in NDUS procedure 402.9.
 - e. The student must provide an original copy of the Lake Region State College Financial Statement, along with a bank official's signature and official bank stamp, indicating the ability to cover all costs related to attendance at LRSC.
 - f. Additional health requirements, such as tuberculosis testing for students originating from high risks countries, may apply.
 - g. International students are required to live in campus housing throughout their entire course of study at LRSC. International students are also required to purchase a meal plan. For the first semester, international students are required to purchase the most comprehensive meal plan. For subsequent semesters, students may choose an alternate meal plan, unless they are a member of an athletic team.
3. Additional identification of prospective students will be required when the following conditions exist:
 - a. Permanent Residents will be required to provide a copy of their Permanent Resident card.
 - b. Names which appear to be probable errors will require the student to supply additional documentation for proof of identity such as a copy of a government issued identification card (social security card, passport, etc.)
4. Home educated students must provide the following:
 - a. A high school transcript, complete with graduation date, a listing of classes completed, performance score or grade (with key explaining grading) in each class in grades nine through twelve, which must be verified by the parent or the instructor; and additional

- information that may be required such as providing course syllabi and/or description of course content; or
- b. a GED transcript.
5. LRSC is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In conformance with the Crime Awareness and Campus Security Act of 1990, and State Board of Higher Education Policy 402, the following policy applies:
- a. LRSC, in accordance with SBHE policy 511 and NDUS procedure 511, will require the applicant to answer the safety and security questions on the admissions application.
 - b. LRSC may deny or place conditions on admissions, the enrollment of applicants, and the return of former students if LRSC determines such person represents a safety risk to students, employees or property. Criteria for determining if an applicant or former student represents a safety risk include, a criminal background that includes crimes involving injury or threat of injury to others or property damage, prior disciplinary actions at LRSC or another institution, and the extent to which the applicant or former student has been rehabilitated. The Director of Student Services will review applicants that may pose a risk. If necessary, the Behavioral Intervention Team will review applicants of concern and render a recommendation.
 - c. Applicants denied admission by the Director of Student Services have the right to appeal decisions to the Vice President for Academic and Student Affairs within 10 calendar days of the date the notice was received. Appeals must be in writing, include a statement of reason why LRSC should reconsider the decision, and shall include supporting documentation.
 - d. Any student who has had a criminal record as a minor and does not provide a copy of that record to admissions will be placed on the most restrictive access to campus and will not be allowed to live in the residence halls. If a copy of the criminal record is provided by the student, the Behavioral Intervention Team will then base the campus restrictions and residence hall living arrangements on the criminal record.
-

History

SECTION 800.04
CLASSIFICATION OF STUDENTS

1. Enrollment Status:
 - a. Full-time student: ~~One a student~~ who is enrolled in ~~twelve (12)~~ or more ~~semester credit hours of credit for the semester.~~ **credit hours for the semester.**
 - b. Part-time student: ~~One a student~~ who is enrolled in fewer than ~~twelve (12)~~ ~~semester hours of credit~~ **hours for the semester.**
 - i. Three-quarter time student: a student who is enrolled in 9 to less than 12 credit hours for the semester.
 - ii. Half-time student: a student who is enrolled in 6 to less than 9 credit hours for the semester.
 - iii. Less than half time student: a student who is enrolled in less than 6 credit hours for the semester.
2. Class Level:
 - a. Freshman: ~~One a student who has completed with under less than twenty four (24) or more~~ **cumulative** semester credit hours.
 - b. Sophomore: ~~One a student who has completed with twenty four (24) or more~~ semester credit hours.
3. Academic Program Classification:
 - a. Degree-seeking: a student who is enrolled in a program which leads to a certificate, diploma or a degree.
 - b. Non-degree seeking: a student who is enrolled in courses but not enrolled in a program which leads to a certificate, diploma or a degree.

History

Administrative Council Approved 07/30/08

**SECTION 800.04
CLASSIFICATION OF STUDENTS**

1. Enrollment Status:
 - a. Full-time student: a student who is enrolled in 12 or more credit hours for the semester.
 - b. Part-time student: a student who is enrolled in fewer than 12 credit hours for the semester.
 - i. Three-quarter time student: a student who is enrolled in 9 to less than 12 credit hours for the semester.
 - ii. Half-time student: a student who is enrolled in 6 to less than 9 credit hours for the semester.
 - iii. Less than half time student: a student who is enrolled in less than 6 credit hours for the semester.
 2. Class Level:
 - a. Freshman: a student who has completed less than 24 cumulative semester credit hours.
 - b. Sophomore: a student who has completed 24 or more semester credit hours.
 3. Academic Program Classification:
 - a. Degree-seeking: a student who is enrolled in a program which leads to a certificate, diploma or a degree.
 - b. Non-degree seeking: a student who is enrolled in courses but not enrolled in a program which leads to a certificate, diploma or a degree.
-

History

Administrative Council Approved 07/30/08



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
CREDIT HOURS AND CONTACT HOURS	800	05

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Admissions & Enrollment Management	

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|--|
| <input type="checkbox"/> REQUEST APPROVED

<input type="checkbox"/> REQUEST NOT APPROVED | <input checked="" type="checkbox"/> REQUEST Tabled FOR FURTHER REVIEW
Date: <u>12/7/15</u>

<input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |
|--|--|

LRSC PRESIDENT'S SIGNATURE	DATE

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.05
CREDIT HOURS AND CONTACT HOURS

All courses are assigned a specific number of credit hours. Based on the following guidelines, one semester credit is equal to:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class work each week for approximately 15 weeks for one semester.
2. At least an equivalent amount of instruction and other academic activity as established by LRSC. This may include laboratory work, internship, practicum, studio work, and other academic activity, including online learning, leading to the award of credit hours.

~~Usually a three-semester-hour course meets for three fifty-minute periods each week for one semester. Some courses require laboratory sessions in addition to the classroom work. When contact hours are listed, these indicate the approximate number of fifty-minute periods a week that the student will spend in classroom and laboratory work for the course.~~

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.05
CREDIT HOURS AND CONTACT HOURS

All courses are assigned a specific number of credit hours. Based on the following guidelines, one semester credit is equal to:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class work each week for approximately 15 weeks for one semester.
 2. At least an equivalent amount of instruction and other academic activity as established by LRSC. This may include laboratory work, internship, practicum, studio work, and other academic activity, including online learning, leading to the award of credit hours.
-

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.09
HEALTH SERVICES

Health Services are not available on the Lake Region State College campus. ~~However, students~~ Students are encouraged to complete a *College Medical Questionnaire* form which will be ~~placed on file~~ filed in the Student ~~Affairs~~ Services Offices. This form contains information which may be used in the event of an emergency.

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.09
HEALTH SERVICES

Health Services are not available on the Lake Region State College campus. Students are encouraged to complete a *College Medical Questionnaire* form which will be filed in the Student Services Office. This form contains information which may be used in the event of an emergency.

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.11
STUDENT **HEALTH** INSURANCE

1. ~~Members of Athletic Team~~ **members**: All Lake Region State College students on athletic teams are required to show proof that they are covered by individual or family health insurance.
 2. ~~All international students are required to carry group health and accident insurance as specified by the North Dakota State Board of Higher Education Policy.~~
 3. **International Students: LRSC international students are required to have health insurance as specified by ND SBHE Policy 505.**
 4. ~~All other students are responsible for providing their own insurance coverage, as desired.~~
-

History

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.11
STUDENT HEALTH INSURANCE

1. Athletic Team members: Lake Region State College students on athletic teams are required to show proof that they are covered by individual or family health insurance.
 2. International Students: LRSC international students are required to have health insurance as specified by ND SBHE Policy 505.
 3. ~~All other students are responsible for providing their own insurance coverage.~~
-

History

Lake Region State College
Policy and Procedure Manual

SECTION 800.12

~~STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID ELIGIBILITY~~ FINANCIAL AID

Lake Region State College has established policies regarding Federal Financial Aid as required by the US Department of Education. These policies can be found on Financial Aid homepage at www.lrsc.edu and in the Financial Aid office on campus.

Lake Region State College Standards of Satisfactory Academic Progress
Financial Aid Office Effective July, 2011 (Commencing Fall 2011)

In order to receive federal financial aid, students must meet certain academic requirements called Standards of Satisfactory Academic Progress (SAP). LRSC is required by federal and state regulations to determine whether a student is meeting SAP requirements. SAP evaluations apply to all terms, including summer and to all students (both aid and non-aid recipients).

All credits, including transfer credits, will be used in calculating quantitative components of SAP. Transfer credits are entered on the student's record and will be considered in the attempted credits. SAP requirements are measured in the following three areas:

1. ~~GPA (Qualitative):~~ In order to meet the grade point average requirements, a student will need to have an academic standing consistent with the requirement for graduation from the program at the end of the first, second and third semesters. At the end of the 4th semester of attendance the student **MUST** have a cumulative GPA of C (2.0) or better. Below is a chart that illustrates the academic requirements.

Semester	Minimum Cumulative GPA Required
1 st Semester	1.50
2 nd Semester	1.60
3 rd Semester	1.75
4 th Semester	2.00

2. ~~Credits Attempted (Quantitative):~~ All students must complete two thirds (66.67%) of the credits they attempt. This percentage will be calculated cumulatively each semester. The percentage is determined by dividing the total number of successfully completed credits by the total number of credits the student was registered for on the LRSC FA Census Date. The cumulative credits calculations include all credits attempted even if they do not pertain to the current degree.
3. ~~Maximum Time Frame (Quantitative):~~ All students must complete their declared program within 150% of the published length of the program. A student who has attempted 125% of their program credits will be placed on Financial Aid Warning and receive a warning notification, i.e., if the program of student requires 60 credits to graduate than 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 125% or 75 credits they would receive a warning notice. Students who have attempted 150% of their program credits will be suspended from financial aid and will be notified by letter.

Financial Aid Warning: Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above at the conclusion of the semester. A student assigned a Financial Aid Warning will be notified in writing. The student may continue to receive financial aid for one subsequent semester under this status despite the determination that the student is not making SAP.

Financial Aid Disqualification: Financial Aid Disqualification status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan of study when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student reestablishes eligibility by meeting the standards set forth in this policy.

Financial Aid Probation: Financial Aid Probation status is assigned to a student who has been placed on FA Disqualification and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one subsequent semester. They may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be required to submit an Academic Plan of Study, signed by an advisor. At the conclusion of the FA Probation period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan of Study.

Financial Aid Census Date: The financial aid census date is the first day after the last day to drop/add classes at 100% refund and is the date the financial aid office uses to lock in the enrollment status. FA Census date is the calendar date that corresponds to 8.99% of the semester.

Unofficial Withdrawals: Students who receive all failing or incomplete grades in a semester are considered to have unofficially withdrawn from the college and are immediately placed on Financial Aid Disqualification. This will be disqualification without a warning period first. Federal regulations require that a refund calculation be done for all students receiving state and federal funds, unless the institution can document an official last date of attendance beyond the 60% point in one of the student's classes. The calculation and return of these funds may result in the student owing a balance to the college and/or the U.S. Department of Education. Pell recipients whose class activity cannot be verified may have to pay back all or a portion of their grant.

Successful Completion: Successfully completed credit hours include grades of A, B, C, D or S. Credit hours that are not considered successfully completed include blank grades, F (Fail), W (Withdrawal), U (Unsatisfactory) and I (Incomplete). Unsuccessfully completed hours are included as attempted hours.

Dropped Courses and Official Withdrawals: Classes that a student drops or withdraws from count toward the cumulative credits attempted if they are dropped or withdrawn from on or after the LRSC FA Census Date.

Treatment of Non-Standard Credits

Type of Credit	Included in GPA Calc	Included in 66.67% Cal	Included in Max Time Frame
Audit	NO	NO	NO
Satisfactory/Unsatisfactory	NO	YES	YES
Transfer	NO	YES	YES

Pass/Fail	YES if failed	YES	YES
Consortium/Collaborative	YES	YES	YES
Repeated Courses	YES (Most recent grade)	YES (each attempt)	YES (each attempt)
Developmental Courses (ASC)	YES	YES	YES

~~Repeated Courses: If a student has successfully passed a course and wishes to retake the course for higher grade, the course can only be included in his enrollment status once more for financial aid purposes. Failed courses may be repeated and counted towards student's enrollment status until it is passed. The repeated course would be counted as attempted credits.~~

~~Transfer credits/Major Changes: Students who have changed their major, pursuing a second degree or are transfer students are more likely to reach the maximum time frame. If a student changes majors or has transfer credits, the credits earned will be included in the calculation of attempted credits, earned credits and maximum time frame. Through the appeal process the financial aid office can adjust the maximum number of credits they are allowed to attempt in the pursuit of their degree. The student will be required to submit an academic plan that has been approved by an advisor.~~

~~Military: Students who are required to withdraw from LRSC after the FA Census Date for military reasons may be placed on Financial Aid Warning or Disqualification. The student should contact the Financial Aid Office to resolve any negative SAP status that resulted from their deployment.~~

~~Notification Process: The student will receive a written notification of their Satisfactory Academic Progress Warning and/or Disqualification status at the end of each semester after grades are posted. Applicable hold will be added to the student's Campus Connection hold list.~~

~~Appeal Procedures: Financial Aid Appeal is the process by which a student who is not meeting LRSC's SAP standards petitions the institution for reconsideration of eligibility for title IV financial aid. Title IV financial aid includes Federal Pell Grant, Teach Grant, SEOG Grant, Work Study, Perkins Loan, Direct Loans and Direct PLUS Loans. Students who fail one or more of the three measures of SAP, are not eligible for federal, state and institutional financial aid. However, students failing SAP standard who had mitigating circumstance, such as death in the family, illness, involuntary military leave, etc. may request reinstatement of their financial aid eligibility by completing the Satisfactory Academic Progress Appeal Form. Contact the Office of Financial Aid for and Appeal Form or access the form from the LRSC website at www.lrsc.edu.~~

~~The appeal should include:~~

- ~~● Satisfactory Academic Progress Appeal Form~~
- ~~● Documentation to support the reason for failure should be included with the appeal form~~
- ~~● A copy of the Academic Plan for Current Program signed by advisor must be attached~~

~~Financial Aid Committee and Decision: SAP Appeals will be handled on an individual basis. If the Director approves the petition, the student will be deemed to be making a satisfactory rate of progress for a period not to exceed one year. If during this time, the student meets the established standards, satisfactory progress will be re-established. Students will be notified of the decision in writing within 30 days.~~

~~Appeal of a denied petition may be made in writing to the Vice President of Academic and Student Affairs within 15 days of the notification of denial. The request will be taken to the FA Committee who~~

~~renders a final decision on all appeals within 30 days of receipt of the written appeal. If the appeal is approved, the student will be deemed to be making satisfactory academic progress for a period not to exceed one year. If during this time the student meets the established standards, satisfactory academic progress will be reestablished. The decision of the Financial Aid Committee will be final.~~

History

Administrative Council Approved 08/25/11

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.12
FINANCIAL AID

Lake Region State College has established policies regarding Federal Financial Aid as required by the US Department of Education. These policies can be found on Financial Aid homepage at www.lrsc.edu and in the Financial Aid office on campus.

History

Administrative Council Approved 08/25/11



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
EDUCATIONAL RIGHTS/ACCESS TO RECORDS	800	13

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Admissions & Enrollment Management	

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED

<input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST Tabled FOR FURTHER REVIEW
Date: _____

<input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |
|---|--|

LRSC PRESIDENT'S SIGNATURE	DATE
/s/	12/7/14

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.13

EDUCATIONAL RIGHTS/ACCESS TO RECORDS

1. Educational Rights – The disclosure of students’ educational records is governed by policies developed by LRSC in compliance with state law and the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). **For the purpose of this policy, a student is defined as an individual who has enrolled for classes at Lake Region State College.**
2. ~~Lake Region State College~~ **LRSC** maintains the following educational records which contain information directly related to students:
 - a. Application ~~material~~ **paperwork** submitted by the students **or** sent to Lake Region State College at the student’s request.
 - b. Financial aid ~~material~~ **paperwork** submitted by the student or sent to Lake Region State College at the student’s request.
 - c. Account payment ~~cards~~ **information** and receipt.
 - d. Records pertaining to academic or training achievement, including transcripts and grade reports.
 - e. Instructor recommendations.
 - f. **Student conduct and disciplinary records.**
3. Student records on file in appropriate ~~Lake Region State College~~ **LRSC** offices are accessible only to persons having legitimate interests as defined in Public Law 98-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student record information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed below:
 - ~~a. Name, address and telephone listing (all names on record)~~
 - ~~b.~~
 - ~~c. Name and address of parents~~
 - ~~d. Date and place of birth~~
 - ~~e. Major field of study~~
 - ~~f. Participation in officially recognized activities~~
 - ~~g. Weight and height of member of athletic teams~~
 - ~~h. Date of attendance~~
 - ~~i. Degrees and awards received~~
 - ~~j. Most recent institution attended~~
 - ~~k. Classification as freshman or sophomore or special student~~
 - ~~l. Email address~~
 - a. **Name (all names on record)**
 - b. **Address (all addresses on record)**
 - c. **E-mail address (all electronic addresses on record)**
 - d. **Phone number (all phone numbers on record)**
 - e. **Height, weight and photos of athletic team members**
 - f. **Date of birth**
 - g. **Place of birth**

- h. Major field of study (all declared majors)
 - i. Minor field of study (all declared minors)
 - j. Class level
 - k. Dates of attendance
 - l. Enrollment status
 - m. Names of previous institutions attended
 - n. Participation in officially recognized activities and sports
 - o. Honors/awards received
 - p. Degree earned (all degrees earned)
 - q. Date degree earned (dates of all degrees earned)
 - r. Photographic, video or electronic images of students taken and maintained by the institution.
4. Directory information concerning a particular student will be removed from release upon written request from the student involved within fourteen (14) days of the beginning of a semester. Education records concerning a student may be reviewed upon request by the student. Education records, including but not limited to a student's academic transcript may be released by a North Dakota University System (NDUS) institution to a second institution without prior written consent, provided the student applied for admission. Additional information on student records management may be obtained by contacting the Student Services Office.
5. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:
- a. The right to inspect and review the student's education records within 45 days after the day LRSC receives a request for access. A student should submit to the Registrar, Director of Student Services, Vice President of Academic and Student Affairs, 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.
 - b. 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.
 - i. A student, who wishes to ask LRSC to amend a record, should write LRSC clearly identifying the part of the record the student wants changed and specify why it should be changed.
 - ii. If LRSC decides not to amend the record as requested, LRSC 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.
 - c. The right to provide written consent before LRSC discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - i. LRSC 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 typically includes a person employed by LRSC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); 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 LRSC who performs an institutional service or 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 typically 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 LRSC.

- ii. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- iii. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LRSC to comply with the requirements of FERPA can be directed to:

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

History

SECTION 800.13

EDUCATIONAL RIGHTS/ACCESS TO RECORDS

1. Educational Rights – The disclosure of students’ educational records is governed by policies developed by LRSC in compliance with state law and the Family Educational Rights and Privacy Act (FERPA). For the purpose of this policy, a student is defined as an individual who has enrolled for classes at Lake Region State College.
2. LRSC maintains the following educational records which contain information directly related to students:
 - a. Application paperwork submitted by the students or sent to Lake Region State College at the student’s request.
 - b. Financial aid paperwork submitted by the student or sent to Lake Region State College at the student’s request.
 - c. Account payment information and receipt.
 - d. Records pertaining to academic or training achievement, including transcripts and grade reports.
 - e. Instructor recommendations.
 - f. Student conduct and disciplinary records.
3. Student records on file in appropriate LRSC offices are accessible only to persons having legitimate interests as defined in Public Law 98-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student record information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed below:
 - a. Name (all names on record)
 - b. Address (all addresses on record)
 - c. E-mail address (all electronic addresses on record)
 - d. Phone number (all phone numbers on record)
 - e. Height, weight and photos of athletic team members
 - f. Date of birth
 - g. Place of birth
 - h. Major field of study (all declared majors)
 - i. Minor field of study (all declared minors)
 - j. Class level
 - k. Dates of attendance
 - l. Enrollment status
 - m. Names of previous institutions attended
 - n. Participation in officially recognized activities and sports
 - o. Honors/awards received
 - p. Degree earned (all degrees earned)
 - q. Date degree earned (dates of all degrees earned)
 - r. Photographic, video or electronic images of students taken and maintained by the institution.

4. Directory information concerning a particular student will be removed from release upon written request from the student involved within fourteen (14) days of the beginning of a semester. Education records concerning a student may be reviewed upon request by the student. Education records, including but not limited to a student's academic transcript may be released by a North Dakota University System (NDUS) institution to a second institution without prior written consent, provided the student applied for admission. Additional information on student records management may be obtained by contacting the Student Services Office.
5. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:
 - a. The right to inspect and review the student's education records within 45 days after the day LRSC receives a request for access. A student should submit to the Registrar, Director of Student Services, Vice President of Academic and Student Affairs, 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.
 - b. 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.
 - i. A student, who wishes to ask LRSC to amend a record, should write LRSC clearly identifying the part of the record the student wants changed and specify why it should be changed.
 - ii. If LRSC decides not to amend the record as requested, LRSC 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.
 - c. The right to provide written consent before LRSC discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - i. LRSC 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 typically includes a person employed by LRSC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); 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 LRSC who performs an institutional service or 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 typically 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 LRSC.
 - ii. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- iii. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LRSC to comply with the requirements of FERPA can be directed to:

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

History



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Rank/Promotions	700.14	.2

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
SECTION 700.14 FACULTY RANK/PROMOTIONS 2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized. Faculty members will retain their rank/status after moving into a professional staff status. (The intention of the motion is to apply this change retroactively.)

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate President	12/04/15
SIGNATURE & TITLE OF SUBMITTER	DATE

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST TABLED FOR FURTHER REIEW Date: _____
 REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS Date: _____

LRSC PRESIDENT'S SIGNATURE	DATE
<i>JSI</i>	12/17/14

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Rank/Promotions	700.14	6

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p>Change this wording See Supporting Attachments</p> <p>"Application Procedure for Associate Professorship: Applicants for associate professorship should ordinarily possess a master's degree if teaching in the academic discipline or a bachelor's degree if teaching in a career and technical education program."</p> <p>To the following:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Applicants for associate professorship teaching in an academic discipline should ordinarily possess a master's degree. Applicants for associate professorship teaching in a CTE discipline should ordinarily possess a bachelor's degree. (For Faculty Senate Approval on 9/30/15)</p> </div>

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate President	12/4/15
SIGNATURE & TITLE OF SUBMITTER	DATE

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST Tabled FOR FURTHER REIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
/s/	12/7/14

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

AP



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
FACULTY RANK/PROMOTIONS	SECTION 700.14	3.c. and 6.

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)

See Attach Form – Changes in Red approval: "Faculty teaching in academic discipline should ordinarily poses a master's degree. Faculty teaching in a CTE discipline should ordinarily poses a bachelor's degree." *Council requires the following wording Chg. for approval: "Faculty teaching in academic discipline should ordinarily poses a master's degree. Faculty teaching in a CTE discipline should ordinarily poses a bachelor's degree."*

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
X Faculty Senate	5/6/15
SIGNATURE & TITLE OF SUBMITTER	DATE
X <i>A. Clemente Faculty Senate President</i>	5/6/15

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED
- REQUEST NOT APPROVED
- REQUEST TABLED FOR FURTHER REVIEW
Date: _____
- REQUEST APPROVED WITH REVISIONS
Date: 5/11/15

LRSC PRESIDENT'S SIGNATURE	DATE
<i>[Signature]</i>	5/11/15

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

SECTION 700.14

FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized.
3. Definitions of Faculty Rank:
 - a. Instructor - Full-time, tenure and non-tenure track.
 - b. Assistant Professor - Full-time, tenure and non-tenure track with a minimum of a bachelor's degree.
 - c. Associate Professor - Full-time, tenure **and non-tenure track** faculty. ~~with a minimum of a master's degree.~~
 - d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: The Tenure Committee shall be appointed by the Faculty Senate. If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship shall possess a bachelor's degree in their instructional discipline. By January 1, the candidate for promotion to the rank of assistant professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods.
 - c. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the University.
6. Application Procedure for Associate Professorship: Applicants for associate professorship should ordinarily possess a master's degree **in the academic disciplines or a bachelor's degree in the career and technical disciplines**. By January 1, the candidate for promotion to the rank of the associate professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of three (3) years of service in the rank of assistant professor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods.
 - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the university.
7. Application Procedure for Professorship: Applicants for full professorship should ordinarily possess a master's degree plus twelve semester hours of a terminal degree in their instructional discipline. By January 1, the candidate for promotion to the rank of professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:

- a. Evidence of three (3) years of service in the rank of associate professor at Lake Region State College.
- b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods.
- c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the University.



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
LRSC Faculty Senate Constitution: Organization of Faculty Senate...	1400.02	Article V. Section D.5a

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)

Change the Following Number of Committee Members:

1. *Library Media Committee*

a. *Membership: One (1) administrator nominated by the President and confirmed by the Faculty Senate; ~~three (3)~~ five (5) faculty members of the Faculty Senate; two (2) student representatives and librarian (non-voting, ex-officio).*

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate President	12/04/15
SIGNATURE & TITLE OF SUBMITTER	DATE

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
/s/	12/7/14

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Faculty Senate

September 30, 2015

IVN Room 274

Call to Order: 12:05 PM

Meeting adjournment: 12:50 PM

Members Present: Cindy Brown, Kory Boehmer, Michelle Murphy, Dick Olson, Betsy Bannier, Kay Grinsteiner, Diane Karlsbraaten, Marilyn Buresh, Gary Fulsebakke, Preston Sundeen, Alaina Schmid, Melissa Moser, Cheri Weisz, Jason Fewell, Randy Olson, Tammy Riggin, Rick McAllister, , Heidi Schneider, Lisa Ginther, Deb Carlson, Teresa Tande, Shaun Prince, Lloyd Halvorson, Jessica Santini Levenhagen, Pam Walker, Casey Paradies, Richard Drury, Will McConnell, Randy Fixen, Kim Brown, Eileen Woolwine, John Maritato, Dan Johnson

Members Absent: Karen Clementich, Jay Johnson, Craig Stromme, Jay Olson, Katherine Sunaert, Leo Rognlin, Steve Nicola, Sonja Flaagan, Allison Thompson, Jennifer Moreland, Tracy Bina

I. Call to order/ Review of August 21 minutes

- Randy Fixen moved to approve, Jason Fewell seconded. Motion passed.

II. Administrative Council meetings update

- Minutes are updated on campus portal.

III. Faculty Committee Reports

1. Curriculum and Academic Standards

- There was discussion on academic honors for part-time students. The committee brought up the Academic Dishonesty Policy with a focus on an expansion on the plagiarism section. The policy is current in the policy manual. Faculty can add this to their syllabi if desired, but cannot define their own policy.

2. Faculty Welfare

- All nine-month contract faculty will earn sick days (one day for every four weeks of employment) during the summer semester.

3. Professional Growth

- Three applications have been submitted. There are more funds if people want to submit a plan. Professional growth plans were due September 25th, (the last Friday in September) but can still be submitted.

4. Faculty Rights

- Have not met.

5. Tenure

- Kory Boehmer stated the committee had one rank change request. With the new policy (700.14.3.c and 700.14.6), the rank change request for Michelle Murphy has been accepted and will be forwarded to the Vice

President of Academic and Student Affairs. All rank change portfolios requests are due January 1st and faculty are encouraged to submit their requests early.

6. Nominations

- An updated Committee list (09/29/15) was presented. This list included student and new faculty members and a staggered term correction. Corrections were also made on Planning Faculty In-Service Committee and the list of faculty not on a committee. This new updated list will be voted on as first item of old business. Marilyn Buresh talked about the constitutional provision for a third term on a committee.
- A second item was the need to change the Faculty Senate Constitution increasing membership on the Library Media from 3 to 5 members. Five members were already submitted and approved last April and May. John Maritato made a motion for the first reading that we change Library Media from three to five faculty members. Rick McAllister seconded. There was much discussion regarding the number of faculty outnumbering student members. As a constitutional amendment approval of this change will be on the October agenda for the second reading and final vote.

7. Library Media

- Melissa Moser stated that Celeste wants to make sure that faculty were aware that the Library has ~~have~~ funds to buy materials needed for their courses (in \$600 range.) Faculty are to notify Celeste of these materials ~~are~~ needed in the library.

8. Outreach Learning

- Heidi Schneider said the college online task force has not met for a while and President Darling approved this committee of four faculty and four staff members to conduct an LMS evaluation.

9. Foundation

- The committee discussed the Key Event. July 8th – 10th will be the celebration for LRSC 75th. There was discussion about staff role changes and new programs on campus. Doug Darling talked about the current fundraising campaign for the college.
- Discussion was held on the administrative decision to shift Foundation responsibilities to the Director of Development and Community Relations position.

Faculty Senate commenced for the day.

**Faculty Senate
October 7, 2015
IVN Room 274**

Call to Order: 12:05 PM

Meeting adjournment: 12:50 PM

Members Present: Betsy Banner, Kory Boehmer, Cindy Brown, Kim Brown, Marilyn Buresh, Deb Carlson, Karen Clementich, Jason Fewell, Gary Fulsebakke, Lisa Ginther, Kay Grinsteiner, Dan Johnson, Jay Johnson, Diane Karlsbraaten, Will McConnell, Jennifer Moreland, Melissa Moser, Michelle Murphy, Jay Olson, Randy Olson, Casey Paradies, Shaun Prince, Tammy Riggan, Leo Rognlin, Jessica Santini Levenhagen, Alaina Schmid, Heidi Schneider, Craig Stromme, Katherine Sunaert, Preston Sundeen, Pam Walker, Cheri Weisz

Members Absent: Randy Fixen, Teresa Tande, Lloyd Halvorson, Steve Nicola, Tracy Bina, Sonja Flaagan, Richard Drury, John Maritato, Rick McAllister, Dick Olson, Allison Thompson, Eileen Woolwine

10. Council of Council Faculties (CCF)

- Betsy Banner stated that the council is looking at tuition waivers and employment policies for non-tenure track faculty. There was discussion among the Faculty Senate on the rights of non-tenure track faculty members within the North Dakota University System.

11. Policy and Procedure

- Melissa Moser suggested that Policy and Procedure may need to be a permanent committee of the Faculty Senate. Discussion about faculty Chapter 700 policies and procedures followed.

IV. Old Business

1. Nomination Committees Final Draft (Two Corrections (name update and addition to Policy and Procedure Committee membership)

- a. Jay Olson made a motion that we approve the new committee members. (See the updated committee list dated 10/07/15. Randy Olson seconded. Motion passed.

2. Policy 700.14.6 Application for Associate Professor

- a. Randy Olson moved to approve section 700.14 number 6 of the Policy and Procedure Manual as presented by the Administrative Council at their May 11, 2015 meeting. Deb Carlson seconded. Motion passed.

V. New Business

1. Academic Honors Designation

- a. Dan Johnson explained the requirements for Dean's List and President's List. There was discussion on requirement changes. Melissa Moser made a motion to leave the requirements as is. Jason Fewell seconded. Motion passed.

- 2. Dan Johnson suggested a policy change for rank when faculty move into a non-faculty professional position. There was discussion that faculty members should retain their rank. It was decided that Deb Carlson will take this issue to the Welfare Committee for discussion and recommendation.

Meeting Adjourned.

Faculty Senate

October 28, 2015

IVN Room 274

Call to Order: 12:05 PM

Meeting adjournment: 12:50 PM

Members Present: Betsy Banner, Kory Boehmer, Cindy Brown, Kim Brown, Marilyn Buresh, Deb Carlson, Karen Clementich, Richard Drury, Gary Fulsebakke, Lisa Ginther, Kay Grinsteinner, Lloyd Halvorson, Jay Johnson, Diane Karlsbraaten, John Maritato, Rick McAllister, Will McConnell, Jennifer Moreland, Melissa Moser, Michelle Murphy, Dick Olson, Randy Olson, Casey Paradies, Shaun Prince, Tammy Riggan, Jessica Santini Levenhagen, Alaina Schmid, Heidi Schneider, Katherine Sunaert, Pam Walker, Cheri Weisz, Eileen Woolwine

Members Absent: Randy Fixen, Tracy Bina, Jason Fewell, Sonja Flaagan, Dan Johnson, Steve Nicola, Jay Olson, Leo Rognlin, Craig Stromme, Preston Sundeen, Teresa Tande, Allison Thompson

I. Call to order/ Review of September minutes

- Randy Olson moved to approve, Deb Carlson seconded. Motion passed.

II. Administrative Council meetings update

- The council is planning for the 75th anniversary. There was discussion on tuition rates and the Key Event.

III. Faculty Committee Reports

1. Curriculum and Academic Standards

- ASC 068 was changed from two credits to a 1-3 variable credit course effective January 1, 2016.
- The Academic Integrity Code is sufficient with the updates that have been approved by Administrative Council.

2. Faculty Welfare

- Faculty Senate vote to approve the following policy for retaining rank. Rick McAllister made a motion to allow faculty members to retain their rank/status after moving into a professional staff status and that this be applied retroactively. Marilyn Buresh seconded the motion. Motion passed. The effect of this Administrative Council approved change would be that Lloyd Halvorson would retain his rank as Associate Professor.

3. Professional Growth

- Requests have been made by Deb Carlson and Diane Karlsbraaten. The carryover amount from last year was \$1,485.11 and the amount of dollars

received for the new fiscal year was \$19,800 (formula is faculty senate members 44 times \$450). The current amount of money available after requested amounts allocated is \$14,792.33.

4. Faculty Rights

- Have not met.

5. Tenure

- The committee approved Betsy Bannier's tenure application (due November 15th). They are currently reviewing rank change applications (due January 1st).

6. Nominations

- Have not met.

7. Library Media

- Casey Paradies discussed the library grant. The committee wants to repurpose the library into a learning media center. They are looking into what faculty/student needs are. Currently, they are touring other libraries to obtain ideas. Faculty are welcome to attend library tours by emailing Elonda Nord. Faculty need to report to the committee about what they want in the library as well as what they want their students to have access to.
- Marilyn Buresh talked about the importance of faculty having training on the camera purchased by the FINRA grant so that faculty members can use this equipment for academic purposes. There was discussion on what the library should have available to faculty members and students.

8. Outreach Learning

- Have not met.

9. Foundation

- Foundation meeting was canceled last month.

10. Council of College Faculties (CCF)

- Have not met.

11. Policy and Procedure

- Melissa Moser talked about the committee meeting to review Section 700. They are going to meet longer than an hour at a time to accomplish more and finish in a timely manner.

IV. Old Business

1. Library Media Committee

- John Maritato made a motion that we approve the Faculty Senate constitutional amendment that the Library Media Committee increase from three to five faculty members. Rick McAllister seconded. Motion passed.

V. New Business

1. Library Tour

- Faculty can attend library tours by emailing Elonda Nord and making arrangements.

2. Faculty Requirements

- Lloyd Halvorson discussed the educational qualification requirements of faculty members as determined by the Higher Learning Commission. By September 1, 2017 faculty members will be required to have a minimum of 18 graduate credit hours completed in their discipline. There will be future discussion on the support that faculty will receive as well as a timeline.

Meeting adjourned.

**Lake Region State College
Policy and Procedure Manual**

SECTION 700.14

FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized.
3. Definitions of Faculty Rank:
 - a. Instructor - Full-time, tenure and non-tenure track.
 - b. Assistant Professor - Full-time, tenure and non-tenure track faculty.
 - c. Associate Professor - Full-time, tenured faculty with a minimum of a master's degree.
 - d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: The Tenure Committee shall be appointed by the Faculty Senate. If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship shall possess a bachelor's degree in their instructional discipline. By January 1, the candidate for promotion to the rank of assistant professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods.
 - c. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the University.
6. Application Procedure for Associate Professorship: Applicants for associate professorship should ordinarily possess a master's degree in the academic disciplines or a bachelor's degree in the career and technical disciplines. By January 1, the candidate for promotion to the rank of the associate professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
 - a. Evidence of three (3) years of service in the rank of assistant professor at Lake Region State College.
 - b. Evidence of quality instruction and advisement, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods.
 - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
 - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the university.
7. Application Procedure for Professorship: Applicants for full professorship should ordinarily possess a master's degree plus twelve semester hours of a terminal degree in their instructional

Applicants for associate professorship teaching in an academic discipline should ordinarily possess a master's degree. Applicants for associate professorship teaching in a CTE discipline should ordinarily possess a bachelor's degree. (For Faculty Senate Approval on 9/30/15)