

2020



2021



LRSC

STUDENT HANDBOOK



**WE.
CHANGE.
LIVES.**



GREETINGS!

FROM THE DESK OF PRESIDENT DARLING

On behalf of the faculty, staff, and administration of Lake Region State College, I want to welcome you to our campus for this academic year.

Whether you are at LRSC to earn a certificate, diploma, or associate degree – to study on campus or via distance delivery – you have taken the first step toward a lifetime of success.

This student handbook is a guide for all students with reference to policy and procedure important to students. However, the handbook doesn't list all policies and procedures for the college. The entire policy and procedure manual is available at LRSC.edu in the My LRSC tab.

Please use the calendar guide that shows the important academic dates and deadlines and always refer to the LRSC website for updates and other activities or events.



Lake Region State College is a wonderful choice to start the next step of your educational journey and we are happy to have you here. I hope you have a wonderful college experience and look forward to meeting the many students throughout this coming year.

Dr. Doug Darling
President
Lake Region State College

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ACADEMIC CALENDAR //

AUGUST 2020

- 19 Grand Forks Police Academy graduation
- 19-21 Faculty in-service
- 23-24 New student orientation
- 24 Fall Classes begin at 4:00
- 24 GFAFB term I begins
- 24 Online early term begins
- 25 Devils Lake Police Academy begins

SEPTEMBER 2020

- 2 Last day to add or drop without record
- 2 Financial aid census date
- 7 Labor Day - Closed
- 9 Tuition/fee payment
- 10 Excess financial aid disbursement
- 21 Enrollment census date

OCTOBER 2020

- 5-6 HLC Visit
- 16 GFAFB term I ends
- 16 Online early term ends
- 26 GFAFB term II begins
- 26 Online late term begins

NOVEMBER 2020

- 11 Veterans Day - Closed
- 13 Last day to withdraw or drop with record
- 25 Thanksgiving break - No classes
- 26 Thanksgiving - Closed
- 27 Thanksgiving break - No classes

DECEMBER 2020

- 17 Devils Lake Police Academy graduation
- 14-18 Finals Week
- 18 GFAFB term II ends
- 18 Online late term ends

//////////////////// ACADEMIC CALENDAR



DECEMBER 2020 (CONTINUED)

- 21 Intersession Begins
- 22 Grades Due
- 24 Christmas Eve - Closed at noon
- 25 Christmas Day - Closed

JANUARY 2021

- 1 New Years Day - Closed
- 7-8 Faculty in-service
- 8 Intersession Ends
- 11 New Student Orientation
- 11 Spring Classes begin at 4:00
- 11 GFAFB term III Begins
- 11 Online early term begins
- 18 MLK Jr. Day - Closed
- 19 Minot Police Academy begins
- 21 Last day to add or drop without record
- 21 Financial aid census date
- 27 Tuition/Fee payment
- 28 Excess financial aid disbursement

FEBRUARY 2021

- 8 Enrollment Census date
- 15 Presidents' Day - Closed

MARCH 2021

- 5 GFAFB term III ends
- 5 Online early term ends
- 15-19 Spring Break
- 22 GFAFB term IV begins
- 22 Online late term begins

APRIL 2021

- 2 Good Friday - Closed
- 5 Easter Monday - No classes
- 9 Last day to withdraw or drop with record

APRIL 2021 (CONTINUED)

- 24 GFAFB Graduation
- 30 Minot Police Academy graduation

MAY 2021

- 10-14 Finals Week
- 11 GED Graduation
- 14 LRSC Graduation
- 14 GFAFB term IV ends
- 14 Online late term ends
- 18 Grand Forks Police Academy begins
- 18 Grades Due
- 24 Online 10-Week summer begins
- 24 Nursing summer courses begin
- 31 Memorial Day - Closed

JUNE 2021

- 7 Summer Session Begins
- 7 GFAFB term V begins
- 7 Online 8-week

JULY 2021

- 5 Independence Day Observed
- 16 Nursing summer courses end
- 30 Summer session ends
- 30 GFAFB term V ends
- 30 Online 8-week and 10-week terms end

AUGUST 2021

- 19 Grand Forks Police Academy graduation
- 18-20 Faculty in-service
- 22-23 New student orientation
- 23 Classes begin at 4:00
- 23 GFAFB term I begins
- 23 Online early term begins

MISSION STATEMENT

WE ENHANCE LIVES AND COMMUNITY VITALITY THROUGH QUALITY EDUCATION.

NOTICE OF NONDISCRIMINATION

Lake Region State College is an equal opportunity institution that does not discriminate on the basis of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, veteran's status, marital status, political belief or affiliation, and economic or perceived social status in its admissions, student aid, employment practices, education programs or other related activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Sandi Lillehaugen, Human Resource Manager, Lake Region State College, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543 Sandra.Lillehaugen@lrsc.edu or the Office of Civil Rights/HHS, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544. The Office of Civil Rights also can be reached by calling (312) 730-1560, faxing (312) 730-1576, TDD (800) 877-8339 or by emailing ocr.chicago@ed.gov.

LRSC is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation or to request this document in an alternate format, please contact Sandi Lillehaugen, Human Resource Manager, Lake Region State College, 1801 N. College Drive; Office #120, Devils Lake, ND 58301, (701) 662-1543, Sandra.Lillehaugen@LRSC.edu. One-week advance notice appreciated.

PRIVACY OF RECORDS (FERPA)

The disclosure of student educational records is governed by policies developed by Lake Region State College in compliance with state law and the Family Educational Rights and Privacy Act of 1974 as amended (FERPA). Lake Region State College maintains the following education records that contain information directly related to students:

- Applications material submitted by the student or sent at the student's request
- Financial Aid material submitted by the student or sent at the student's request
- Account payment cards and receipts
- Records pertaining to academic or training achievement including transcripts and grade reports
- Instructor recommendations

Student records are on file in appropriate Lake Region State College offices and are accessible only to persons having legitimate interests as defined in Public Law 93-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student 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 here:

- 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.

Directory information concerning a particular student will be removed from release upon written request from the student involved within 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 transcripts, 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.

STUDENT RIGHT TO KNOW

Lake Region State College complies with the Student Right to Know and Campus Security Act of 1990, as amended, and the Higher Education Amendment of 1992. You can find this information at <https://www.lrsc.edu/admissions-aid/consumer-information>.

REFERENCES FOR STUDENTS

(All are available from Student Services and online)

- Lake Region State College Catalog
- Lake Region State College Housing Contract
- Lake Region State College Annual Security and Fire Safety Report
- Lake Region State College Policies and Procedures Manual
- Lake Region State College Student Senate Constitution
- State Board of Higher Education Policy Manual
- North Dakota University System Procedures Manual

EMAIL

Lake Region State College, recognizing the growing need for timely, efficient and consistent communication with students, has established email as an official means of communications with students. Students are expected to check their official LRSC Email on a frequent and consistent basis.

The official LRSC email address can be activated at <http://outlook.com/ndus.edu>. More information regarding student email can be found on the college website. When students forward email from that account to another account, vital information may not be conveyed. Unopened email or having email redirected does not relieve a student of the

responsibilities associated with communication sent to their official LRSC email address. Go to www.lrsc.edu and click My LRSC to log into email.

CAMPUS CONNECTION

The North Dakota University System (NDUS), including Lake Region State College, uses Campus Connection as its online student registration system. Campus Connection is a web based system that allows students to access and manage their information 24 hours a day, 7 days a week. Students add/drop classes, view transcripts, verify enrollment, view financial aid and account summary and conduct many other important transactions. Students can update their personal information including mailing information, e-mail address and phone number. Go to www.lrsc.edu and click My LRSC to log into Campus Connection.

EMERGENCY NOTIFICATIONS

A campus emergency notification system is used to notify students, faculty, and staff of important information in emergency situations. An emergency means a situation that poses an immediate threat to the health or safety of someone at LRSC or community or that significantly disrupts LRSC programs and activities, such as school closing. In case of a campus emergency, a campus emergency notification system will send out a message by telephone or text message.

DISABILITY SUPPORT SERVICES

LRSC affirms and recognizes its commitment to nondiscrimination on the basis of disability and its intention to comply with all laws prohibiting such discrimination including Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

Lake Region State College provides academic support services to eligible students with disabilities, promotes student development, and serves as a resource for disability awareness and accommodations.

Lake Region State College defines a disability as a professionally verified condition which substantially limits a major life activity (Section 504, ADA). This includes, but may not be limited to cognitive disabilities, motor disabilities, psychiatric disabilities, speech impairments, hearing impairments, and visual impairments.

To obtain disability services, a student must identify himself/herself to the Office of Disability Support Services located in the TRiO/PowerSkills office (701-662-1546), and provide current professional documentation of his/her specific disability. The Disability Support Services Coordinator determines the appropriate accommodations for each individual student and issues a notice to them with the specified accommodations. The student, who is eligible for disability accommodations, has the responsibility to meet with his/her instructors and provide them with the notice. Students utilizing support services must observe the same college policies and academic regulations required of all students.

SERVICE ANIMALS

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.33

Students and employees with a disability who utilizes a service animal shall register with the Disability Support Services Office (if a student) or with the Human Resources

Office (if an employee). The student or employee shall provide the relevant office with documentation for the disability and the need for a service animal within 30 days of beginning to use the service animal on campus.

HEALTH INSURANCE

Lake Region State College does not provide insurance coverage for students. Students are advised to carry their own health and accident insurance. A student health policy is available for purchase by contacting the Student Services Office.

Student athletes are required to have their own health and accident insurance and must show proof of insurance to practice and participate in any sport.

International students are required to carry an NDUS health insurance policy as a prerequisite of enrollment.

ALCOHOL AND/OR DRUGS

LRSC POLICY AND PROCEDURE MANUAL SECTION 1500.15

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by SBHE policy 918 and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while visibly impaired by the use of alcohol and/or drugs.

LRSC requires employees to maintain a safe and sober workplace. As such, employees shall not consume alcoholic beverages or drugs (including prescription drugs that can cause impairment) during scheduled work hours or within close proximity to scheduled work hours. Employees on call back, outside of regular hours, shall disclose to their supervisor if they have consumed alcoholic beverages to ensure that only appropriate duties are assigned or the need for the employee is reassigned to another. Employees taking prescription medication that can cause impairment must notify their supervisor, in advance of performing work, to ensure only appropriate duties are assigned, duties are reassigned as necessary, and/or sick leave is taken.

A supervisor may, after consultation with the Human Resources Director, require an employee suspected of violating this policy to submit to a breath, blood, or urine test. The test is not required should the employee admit to the consumption and/or impairment. If the employee refuses testing, the employee may be disciplined as if the test had been positive. In the event of a positive test and/or admission, the employee shall be required to take annual leave for the remainder of the workday. The supervisor and/or the employee must arrange for safe transportation home.

Violations of this policy constitutes misconduct and disciplinary action may be imposed according to Student Conduct Policy 800.30 and the Code of Conduct Policy 1500.05.

The policy addressing alcohol and drugs in the residence halls can be found in the Residence Life/Housing Policy 800.008.

Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08 (6) and 19-03.01.

Parental Notification: In accordance with the Family Educational Rights and Privacy Act

(FERPA), the Director of Student Services reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students., regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has programing, coordinated by the Director of Student Services, to prevent drug and alcohol abuse by students. The Director of Human Resources shall make similar information available to all employees. These programs shall include dissemination of informal materials, counseling services, educational programs, referrals, and code of conduct violations.

TOBACCO FREE CAMPUS

LRSC POLICY AND PROCEDURE MANUAL SECTION 400.25

Lake Region State College provides an atmosphere conducive to physical and mental well-being. Based on a fact shared in 2006, the U.S. Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Inhaling secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions. To support this atmosphere, LRSC is a tobacco free campus. This policy applies to all employees, students, visitors and contractors. The policy also applies to external individuals or companies renting space with LRSC and should be reflected in all agreements/contracts with such individuals or companies.

For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Smoking and the use of chewing tobacco are prohibited anywhere in LRSC buildings, on LRSC property and /or LRSC rented property by employees, students and visitors. Information regarding a tobacco cessation program or other options is available through the NDPERS Wellness Programs website:

<http://www.bcbsnd.com/ehealth/ndpersquit>

Information regarding tobacco prevention is available through the North Dakota Department of Health and the Lake Region Tobacco Free Coalition websites:

<http://www.ndhealth.gov/tobacco>

<http://www.breathend.com/publichealthunits/lake-region-district-health-unit>

Responsibility/Enforcement: Supervisors are responsible for ensuring that employees, students, visitors, and where applicable, contractors are made aware of this policy and that they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through normal disciplinary procedures.

For disciplinary actions for staff, please see the North Dakota University System Human Resource Policy 25. Job Discipline/Dismissal:

<http://www.ndus.edu/makers/procedures/hr/?SID=44&re=d>

For Faculty, normal disciplinary actions will be taken which could include nonrenewal, termination or dismissal; see State Board of Higher Education policy 605.3:

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=55&SID=7>

For Students, formal disciplinary procedures will go through the Student Affairs Office. Such actions may include verbal reprimands, written reprimands and official citations. Students who violate the university Tobacco Free policy will be subject to the following

processes and sanctions.

1. A college official, faculty member or student who observes a student who is in violation of the Tobacco Free policy (seen smoking or chewing/dispersing of tobacco on campus property) should report that violation to the Director of Student Services. The following sequence of sanctions and actions will generally be taken as a result of such a report:

- a. A first reported violation of the Tobacco Policy will result in a personal consultation with the student by the Director of Student Services, informing the student of the LRSC Tobacco Policy. Educational and Quit Smoking information will be shared with the student at that time.
- b. If the same student is reported a second time, the Director of Student Services will issue a formal, written reprimand should the information indicate a disregard for the Tobacco policy. The personal consultation will also include a referral to the Ramsey County Tobacco Prevention Specialist for possible tobacco cessation counseling and further education.
- c. A third report of violation of the LRSC Tobacco Policy will result in a written reprimand and a fine, not to exceed \$75.
- d. Any additional reported violations will result in a formal disciplinary process under the provisions of the LRSC Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension.

Current smoke-free signs on campus will be replaced with similar, tobacco-free/smoke-free signs. This policy and explanation will be printed in university-approved publications, including the catalog, the orientation book for new students in the Student Affairs section, in the Campus Policy and Procedures Manual, and other publications, as deemed necessary. Information regarding the Tobacco-free Campus Policy will be included in formal and informal orientations for new students and employees. This policy will be sent out as a reminder, through campus announcements, at the beginning of each semester/term. Organizers of events are responsible for communicating this policy to attendees.

The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee.

STUDENT CONDUCT

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.30

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams and clubs. They also apply when off campus in connection with internships, academic activities and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense threatens the safety



or security of any individual or institution.

1. Scholastic Dishonesty: Academic Integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

The following are examples of academic dishonesty:

- a. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
 - Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
 - Looking at another student’s test during an exam or allowing another students to look at your exam
 - Copying from another student’s test or homework assignment with or without the other student’s permission
 - Working with another student on a test or an assignment without authorization
 - Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
 - Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
 - Sharing answers for an assignment
- b. Plagiarism is using someone else’s work in part or whole and passing it off as the student’s own whether intentionally or not intentionally.
 - Using exact words or phrases without citing the source
 - Buying a paper from an online source or a person
 - Using a paper someone else has done either for you specifically or for another class
 - Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.
- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
 - Citing a statistic from a source without being sure if the numbers are correct
 - Combining sources but claiming only one of the sources
 - Forging of signatures on any form requiring another person’s verification
 - Misrepresenting situations such as
 - claiming a member was present on a group project when he or she was absent or left early
 - claiming you handed in work, implying the teacher lost it or the LMS didn’t accept it
 - claiming a family event, illness, emergency or funeral when, in fact, there is none

CONSEQUENCES

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student’s grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

2. Safe Campus: Lake Region State College strives to provide an environment free of all forms of abuse, criminal activity and intimidation.

- a. Minor Misconduct: Disciplinary action may be taken against a student who:
 - i. Violates city ordinances or state or federal laws
 - ii. Possesses or uses fireworks on College property
 - iii. Has conduct that interferes with the operations of the College
 - iv. Takes or causes minor damages, to the property of another
 - v. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not limited to, telephone, texting, email, computer, or online social media harassment.
 - vi. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the possession or consumption of alcohol and/or marijuana
 - vii. Misuses a student identification card
 - viii. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
 - ix. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments
 - x. Tamper with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
 - xi. Violates the LRSC Computer Use Policy/agreement (900.09.01)
 - xii. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct
 - xiii. Engages in conduct that violates the LRSC COVID-19 Preparedness and Response protocol, to include:
 - 1. Not wearing a mask when required to do so or in places where a mask is specifically required.
 - 2. Not social distancing as required and recommended.
 - 3. Engaging in unsafe behavior, on or off campus, that would tend to further the spread of COVID-19 such as attending large gatherings (more than 10 people) or attending on campus or off campus parties where social distancing and mask wearing is not occurring.
- b. Major Misconduct: Major misconduct is any behavior or violation that may result in suspension, or expulsion from Lake Region State College. Disciplinary action may be taken against a student who:
 - i. Commits two (2) or more minor misconduct violations
 - ii. Violates the Sexual Misconduct/Title IX Compliance Policy (1500.09)
 - iii. Violates the Harassment Policy (1500.08)
 - iv. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another
 - v. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a

dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exist.

- vi. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
- vii. Intentionally or recklessly causes significant damage to the property of another
- viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
- ix. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
- x. Engages in any conduct considered hazing which creates a risk of injury to another, or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.
- xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct
- xii. Refusing to test for COVID-19 when required and requested to do so as a condition of living in the residence halls or participating on an athletic team. Refusing to cooperate with contact tracers as it applies to COVID-19 or refusing to abide by the isolation and quarantine requirements as it is described in the LRSC COVID-19 Preparedness and Response protocol or as directed to by public health authorities.

- 3. Retaliation Prohibited: A student, a group of students or a student organization shall not retaliate against any person who files a complaint or grievance; reports misconduct, participates as a witness in an investigation, or otherwise provides information to college officials. Retaliation can be classified as minor or major misconduct depending on the nature of the action.
- 4. Any person may file a verbal or written complaint with Director of Student Services against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.

TITLE IX AND SEXUAL HARASSMENT

LRSC Policy and Procedure Manual SECTION 1500.09

- 1) It shall be the policy of the State Board of Higher Education, the North Dakota University System, and Lake Region State College to fully comply with all aspects of Title IX of the Education Amendments of 1972 and the regulations promulgated under its authority. This policy shall not govern compliance with any other anti-

discrimination or anti-harassment statute, rule, or regulation. Failure by an employee of the SBHE, NDUS, or Lake Region State College to comply with the requirements of Title IX or this policy may constitute a violation of Policy 308.1 – Code of Conduct or LRSC Policy 1500.05 – Code of Conduct. Nothing in this Policy should be read to require fewer due process safeguards than would otherwise be provided by SBHE Policy 514.

2) Definitions. For the purpose of this policy, the listed terms shall have the following definitions:

- a. *Actual Knowledge.* Notice of sexual harassment or allegations of sexual harassment to Lake Region State College’s Title IX Coordinator or any Lake Region State College official with authority to institute corrective measures on the Lake Region State College’s behalf.
- b. *Advisor.* A person chosen by a party or appointed by Lake Region State College to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- c. *Complainant.* An individual who is alleged to be the victim of conduct which could, after investigation, constitute sexual harassment.
- d. *Dating Violence.* Violence committed by the respondent:
 - i. Who is or has been in a romantic or intimate relationship with the complainant; and
 - ii. Where the existence of such a relationship shall be determined by considering the length of the relationship, the type of relationship, and the frequency of interactions between the complainant and respondent.
- e. *Day.* A business day when Lake Region State College is in normal operation.
- f. *Deliberate Indifference.* When Lake Region State College’s response to sexual harassment is clearly unreasonable in light of the information known to Lake Region State College at the time.
- g. *Domestic Violence.* Violence committed by the respondent, who is:
 - i. a current or former spouse or intimate partner of the complainant.
 - ii. a person with whom the complainant shares a child in common.
 - iii. cohabiting with or has cohabited with the victim as a spouse or intimate partner.
 - iv. similarly situated to a spouse of the complainant; or
 - v. any person against whose acts the complainant is protected by N.D.C.C. ch. 14-07.1.
- h. *Education program or activity.* Includes locations, events, or circumstances where Lake Region State College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, as well as in any building owned or controlled by a student organization that is officially recognized by Lake Region State College.-
- i. *Fondling.* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim,

including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- j. Formal Complaint.* A document filed by a complainant (which either contains the complainant’s signature or indicates that the complainant is the one filing the complaint) or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Lake Region State College investigate.
 - k. Incest.* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - l. Rape.* Penetration, no matter how slight, of the vagina or anus of the complainant with any body part or object by the respondent, or oral penetration of the complainant by a sex organ of the respondent, without the consent of the complainant.
 - m. Respondent.* An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - n. Sexual Assault.* Either rape, fondling, incest, statutory rape, or any of the sexual offenses listed in N.D.C.C. ch. 12.1-20 or by the FBI’s Uniform Crime Reporting system.
 - o. Sexual Harassment.* Conduct, on the basis of sex, constituting one (or more) of the following:
 - i.* An employee of Lake Region State College conditioning the provision of an aid, benefit, or service of Lake Region State College on an individual’s participation in unwelcome sexual conduct.
 - ii.* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lake Region State College’s education program or activity; or
 - iii.* Sexual assault, dating violence, domestic violence, or stalking, as defined in this section.
 - p. Stalking.* Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.
 - q. Statutory Rape.* Sexual intercourse with a person who is under the statutory age of consent. In North Dakota the statutory age of consent is eighteen (18).
 - r. Supportive Measures.* Non-disciplinary, non-punitive individualized services offered as appropriate (as reasonably available) and without fee or charge to the complainant or respondent.
- 3) Title IX Coordinator.** An official designated by Lake Region State College to ensure compliance with Title IX and the Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- a.** Title IX Coordinator, Sandi Lillehaugen – Main Campus, Office 120; 701-662-1543; Sandra.Lillehaugen@lrsc.edu

- b. Title IX Deputy Coordinator, Brandi Nelson – Main Campus, Office 119; 701-662-1509; Brandi.Nelson@lrsc.edu

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against complainants and/or respondents, generally.

To raise any concern involving bias, conflict of interest or discrimination by the Title IX Coordinator, contact the Lake Region State College Vice President of Academic and Student Affairs, Lloyd Halvorson, 701-662-1681; Lloyd.Halvorson@lrsc.edu. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

- 4) **Mandated Reporters.** All Lake Region State College employees (faculty, staff, administrators) are required to report actual or suspected discrimination or harassment related to Title IX to appropriate officials immediately.

The following describe the reporting options at Lake Region State College for a complainant or third-party (including parents/guardians when appropriate):

- a. **Confidential Resources.** If a complainant would like the details of an incident to be kept confidential, the complainant may speak with:
 - i. LRSC professional counselors and intern
 - ii. Off-campus (non-employees):
 - a. Licensed professional counselors and other medical providers
 - b. Local rape crisis counselors
 - c. Domestic violence resources
 - d. Local or state assistance agencies
 - e. Clergy/Chaplains
 - f. Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Lake Region State College employees who must maintain confidentiality are still required to submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

- 5) **Title IX Policy.** Lake Region State College will notify applicants for admission and employment, students, and employees of its Title IX Policy.
 - a. This notification states:
 - i. Lake Region State College does not discriminate on the basis of

- sex in its education program or activity.
 - ii. Title IX and 34 C.F.R. 106 require Lake Region State College not to discriminate on the basis of sex.
 - iii. This requirement to not discriminate extends to admission and employment.
 - iv. All inquiries about the application of Title IX and 34 C.F.R. 106 to Lake Region State College should be referred to the Title IX Coordinator, the Department of Education’s Assistant Secretary for Civil Rights, or both.
- b. This policy will be displayed on the LRSC website and in the Student Handbook.
- 6) **Grievance Procedures.** Lake Region State College has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging sexual harassment or sex discrimination, and a grievance process that complies with this policy. These grievance procedures shall only apply to sex discrimination and sexual harassment occurring within the United States.
- a. Lake Region State College shall notify applicants for admission and employment, students, and employees of the Lake Region State College’s grievance procedures and grievance process, including, but not limited to, how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how Lake Region State College will respond.
- 7) **Method of Reporting Sexual Harassment.** Any person may report sex discrimination, including sexual harassment (whether or not the person making the report is the victim of the alleged sexual harassment or sex discrimination). Such report may be made in person, by mail, by telephone, or by email, using the Title IX Coordinator’s contact information or any other means which results in the Title IX Coordinator receiving the report, regardless of the time of day.
- 8) **Equitable Treatment.** At all times, Lake Region State College will treat complainants and respondents equitably by following a grievance process which complies with this policy before the imposition of disciplinary sanctions, and by providing remedies to a complainant if a respondent is found to be responsible for sexual harassment.
- 9) **Pre-Grievance Process.**
- a. **Timing.** This grievance process shall be carried out using reasonably prompt time frames, including time frames for filing and resolving appeals, and for informal resolution processes if offered. Notwithstanding, temporary delays or extensions of the time frames must be offered for good cause, with written notice to the parties setting forth the cause for the action.
 - i. *Good cause.* May include considerations such as the absence

of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for accommodations for language or disability.

b. Actual Knowledge of Sexual Harassment. With or without the filing of a formal complaint, once Lake Region State College has actual knowledge of sexual harassment within its educational program or activity in the United States, Lake Region State College must respond promptly and without deliberate indifference pursuant to this policy and any applicable policies.

- i. Once Lake Region State College has actual knowledge of sexual harassment, the Title IX Coordinator or designee must contact the complainant and:
 - a. Discuss the availability of supportive measures.
 - b. Consider the complainant’s wishes regarding supportive measures.
 - c. Inform the complainant that supportive measures are available with or without the filing of a formal complaint; and
 - d. Explain the process of filing a formal complaint.
- ii. No disciplinary sanctions or other actions which are not supportive measures may be imposed against a respondent prior to the conclusion of the grievance process.

c. Supportive Measures. Lake Region State College may offer the complainant supportive measures designed to restore or preserve equal access to the education program or activity without unreasonably burdening the respondent, including measures designed to protect the health and safety of both parties or the educational environment, or to deter further sexual harassment.

i. Examples of Permissible Supportive Measures. Lake Region State College must tailor any supportive measures to the parties’ situations. Some possible supportive measures include, but are not limited to:

- a. Counseling;
 - b. Extensions of deadlines or other course-related adjustments;
 - c. Modifications of work or class schedules;
 - d. Campus escort services;
 - e. Mutual restrictions on contact between the parties;
 - f. Changes in work or housing locations;
 - g. Leaves of absence; and
 - h. Increased security or monitoring of certain areas of campus.
- ii. Lake Region State College must maintain confidentiality with respect to supportive measures unless disclosure is required to implement the supportive measures.
 - iii. The Title IX Coordinator shall coordinate the effective implementation of supportive measures.
 - iv. Supportive measures may not restrict any party’s rights under

the United States Constitution.

- d. **Emergency Removal.** Lake Region State College may remove a respondent from the education program or activity on an emergency basis, provided that the Lake Region State College determines, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.
 - i. Lake Region State College must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- e. **Administrative Leave.** Lake Region State College may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

10) Grievance Process.

- a. **Formal Complaint and Notice of Allegations.**
 - i. Once a formal complaint is received by Lake Region State College, they must provide the following written notice to the known parties:
 - a. Notice of the grievance process, including any informal resolution process.
 - b. Notice of the allegations of sexual harassment, including:
 - i. Sufficient details known at the time and with sufficient time to prepare a response, including, but not limited to, the names of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged conduct.
 - c. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - d. A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence. The statement should also indicate that if the party does not have an advisor of choice, Lake Region State College will appoint an advisor to assist with cross-examination for the live hearing.
 - e. Notice of any provisions in Lake Region State College’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - ii. If during the course of the grievance process, additional allegations are added to the investigation which were not

included in the initial notice, Lake Region State College must provide notice of the additional allegations to the parties.

b. Advisors.

- i. Parties to a grievance proceeding must be afforded the opportunity to select the advisor of their choice to assist them during the proceeding, including during the live hearing.
- ii. If a party does not choose an advisor, Lake Region State College shall provide the party with an advisor. At minimum, Lake Region State College shall provide an advisor to conduct the party's cross-examination at the hearing. However, nothing in this policy or the Title IX regulations should be read to prohibit Lake Region State College to provide an advisor for the full duration of the grievance process, provided that the parties are treated equally as to timing insofar as Lake Region State College appoints advisors for both parties.
- iii. Lake Region State College is not required to provide attorneys to parties to act as advisors, but appointed advisors should be provided with access to appropriate training to ensure an understanding of the grievance process, though the same training provided to Title IX Coordinators, decision-makers, and investigators is not required.
- iv. Lake Region State College is not required to attempt to create equality of advisors between the parties, particularly where one party selects an outside advisor, but should endeavor to seek parity of advisors where Lake Region State College provides advisors to both parties.

a. Member Roles. Lake Region State College has trained Title IX members to serve in the following roles, at the direction of the Title IX Coordinator:

- i. To provide appropriate intake of and initial guidance pertaining to complaints
- ii. To act as an advisor to the parties
- iii. To investigate complaints
- iv. To serve as a hearing facilitator
- v. To serve as a decision-maker regarding the complaint
- vi. To serve on an appeal panel

b. Investigation.

- i. Lake Region State College is required to investigate every filed formal complaint unless the complaint is subject to dismissal, below.
- ii. At all times, the burden of proof and the burden of gathering evidence sufficient to make a determination regarding responsibility rests on Lake Region State College, and they may not seek to shift that burden to the parties.
 - a. Notwithstanding, Lake Region State College



may not restrict the parties' ability to discuss the allegations or to gather or present relevant evidence.

- iii. At all times, Lake Region State College shall observe a presumption that respondent is not responsible for the alleged conduct until and unless there is a determination of responsibility at the conclusion of the grievance process.
- iv. Lake Region State College may not access, consider, disclose, or otherwise use a party's medical records made or maintained in connection with the provision of treatment to the party, unless voluntary, written consent to do so is provided by the party (or the party's parent, if the party is not eligible to provide consent).
- v. Lake Region State College may not require, allow, rely upon, or otherwise use evidence that constitutes, or questions that seek disclosure of, information protected under a legally recognized privilege, unless that privilege is waived.
- vi. Lake Region State College must provide to the parties written notice of the date, time, location, participation, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare.
- vii. The parties must be afforded an equal opportunity to have others present during any grievance proceeding, including their advisor, though Lake Region State College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, so long as the restrictions apply equally to both parties and comply with this policy.
- viii. Both parties must have an equal opportunity to inspect and review any evidence obtained as part of the investigation related to the allegations raised in a formal complaint, including any evidence upon which Lake Region State College does not intend to rely in reaching a determination of responsibility and any inculpatory or exculpatory evidence, from whatever source.
- ix. At least 10 days prior to the preparation of the investigative report, Lake Region State College must provide each party and the party's advisor the evidence obtained in the investigation in an electronic format or hard copy. The parties may submit a written response to the evidence, which the investigator shall consider prior to completion of the investigative report.
- x. At the conclusion of the investigation, the investigator must create an investigative report that fairly summarizes the relevant evidence. At least 10 days prior to the hearing, the investigator must send a copy of the investigative report to each party and the party's advisor, if any, for review and written response.

C. Dismissal.

i. Mandatory Dismissal.

- a. Lake Region State College must dismiss the formal complaint if, at any time during the investigation or hearing:
 - ii. The conduct alleged would not constitute sexual harassment as defined in this policy even if proved;
 - iii. The conduct alleged did not occur in the education program or activity; or;
 - iv. The conduct alleged did not occur against a person in the United States.

ii. Permissive Dismissal.

- a. Lake Region State College may dismiss the formal complaint if, at any time during the investigation or hearing:

A complainant notifies the Title IX Coordinator, in writing, that the complainant would like to the withdraw the formal complaint or any allegations contained in the formal complaint;

The respondent is no longer enrolled or employed by Lake Region State College; or

Specific circumstances prevent Lake Region State College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations in the formal complaint.

- b. In the event that a formal complaint is permissively dismissed, Lake Region State College should consult with its legal counsel prior to taking action under another provision of its code of conduct to avoid taking actions constituting retaliation.

iii.

Notice of Dismissal. Upon a dismissal pursuant to this section, Lake Region State College must promptly send written notice of the dismissal and reasons therefore to both parties simultaneously.

- f. **Consolidation of Formal Complaints.** Lake Region State College may consolidate formal complaints against more than one respondent, by more than one complainant against one or more



respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

- g. Live Hearing.**
 - i. The grievance process must provide for a live hearing after the completion of the investigative report. All evidence obtained by the investigator as part of the investigative process must be made available to the parties and the decision-maker at the live hearing.
 - ii. The live hearing will be presided over by the decision-maker, who will not be the investigator or the Title IX Coordinator.
 - a. The decision-maker may be one individual or more than one individual as set by Lake Region State College.
 - iii. At the request of either party, the hearing must be conducted with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or witness answering questions. Hearings may be conducted with all parties physically present in the same geographic location, or, any parties, witnesses, and other participants may appear at the live hearing virtually, so long as the participants are able to simultaneously see and hear each other.
 - iv. At the live hearing, the decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those questioning credibility. This cross-examination must be conducted directly (the questions may not be asked by the decision-maker), orally, and in real time by the party's advisor and never by a party personally.
 - a. Prior to a party or witness answering a question, the decision-maker must rule on the relevance of the question and explain any decision to exclude a question as not relevant.
 - b. Decision-makers may request, but may not require, that questions by the parties be submitted in advance, to permit the decision-maker to rule on the relevance of questions.
 - c. Lake Region State College may limit the extent to which the party's advisor may participate in the hearing by Lake Region State College.
 - v. *Rape Shield*. Questions and evidence about the complainant's sexual predisposition or sexual history are not relevant, unless such questions are offered to prove that someone other than the respondent committed the alleged conduct, or regard specific incidents of the prior sexual behavior with respect to the respondent, and are offered to

prove consent.

- vi. *Cross-Examination.* If a party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility. Decision-makers may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence or refusal to answer cross-examination or other questions. There are no exceptions to this exclusion as there are in legal proceedings.
- vii. *Hearing Decorum.* Decision-makers may enforce rules to ensure hearing decorum, such as requiring respectful treatment, specifying any objection process, governing timing of hearing and length of breaks, etc.
- viii. Lake Region State College must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

a. Determination Regarding Responsibility.

- i. *Standard of Evidence.* All decisions in grievance processes under Title IX shall require a determination of responsibility based on the preponderance of the evidence.
- ii. After the conclusion of the live hearing, the decision-maker must issue a written determination regarding responsibility, which must include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. Description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the Lake Region State College's code of conduct to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies will be provided to the complainant; and
 - f. The procedures, timelines, and permissible bases for the complainant and respondent to appeal.
- iii. The written determination must be provided to the parties simultaneously. The determination regarding responsibility becomes final either on the date that notice of the result of any appeal is provided to the parties, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no



longer be considered timely.

- iv. The Title IX Coordinator shall be responsible to implement any remedies provided by the written determination.

Disciplinary Sanctions. Disciplinary sanctions imposed after the conclusion of the grievance process shall be assessed pursuant to the Lake Region State College’s code of conduct, student handbook, employee handbook, or similar document which sets possible disciplinary sanctions for violations of Title IX or code of conduct, and shall be proportional to the determination of responsibility.

12) Remedies. Remedies offered after the conclusion of the grievance process on a finding of responsibility must be designed to restore or preserve equal access to the education program or activity. Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

13) Appeals.

- a. Both parties must be offered the opportunity to appeal from a determination regarding responsibility or from the dismissal of a formal complaint (or any allegations within the formal complaint). The following may form the basis for an appeal:
 - i. Procedural irregularity that affected the outcome of the grievance process.
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could have affected the outcome of the matter; or
 - iii. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or for or against the individual complainant or respondent, that affected the outcome of the grievance process.
 - iv. Other basis set forth in the campus-level processes, but which must be offered equally to both parties (for example, an appeal based on the severity of the sanctions).
- b. Upon filing of an appeal, Lake Region State College must:
 - i. Notify the non-appealing party in writing when an appeal is filed and implement appeal procedures equally for both parties.
 - ii. Ensure that the appeal’s decision-maker is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator.
 - iii. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- iv. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - v. Provide the written decision simultaneously to both parties.
 - C. In the event that a disciplinary sanction of suspension or expulsion is imposed by the decision-maker, Lake Region State College shall provide a method of reviewing an appeal from a determination regarding responsibility or dismissal for a period of at least one year following the original decision. Lake Region State College may set a shorter deadline for appeals from lesser discipline or for appeals filed by the complainant.

14) Informal Resolution. Lake Region State College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, a waiver of the right to an investigation and adjudication of formal complaints, and may not require the parties to participate in an informal resolution process. Similarly, Lake Region State College may not offer an informal resolution process unless a formal complaint is filed. Notwithstanding, at any time before the written determination is issued, Lake Region State College may facilitate an informal resolution process that does not involve a full investigation and adjudication, so long as Lake Region State College:

- a. Provides the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- b. Obtains the parties’ voluntary, written consent to the informal resolution process; and
- c. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

15) Amnesty for Complainants and Witnesses. Lake Region State College community encourages the reporting of misconduct and crimes by complainants and witnesses. It is in the best interests of Lake Region State College community that complainants choose to report misconduct to Lake Region State College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Lake Region State College will grant amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident to complainants and witnesses.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a respondent is not based on gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty, the incentive to report serious misconduct, is rarely applicable to the respondent.

- 16) Jurisdiction.** This policy applies to all education programs and activities of the Lake Region State College, to conduct that takes place on the campus or on property owned or controlled by Lake Region State College, at Lake Region State College-sponsored events, or in buildings owned or controlled by Lake Region State College’s recognized student organizations. The respondent must be a member of Lake Region State College’s community in order for its policies to apply.

Jurisdiction for off-campus misconduct that deprives someone of access to a Lake Region State College educational program or activity will also be investigated. Lake Region State College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Lake Region State College interest.

Regardless of where the conduct occurred, Lake Region State College will address Title IX related notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Lake Region State College interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- b. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of anyone.
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of Lake Region State College.

If the respondent is unknown or is not a member of Lake Region State College community, the Title IX Coordinator will assist the complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

When the respondent is not a member of the Lake Region State College’s community, supportive measures, remedies, and resources may be accessible to

the complainant by contacting the Title IX Coordinator.

Lake Region State College may take other actions as appropriate to help protect the complainant against third parties, such as barring individuals from Lake Region State College property and/or events.

When the respondent is enrolled in or employed by another NDUS institution, the Title IX Coordinator will assist the complainant with the reporting process at that institution.

17) Training.

- a. All persons involved in the grievance process, including, but not necessarily limited to, Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must receive training on the following areas:
 - i. The definition of sexual harassment;
 - ii. The scope of the education program or activity;
 - iii. How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes, as applicable;
 - iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- b. Additionally, decision-makers must receive training on the following areas:
 - i. Any technology to be used at a live hearing.
 - ii. Issues of relevance or questions and evidence, including when questions about the complainant’s sexual predisposition or prior sexual behavior are not relevant.
- c. Investigators must also be trained on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- d. All materials used to train the foregoing individuals must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- e. All training materials used to train the foregoing individuals must be made available to the public by posting on the Lake Region State College’s website.

18) Recordkeeping.

- a. Lake Region State College shall retain, for a period of seven years, records of:
 - i. Each sexual harassment investigation, including any determination regarding responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant.
 - ii. Any appeal and the result therefrom.

- iii. Any informal resolution and the result therefrom.
 - iv. All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, which Lake Region State College must make available on its website.
- b. Lake Region State College must create and maintain for seven years, records of any actions, including records of supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, Lake Region State College must document the basis for its response was not deliberately indifferent, and document that it took supportive measures, or, if supportive measures were not provided, an explanation of why such a response was not clearly unreasonable in light of the known circumstances.

19) Retaliation.

- a. No institution or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.
- b. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this part, constitutes retaliation.
- c. The exercise of rights protected under the First Amendment does not constitute retaliation.
- d. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, although a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
- e. Complaints alleging retaliation may be filed pursuant to the grievance procedures for sex discrimination under Title IX.

20) Confidentiality. Notwithstanding Chapter 44-04 of the North Dakota Century code, the identity of any individual who has made a report or complaint of sex discrimination or sexual harassment, any complainant, any respondent, and any witness, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, shall be confidential.

- 21) Federal Timely Warning Obligations.** The Clery Act requires Lake Region State College to issue a timely warning for any violation that poses a serious or continuing threat to the campus community. This includes Title IX violations such as rape, sexual assault, domestic violence, dating violence, and/or stalking.

Lake Region State College will ensure that a complainant’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

- 22) Policy Conflicts.** Any conflicts between this Policy and any existing SBHE Policy, NDUS Procedure, Lake Region State College policy or procedure, or student or employee handbook shall be resolved in favor of this policy.

LRSC CARES TEAM

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.29

The Cares Team is intended to support and assist students, faculty, and staff in dealing with problematic behavior that interferes with teaching, learning, and campus living.

1. Purpose: The Cares Team is responsible to provide proactive early intervention services for students, faculty, and/or staff who exhibit behaviors that cause concern for the safety and well-being of any member of the campus community.
2. Cares Team Members:
 - a. Vice President of Academic and Student Affairs
 - b. Director of Student Services
 - c. Director of Counseling
 - d. Disability Services Coordinator
 - e. Director of TRiO Student Support Services
 - f. Director of Human Resources
 - g. Assistant Director of Housing
 - h. A member of the Faculty
3. Reporting: All members of the campus community should report behavior that causes concern, is disruptive, or contains treats of harm to self or others. These behaviors may or may not constitute a violation of our student or employee code of conduct.
 - a. Non-Emergency Student Reporting Process: Notification regarding a student should be made directly to the Director of Student Services or via email to LRSC.CARES@ndus.edu. In the absence of the Director of Student Services and/or access to email, the report may be made to any member of the team.
 - b. Non-Emergency Employee Reporting Process: Notification regarding an employee should be made directly to the Director of Human Resources or via email to LRSC.CARES@ndus.edu. In the absence of the Director of and/or access to email, the report may be made to any member of the team.
 - c. Individuals reporting concerns should include any information that may be helpful to the team in evaluating the situation, such as the duration, frequency, severity and/or progression of the behavior; any mitigating circumstances, and any actions previously employed by you or others to assist the individual or

change the behavior.

- d. Emergency situation or behaviors that cause immediate safety concerns should be reported immediately to the Devils Lake Police Department by utilizing 911 and by activating the campus safety team.
- 4. Team Meetings: The Cares Team shall meet at least monthly and more often as needed when reports of concern have been made.
- 5. Responsibility
 - a. The Director of Student Services shall be responsible to ensure reports to the Cares Team regarding students are properly addressed, services are offered/ provided, and actions are taken to address concerns.
 - b. The Director of Human Resources shall be responsible to ensure reports to the Cares Team regarding employees are properly addressed, services are offered/ provided, and actions are taken to address concerns.

STUDENT GOVERNMENT & ORGANIZATIONS

The Student Senate is the governing body elected by the students for the students. The Student Senate provides a link between students and administration and coordinates activities to meet students' needs in education, culture, social activity, and general welfare.

Students arrive at Lake Region State College with many interests and skills which continually develop along with new interests and skills. Students at the college have the opportunity to organize and join associations that promote common interests. Any organization that would like to be affiliated with Lake Region State College must follow certain guidelines set by the Student Senate.

Initiation rite and/or hazing by any Lake Region State College affiliated organization is prohibited by state law and carries a Class A misdemeanor if conduct causes physical harm. Otherwise the offense is a Class B misdemeanor. Also, Lake Region State College reserves the right to carry out disciplinary measures on campus, up to and including suspension from college.

To secure recognition from the Student Senate, all such Lake Region State College organizations must meet the following conditions:

- 1. Have a purpose for the club which will benefit the college in some manner, as demonstrated by written bylaws/constitution to be submitted to the Student Senate.
- 2. Secure a faculty advisor for the club.
- 3. Submit a list of elected officers to the Student Senate.
- 4. Submit a copy of the minutes from each meeting to the Student Senate.
- 5. Put forth a candidate from their organization in the Student Senate election.
- 6. Sponsor at least one campus-wide activity per semester.

Upon recognition, the following benefits will be received by the organization:

- 1. Use of college facilities
- 2. Space in the college catalog
- 3. Financial support by application to the Campus Activities Board

The Student Senate may, by 2/3 vote, revoke any of the particular privileges of a club for due cause, subject to approval by the Student Senate Advisor. Any such action may be appealed by the organization to the Associate Vice President for Student Services, whose decision will be final and binding.

INTRAMURAL RECREATION PROGRAM

ELIGIBILITY

All Lake Region State College students are eligible to participate in the Intramural Recreation Program with the following exceptions:

- a. Students are not eligible to participate on more than one intramural team in the same activity. Furthermore, a student is not permitted to transfer from one team to another after participating in at least one game.
- b. A student who has been suspended for violation of the Unsportsmanlike Conduct Statement is not eligible to participate in the Intramural Recreation Program. Reinstatement may be obtained by petitioning the Director of Student Services.
- c. Members of a team must play in at least 50% of the league games to be eligible for the final tournament.

FORFEIT POLICY

Intramural teams/individual participants not ready to play in an event within 10 minutes after game time shall automatically forfeit the contest. Teams must have the minimum number of players by game time; however, if they lose a player, they are permitted to continue playing short one player.

PENALTIES FOR ELIGIBILITY INFRACTIONS

Teams playing with an ineligible player shall be penalized with a loss for each game in which the ineligible player participates. Participation in any activity shall be determined by score sheets and/or observation by Intramural personnel.

SCHEDULES

Intramural Recreation Program schedules for each semester shall be available to students.

UNSPORTSMANLIKE CONDUCT STATEMENT

- a. Any manager or player using abusive behavior or language during any intramural recreational activity shall be suspended for at least two intramural games at which time he/she must petition the Director of Student Services to continue participation.
- b. Misconduct reports may be filed by the Intramural Director with the Director of Student Services for any any unsportsmanlike conduct.

POSTPONEMENTS

No contest shall be postponed without the approval of the Intramural Director.

- a. A contest that is postponed without the consent of the director will be recorded as a loss to both teams.
- b. Permission for postponement must be requested 24 hours before the regularly scheduled game. The director may make allowances for unforeseen circumstances.

PROTEST PROCEDURES

- a. Protests shall not be considered if they are based on a decision made by an official.
- b. Written protests must be filed with the Intramural Director by 4:00 PM the date

- following the protested game. If a game is played on a weekend, the written protest must be filed by 4:00 PM the first working day following the event.
- c. Protests shall be decided by the Intramural Director. Students may appeal this decision to be continued with the Student Appeals Committee.

HEALTH AND INJURIES

Lake Region State College does not accept responsibility for injuries or health problems which may result from intramural competition.

USE OF COLLEGE FACILITIES

Students and student organizations are permitted to use college facilities for recreation and to further their educational process. Usage policies and procedures must be followed to ensure equal opportunity, orderly use of facilities and security.

RESERVING SPACE

Student organizations recognized by the Student Senate and other college-related groups desiring to use college space must obtain permission from the facilities scheduler. All activities must be scheduled on the main college calendar located in the Center for Distance Education.

REGULATIONS REGARDING SIGNS, POSTERS AND OTHER PROMOTIONAL MATERIALS

All bulletin boards are under jurisdiction of the department or administrative office that maintains it. No posters or publicly distributed materials should contain obscene, vulgar or libelous material. Any material should not be distributed which contains information which violates college usage policies or any federal, state, or local law.

Posters, banners and other materials must be displayed using the following guidelines:

1. All items should be placed only on bulletin boards, freestanding display boards, or wall tacks.
2. All items should be removed the day following the event.

THE DEN

The Den is designed to have a relaxing, fun atmosphere and is open to all students 24/7. The only time that the Den is booked is when Student Senate has brought in musical acts, speakers, dances, and other special events. There are DVD players and game consoles available. There are also many classic board games available to students, as well as ping-pong, darts, foosball and billiards.

WEIGHT ROOM

The weight room is available for students, faculty, staff and their families. The hours for the weight room are 24 hours a day, 7 days a week. Those using the weight room must follow the posted rules.

LEARNING COMMONS/PAUL HOGHAUG LIBRARY

The Learning Commons/Paul Hoghaug Library is an excellent resource for all of your reference and research needs with staff available to assist you as needed. Hours are posted on the library door and on the library tab of the LRSC website.

ACADEMICS

ADDING OR DROPPING A COURSE

Course schedule changes may be completed in Campus Connection. After the add/drop deadlines, course schedule changes must be processed by submitting an Add/Drop Form with the appropriate signatures to the Office of the Registrar.

Add: A student may add a semester-length course through the 10th calendar day of the semester. Courses with a shorter session and summer semester will have a proportional last day to add.

Drop with no record: A student may drop a semester-length course and no record of the course will appear on the student's transcript if the drop is processed on or before the 10th calendar day of the semester. Courses with a shorter session and the summer semester will have a proportional last day to drop with no record.

Drop with record: A student may drop a semester-length course at any time during the first 12 weeks of the semester. A grade of "W" (withdraw) will be recorded on the student's transcript for all courses dropped after the drop with no record deadline. Courses with a shorter session and summer semester will have a proportional last day to drop with record.

Specific add, drop with no record, drop with record dates for the semester can be found at : www.lrsc.edu/academics

WITHDRAWING FROM COLLEGE

A student considering withdrawal from LRSC is strongly encouraged to contact Student Services prior to finalizing a decision. If a student finds it necessary to withdraw, an official withdrawal must be completed. The last day to withdraw is the last business day of the 12th week of classes. Failure to follow withdrawal procedures may result in failing grades in all courses for the semester.

Student withdrawing from school may be eligible for a refund. Refund dates and rates can be found at: <http://www.lrsc.edu/academics>.

Withdrawing from college may create a bill and affect a students ability to receive future financial aid. Students should contact the Financial Aid Office for more information.

ATTENDANCE POLICY

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.14

1. Regular attendance is expected of Lake Region State College students. Instructors are responsible to explain the attendance policy and how it applies to their course. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor (prior to the absence whenever possible) to request an absence. The student is responsible for mastery of material and completion of assignments missed as failure to do so may affect the grade of the student regardless of the reason for the absence. Students who have not attended class during the first seven days of the session may be administratively dropped from the course by the institution. Nonattendance is defined by failure to attend a campus course(s) at least once or failure to participate in an online class(s) or engage in an academically related activity. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by a student.



2. When the number of hours exceeds double the credit hours for a course by the last day to drop the courses with record, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been administratively dropped will receive a grade of “F” in the course.
3. A student who has been administratively dropped has the right to appeal the action. An appeal for re-admittance from a student dropped for excessive absences must be presented in written form within five days of the student’s notification from the Registrar. The LRSC academic appeals procedure (800.31) will be followed. Some programs may have a more rigorous attendance requirement that is defined in the program’s student handbook or policy manual. The attendance policies explained here are applicable to all students, however, failure to be in attendance even when the absence is excused , may affect the student’s eligibility to take specific tests, participate in certain aspects of the program, or obtain necessary certification in a specific skill or task.
4. Specific accommodations and excused absence protocol for students who are pregnant or parenting is outlined in theLRSC Pregnant and Parenting Policy 1500.09.01.
5. Excused absences to attend treatment, counseling, or obtain necessary care (including medical care) may also be outlined in an approved accommodation plan by the Disability Services Coordinator pursuant to Policy 800.34
6. A student in any brance of the United States military who is called to active duty has specific rights as they relate to absences (and exceptions to their financial responsibility) under SBHE Policy 510.
7. Academic Leave of Absence: The Vice President for Academic and Student Affairs may grant an academic leave of absence whenmade aware that a specific hardship exists, provided:
 - a. The student provides, in advance, a writen, signed, and dated request that provides the reasons for the request. If exigent circumstances exist that prevent advance notice, the leave of absence may be approved and the written request collected at a later date.
 - b. There is a reasonable expectation that the student will return to school (return may include attending online in lieu of on campus).
 - c. The leave of absence will not involve additional charges by the institution.
 - d. The total number of approved leave of absence days will not exceed 180 in any twelve-month period (the twelve-month period begins on the first day of the student’s absence); as such, the student must return to begin progress to satisfy their course/program requirement within this time.
 - e. LRSC explains to the student (if they are a Title IV, HEA program loan recipient), prior to repayment terms, including the exhaustion of some or all of the student’s grace period.
 - f. The institution can identify/verify the hardship and obtain information and guidance from faculty and staff, student support services, the registrar, and/or others with relevant information regarding the student, their current academic progress, and their likelihood of academic success.

CHILDREN IN THE CLASSROOM

Students are not allowed to bring children to class or to leave them unattended in the

building. If you observe this situation, contact the Director of Student Services. We can direct the student to a reference of daycare services available.

STUDENT FINANCE

TUITION AND FEES

Tuition and fee rates are established each July for the upcoming academic year. This year's rates can be found at: <http://www.lrsc.edu/admissions-aid/paying-college/tuition-fees>. Some programs or courses may have additional fees.

All tuition, fees, room and board are payable in full on September 9, 2020 for fall semester and January 27, 2021 for spring semester. Registrations will be cancelled if payment is not received by the 12th day of classes unless arrangements have been made with the Business Office.

Students can check their bill and make credit card payments in Campus Connection.

LATE FEES

Tuition and fees are due 12 days after a class begins. LRSC will assess a late fee on balances more than 30 days past due. Students with a past due balance will be charged a late fee of 1.75%. To avoid a late fee you can:

- a. Pay the balance due on your account prior to the due date.
- b. Keep your payments current for those that are on an approved payment plan. If the payments on your payment plan are late you will be charged a late fee.

REFUND/REPAYMENT PROCEDURES

LRSC POLICY AND PROCEDURE MANUAL SECTION 400.08

1. The Registrar, located in Student Services, enters "Percent of Refund" on individual student accounts when an Add/Drop form is received from the student. The "Percent of Refund" is to be based upon current North Dakota University System guidelines as adopted by Lake Region State College.
2. Add/Drops will be forwarded by the Registrar to the Business Office on a daily basis.
3. The Business Office will review a listing of "student accounts" to be run as needed. A separate listing of student accounts with credit balances" may also be run.
4. The Business Office will review each student account with the Financial Aid Director to determine the extent, if any, of financial aid involvement in the account.
5. The Business Office with the Financial Aid Director will determine:
 - a. Amount, if any, to be repaid to Financial Aid.
 - b. Amount, if any, to be refunded to third parties.
 - c. Amount, if any, to be refunded to the student.
6. The Business Office will initiate the appropriate refund and the appropriate billing to students for any required repayments.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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.

<u>Semester</u>	<u>Minimum Cumulative GPA Required</u>
1st Semester	1.50
2nd Semester	1.60
3rd Semester	1.75
4th 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 140% of their program credits will be receive a letter advising them they are reaching the maximum credits. i.e., if the program of study requires 60 credits to graduate then 90 is the maximum number of attempted credits allowed for a program. When the student has attempted 140% or 84 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.

RESIDENCE LIFE

MISSION STATEMENT

The mission of Residence Life at Lake Region State College is to create, maintain and support a living-learning environment which facilitates student learning, supports the academic mission of the College, encourages individual student growth, development, responsibility and fosters community.

WELCOME TO THE LRSC RESIDENCE HALLS!

FROM THE HOUSING DIRECTOR

The residence halls provide an opportunity to experience a group-living environment designed to promote educational, social and personal growth. If this is your first experience in residence hall life, you may anticipate having to make some adjustments since group living requires respecting the rights and feelings of others. The residence halls offer a wonderful diversity of culture for you to experience and learn during your educational process.

Cooperation and thoughtfulness contribute to a comfortable and attractive living environment for all residents. We have put together this handbook to serve as an introduction and guide for all residence hall students at Lake Region State College. As you move into your room, we hope you will familiarize yourself with this information and use it as a resource during the academic year.

We have a strong commitment to student self governance and encourage you to become active in the decision making process in each of your residence halls. Your input is vital in letting us know what is important to you so that we as a staff can carry your requests to the college administration.

Thank you for choosing to live in the residence halls. This can be a rewarding experience when you become involved and take part in the college experience.

Scott Dunbar
Director of Residence Life
Lake Region State College

BOARD (DINING) CONTRACT POLICY

1. The Board Plan contained on the R-Card (Student ID card) is in the name of the contract owner only and may not be used to obtain meals to share with others. The R-Card must be presented by its owner to receive a meal. Unauthorized meals will be billed to the contract owner.
2. All meals are to be consumed in the cafeteria or student union dining services area unless special arrangements have been made with the Director of Dining Services. All dishware must remain in the Dining Services area. Discarding permanent dishes or utensils in the garbage or the unauthorized removal of those items from the dining

services area will be subject to a \$50.00 fine. Please return all permanent dishware to the dishwashing station.

3. Takeout orders or box lunches are available if class or work schedules conflict with serving times. Please contact the Dining Service Director. Meals ordered but not picked up at the arranged time will be charged to your account. Forms used to order a “Sick Tray” are available from Dining Service personnel or your assigned Resident Assistant.
4. One Board meal consists of a combination of, one entrée, one salad, one soup and one dessert, and one drink, or a variety of breakfast item or grill items. Meals served on weekends and holidays are also considered Board meals.
5. One additional serving of the same menu item is permitted at no cost, with the exception of grill items. All additional serving are to be consumed in the cafeteria or student union.
6. Shoes and shirt are required in the Dining Service area during meal times.
7. Lost R-Cards are subject to a \$15.00 replacement fee, payable in the Business Office. The IT Help Center will issue the new ID/R-Card.

Dining Services personnel are interested in your suggestions to help us serve you better. Please feel free to share your opinions with us at any time at Rosalie.Seibel@lrsc.edu or call 662-1542.

DINING HOURS

Dining hours will be posted outside dining services.

GUIDELINES TO RESIDENCE LIFE

RESIDENCE LIFE TEAM

The residence halls are managed through Administrative Affairs. The individuals in this department who have direct authority and responsibility of administering the residence halls are the Housing Director.

The Director of Residence Life supervises the Resident Assistants (RA's), all of whom are charged with creating and maintaining a residence hall living and learning culture which facilitates student learning, supports academic success and fosters personal and community growth.

RESIDENCE HALL STAFF

THE RESIDENCE HALL STAFF SERVE THREE PRIMARY FUNCTIONS:

1. To be of service to students. This can take many different forms, from providing a friendly ear to organizing programs which interest or benefit residents.
2. To perform administrative tasks, such as checking students in and out of rooms, locking outside doors, distributing mail, and security rounds.
3. To enforce the guidelines outlined in the Residence Hall Contract and in this handbook.

All residence hall staff members are committed to serving students and sincerely want to help if they can. Everyone knows they enforce the rules, but there are other things staff members hope to do. The staff members:

RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.08

1. Lake Region State College offers campus living to students in three residence halls.
2. Each returning resident must sign a “Contract for Residence Halls” for a room for a school year. New students must apply for housing by completing the Application for Housing form and sign a “Contract for Residence Halls”.
3. Services
 - a. All rooms in college residence halls are furnished with single beds, limited wardrobe and drawer space and desks and chairs. Students are responsible for their own bed linens, pillows, spreads and blankets. Refer to the Housing Contract for allowable student furnishings.
 - b. Students attending Lake Region State College and living in the residence halls have access to free, high speed internet access. Resident hall students interested in renting an internet-ready computer from the college are required to complete a rental agreement form with Information Technology.
 - c. Each room is provided with a student mailbox. Mail service will be provided Monday through Friday.
 - d. Contact either the RA (Resident Assistant) or AD (Assistant Director) and fill out the proper form for needed repairs for maintenance.
 - e. During the academic year, a limited number of outdoor outlets are available for rent to students. Students must provide their own extension cord and only one vehicle should be plugged into each outlet. There is a charge for these outlets for the winter with reservations made at the Business Office.
 - f. Refrigerators are allowed in student rooms. Students need to bring their own. Size limit is four cubic feet unless other arrangements have been made.
 - g. All Resident Halls are alcohol and tobacco free.
 - h. No soliciting is allowed in the residence halls. This includes representatives of businesses as well as door-to-door salespersons.
 - i. In the event of a tornado and/or severe weather, the warning signal is a steady tone or ringing of bells lasting 3 to 4 minutes. Students living in Gilliland and South Hall should go to the basement next to Central Receiving, and students in North Hall should go to the basement areas next to the kitchen.
4. Guidelines to Residence Life
 - a. ADMINISTRATIVE STRUCTURE - The residence halls are part of the Academic and Student Affairs Division. The Director of Housing has direct authority and responsibility of administering the residence hall. The Director of Housing supervises the Assistant Director of Housing, who in turn supervises the Resident Assistants (RA's), all of whom are charged with creating and maintaining a residence hall living environment conducive to learning and personal growth. This charge carries with it the responsibility of enforcing the rules and regulations of the residence halls and the authority to take the action necessary when rule infractions occur.

- b. RESIDENCE HALL STAFF - The residence hall staff serve three primary functions:
 - i. To be of service to students. This can take many different forms, from providing a friendly ear to organizing programs which interest or benefit residents.
 - ii. To perform administrative tasks, such as checking students in and out of rooms, locking outside doors, distributing mail, duty rounds, etc.
 - iii. To enforce the guidelines outlined in the LRSC policy manual, Residence Hall Contract and student handbook.
- 5. Checking In/Checking Out/Improper Check Out
 - a. Checking In
 - i. All students are required to check into the residence halls to verify room assignments and complete a Room Condition Form.
 - ii. All standard furnishings must remain with the room and may not be removed or exchanged between rooms. All items listed on the room inventory must be in place when the student checks out.
 - c. Checking Out
 - i. Students need to follow the below guidelines when checking out. Failure to follow checkout procedures or failing to checkout will result in a fine up to \$100.
 - ii. Student must sign up for checkout with a Housing staff member 24 hours prior to departure. At the time of checkout, the staff member will conduct a room inspection and collect keys.
 - iii. Student room must be returned to its original condition. This means rooms must be cleaned, floors swept/washed, and all furniture must be returned and assembled.
- 6. Entry of Student Rooms

College policy on privacy of student rooms stipulates that room entry will be restricted to the following instances:

 - a. The Lake Region State College Residence Hall Contract stipulates that room inspections may be made by staff for reasons of residence maintenance. Whenever possible, 24 hour notice will be given to the student prior to entry. In addition, pre-announced room inspections will be held to check for general sanitation and/order. Safety inspections will be made at the closing of Fall Semester and the closing of Spring Break.
 - b. When residence or college officials reasonably fear danger to health, safety, life or property.
 - c. When residence or college officials have just cause to suspect a violation of college regulations.
 - d. During periods of academic recess primarily for maintenance purposes. Whenever possible, rooms will be entered when the room's occupants are present and college officials to be present during room entry.
 - e. If the occupants are not present when the room entry is needed, the occupants will be notified of the time and reason for the entry.
- 7. Deposit/Damage Policies

Costs are outline in the student handbook for damages that may occur in the Residence Halls. Costs related to damages, cleaning or lost keys will be billed to the resident's

account.

8. Resident Behavior: Students must follow the LRSC Student Conduct Policy 800.30.
9. Visitor Policy
 - a. Guests – All guests are subject to all LRSC policies including the policies of the residence halls. Residents are responsible for their guests’ behaviors and actions.
 - b. Overnight Guests – Adult residents may have adult guests stay overnight for up to three consecutive nights as long as it is acceptable with all of the roommates and suitemates. At the beginning of the semester, residents will fill out the Overnight Visitors Agreement form for their room/suite. When there is not unanimous agreement, the most conservative view will prevail. No overnight guests will be allowed prior to the start of each semester, during the first week of school, the last two weeks of the semester and during breaks (winter and spring break).
 - c. Use of Restrooms - When a guest of a resident is not of the same gender, the resident shall escort the guest to the restroom, ensure the restroom is clear of residents, and remain outside the restroom to alert others. All residents shall respect the need for guests to use the restroom and shall afford them the opportunity for privacy.
10. Juveniles in the Residence Halls

For the purpose of this policy, the word “juvenile” means anyone under 18 years of age. Resident hall staff have the authority to request identification of anyone entering the residence halls. No juvenile will be allowed in the residence halls as a guest or visitor unless they are a current student and at least 17 years of age. Juveniles may live in the resident hall under special circumstances approved by the Director of Housing or if they are a child of a student living in the campus apartments. Unauthorized juveniles found in the residence halls will be asked to leave the premises immediately. If the juvenile does not cooperate with the staff, law enforcement will be called to remove the juvenile and contact his/her parents.
11. Alcohol and Drug Policy

Lake Region State College prohibits any alcohol or illegal drugs in the residence halls (See Alcohol and Drug Policy 1500.15).
12. Student Complaints and Students Grievances

See LRSC Policy 800.31.
13. Residence Hall Association (RHA)
 - a. The RHA is the residence hall governance association. The RHA meets on a regular basis throughout the academic year. This association provides an opportunity for student input concerning residence hall programming, rules and policies. All residents are eligible to serve as representatives to the RHA. Students are encouraged to participate in this opportunity and to be involved in their own environment and governance. The RHA operates under a constitution, is recognized by the Student Senate and fulfills all requirements of recognized campus organizations.
 - b. See Section 1400.04 for the RHA Constitution.
14. Immunization Requirements

All Students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease. Exemptions may

be provided upon application if; (a) immunization is contraindicated by medical conditions; or (b) a student’s beliefs preclude participation in an immunization program.

MISSING STUDENT NOTIFICATION

LRSC POLICY AND PROCEDURE MANUAL SECTION 800.08.01

As required by the Higher Education Opportunity Act of 2008, this policy addresses missing student notification for students residing in on-campus student housing and includes procedures that LRSC will follow in the event a student is reported missing.

A missing student is defined as a person currently enrolled at LRSC, residing in on-campus student housing, whose whereabouts have been unaccounted for by LRSC or local law enforcement for more than 24 hours. If a student is determined to be missing, LRSC will initiate notification procedures within 24 hours.

DESIGNATION OF CONFIDENTIAL CONTACT INFORMATION

1. Students residing in on-campus student housing have the option to designate a confidential contact person who will be notified in the event the student is determined by LRSC or local law enforcement to be missing.
2. A student may designate a confidential contact person at any time by filing a Confidential Contact Form with the Director of Housing or Assistant Director of Housing. The student is responsible for the accuracy of the contact information and for updating the information as necessary.
3. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.
4. The confidential contact may be someone other than the emergency contact listed in Campus Connection. Emergency contact information listed in Campus Connection will be kept separately from the missing student contact information.
5. If the missing student is under the age of 18 and is not an emancipated individual, LRSC is required to notify the student’s parent or guardian, in addition to any confidential contact designated, immediately after determining that the student has been missing for 24 hours.
6. When a student is missing and the student failed to designate a confidential contact, LRSC may contact any person who they believe may have information about the student’s whereabouts.

NOTIFICATION OF MISSING PERSONS

1. Any individual who has information that a student who resides in on-campus housing is missing shall immediately notify the Assistant Director of Housing or the Resident Assistant on duty.
2. The housing official will confirm that the student is currently enrolled and living in on-campus student housing.
3. If confirmed, the housing official shall immediately notify the Director of Housing and Director of Student Services.
4. The Director of Housing will conduct an investigation to verify the situation and



determine the circumstances that exist.

5. If it is determined that the student is missing, the Director of Student Services shall, within 24 hours, report the missing student to:
 - a. Local law enforcement,
 - b. The student's designated confidential contact,
 - c. The student's parent or guardian,
 - d. Other campus officials as deemed necessary.

CAMPUS COMMUNICATION REGARDING MISSING PERSONS

1. Prior to providing the LRSC community with any information about a missing student, the Director of College Relations shall consult with law enforcement to ensure that communications do not hinder the investigation.
2. All communication with the general public regarding missing students will be handled by law enforcement authorities.

RESIDENCE LIFE CODE OF CONDUCT

RLC-1 VIOLATION OF COLLEGE REGULATIONS

Violation of other college regulations, policies or established procedures shall be treated as an offense under these regulations

RLC-2 DISRUPTION OF LIVING COMMUNITY

A student shall not obstruct, disrupt or interfere, or attempt to obstruct, disrupt or interfere with another student's right to study, sleep, learn or complete academic requirements while in the residence halls.

RLC-3 DISRUPTIVE SELF-INJURIOUS BEHAVIOR

A student shall not engage or threaten to engage in self-injurious behavior that negatively impacts or is disruptive to the learning/living environment of others.

RLC-4 CONTROLLED SUBSTANCES

A student shall not possess, use, manufacture, produce, or distribute, or aid in the use, manufacture, production, or distribution of, any controlled substance except as expressly permitted by law and college policy. Controlled substances are defined in the Controlled Substances Act of 1971, as amended. The use or abuse of prescription drugs or over-the-counter substances, such as inhalants or herbals, in any way other than the intended or appropriate use, may be interpreted as a violation under this law.

RLC-5 VIOLATION OF ALCOHOL POLICY

A student shall not possess, consume or furnish, or aid in the consumption or furnishing of, alcoholic beverages except as permitted by law and college policy. Alcohol is not allowed in the residence halls.

RLC-6 FIREARMS/EXPLOSIVES/WEAPONS

A student shall not possess or use firearms; explosives (including, but not limited to, fireworks and black powder); dangerous chemicals; weapons; knives with a blade longer than three inches, hunting knives, fixed blade knives, switchblade knives, throwing knives, daggers, razors, other cutting instruments the blade of which is exposed; or items that forcibly eject projectiles (including BB, CO₂-powered, pellet and air soft guns); and any other device that may be injurious to others. Firearms (including BB, CO₂-powered, pellet and air soft guns) may not be stored in the residence halls. Any replica of any of the

foregoing weapons is also prohibited.

RL-7 COMPLYING WITH COLLEGE EMPLOYEES

A student shall comply with the directions of college employees acting in the performance of their regular or delegated duties and must identify himself or herself to these employees upon request.

RLC-8 BULLYING/HAZING/HARASSMENT/STALKING

A student shall not bully, haze, harass or stalk any person or group of persons. Telephone harassment, texting, email, computer or online social media harassment, stalking, racial and sexual harassment are included under this policy, as are all other forms of bullying and harassment not specifically mentioned here.

RLC-9 COLLUSION

A student who shall, with any one or more persons, enter into a combination or agreement, expressed or implied, to commit a violation of any of these regulations, is in violation of the regulation. Students are responsible for the actions of their guests while present on LRSC property (residence halls) or at college sponsored activities.

RLC-10 AIDING/ABETTING

A student implicated in the violation of LRSC policy or regulation in this document, whether he or she directly commits the act or aids in its commission, may be treated under the regulations as if he or she had directly committed such violation.

RLC-11 RETALIATION

A student, group of students, or registered student organization shall not retaliate against any student who files a complaint or grievance; requests an administrative hearing; participates in an investigation; appears as a witness in an administrative hearing; or opposes an unlawful act, discriminatory practice, or policy.

RESIDENCE LIFE COMMUNITY STANDARDS, SERVICES AND RULES

BOARD (MEAL) PLAN CHANGES

Board plans can be decreased only during the first two weeks of the semester. Board plans can be increased at any times during the semester. Contact the Housing Director in writing to make these changes.

CANDLES AND INCENSE

For fire and safety reasons, candles, lanterns and incense are not permitted in the residence hall rooms for any reason.

CARE AND CLEANING OF ROOMS

Students are expected to keep their rooms clean. Students are responsible for taking their trash and recycling to the appropriate bins on a regular basis. Custodians will vacuum floors in common areas such as halls, lobbies and lounges; nonetheless, students are expected to pick up personal belongings when leaving common areas.

COOPERATION AND COMPLIANCE WITH STAFF

Residents and guests are required to comply and cooperate with any college staff

member’s reasonable request. Failure to comply or cooperate will be viewed as a violation and result in disciplinary action. Failure for guests to comply or cooperate will lead to their immediate removal from the residence hall.

DAMAGE CONTROL POLICY

Although there is not a great deal of public damage in the residence hall community, unfortunately, it does occur at times. Damages that can be directly attributed to an individual are charged directly to that individual.

When it is impossible to determine who caused the damage in any area considered a “public area,” the damage charges are divided among the residents of that area. This will be referred to as “Common Damage.” A public area may be a hallway, lounge, lobby, or any other area not contained in a specific residence hall room. Public area damages will be divided up by the floor residents or by the entire residence hall community depending upon its location. Room damages will be equally divided among room residents unless an individual assumes responsibility.

COMMON DAMAGE COSTS

Bed End Replacement	\$90
Bed Replacement (2 bed ends + springs)	\$300
Carpet Replacement	\$25 per sq. ft.
Ceiling Panel Replacement	\$20
Chair Replacement	\$50
Door Lock Replacement key or fob	\$100
Door Replacement	\$200
Door Stop Replacement	\$6 per strip
Floor Tile Replacement	\$25 per sq. ft.
Light Cover Replacement	\$15
Light Switch Replacement	\$10
Mattress Pad Replacement	\$15
Mattress Replacement	\$100
Mirror Replacement	\$15
Outlet Cover Replacement	\$11
Outlet Receptacle Replacement	\$10
Radiator Break Due to Open Window	\$500
Repainting of Room	\$250
Telephone Receptacle Replacement	\$15
Thermostat Replacement	\$75
Towel Holder Replacement	\$30
Venetian Blind Replacement	\$50
Window Replacement	\$250
Window Screen Removal/Damage	\$25

- a. Other damage charges will be assessed at the rate of \$15 per hour for labor plus cost of materials. The Physical Plant Director will assess all damages.
- b. Cleaning Charges (at checkout)
 - i. Rooms/apartment floors must be swept and wet-mopped
 - ii. All personal items must be removed
 - iii. All garbage must be emptied

- iv. Apartment refrigerators, stoves, cupboards and bathrooms must be cleaned
- c. A \$50 per room/and \$100 per apartment cleaning charge will be assessed if rooms/apartments have not been cleaned as indicated. Housing is not responsible for any items left in the halls after the check-out time.

MAIL SERVICE

Mail service is provided to each residence hall except on holidays, weekends and breaks. Mail service also includes package pick up for FEDEX and UPS. You may also send mail out at the Information Desk. Students who receive large packages that do not fit in the mailbox will be sent an email as to where to pick the package up.

You should use the following format for your address:

First Name Last Name
Room # Hall
1801 College Drive North
Devils Lake ND, 58301

Please do not do a change of address to the college address as the address is a business not a residence and it will not let you change back to residential again. You will still get your mail here without a change of address and it will be easier for you in the long run.

ELECTRICAL APPLIANCES

Popcorn poppers, George Foreman grills, pizza ovens, hot plates, toasters, toaster ovens and other heating and cooking devices may not be used in student rooms. Such devices may be used in the kitchen area available in each hall. Microwaves and refrigerators (4.3 Cubic Feet or smaller) are permitted. All electrical appliances must be UL approved. The UL seal must appear on both the appliance and the cord. Coffee pots are not allowed, however you may have a Keurig or Keurig type of device in your room.

ELEVATORS

In Gilliland Hall, an elevator is available for use by students with physical disabilities or temporary mobility problems. Elevator keys can be obtained from the Housing Director.

EMERGENCIES

MEDICAL: In case of medical emergencies, the Devils Lake Police Department will be contacted to determine how seriously ill or injured the student is and will call Emergency Medical Service (EMS) for medical assistance and transportation of the student to the local hospital emergency room when necessary.

MENTAL HEALTH: In the event that a student needs assistance there is help available. Students can call the Director of Counseling at 701-662-1546 during normal business hours or 701-662-4640 after hours. The Devils Lake Crisis Line is also available to those needing assistance at 701-662-5050.

If a student engages in, or threatens to engage in, self-injurious behavior that negatively impacts or is disruptive to the living and learning environment of others, the student may be moved to another room, either temporarily or permanently, or be removed entirely from college housing, and possibly from the college.

ILLNESS



If you are ill, and will be missing class you should contact your instructor who will work with you in getting information and assignments from the instructor.

When you are ill you may request a sick tray form from the RA and a friend may use your ID to bring a meal back to the room for the sick resident.

INSURANCE

The college does not carry insurance covering personal belongings. Students should check their parents' insurance company about possible coverage. You may want to consider purchasing a separate policy. The college does not assume responsibility for theft or casualty losses of students' personal property.

JUVENILES IN THE RESIDENCE HALLS POLICY

For the purpose of this policy, the word "juvenile" means anyone under 18 years of age. Resident hall staff have the authority to request identification of anyone entering the residence halls. No juvenile will be allowed in the residence halls as a guest or visitor unless they are a current student and at least 17 years of age. Juveniles may live in the resident hall under special circumstances approved by the Director of Housing or if they are a child of a student living in the campus apartments. Unauthorized juveniles found in the residence halls will be asked to leave the premises immediately. If the juvenile does not cooperate with the staff, law enforcement will be called to remove the juvenile and contact his/her parents.

KEYS/ADDITIONAL LOCKS

A key is issued to each resident at check-in. Keys provide access to the resident's room and mailbox for each resident. A residents' signature at check-in acknowledges receipt of the key and an assumption of responsibility. Keys must not be loaned or duplicated. If a key is lost, the resident must pay for a lock replacement and new keys. Lost keys should be reported at once to the Housing Director.

It is your responsibility to carry your key at all times. If you do not have it, a staff member (RA) will assist you and will unlock your room.

LAUNDRY ROOMS

Laundry services are provided as part of your room plan.

LAUNDRY DETERGENT

The machines at LRSC are designed to use (HE) High Efficiency laundry detergent. **Powders and pods are not allowed.**

LOFTS

The college has a limited number of lofts. If you would like to request a loft you must fill out the residence hall loft rental agreement which can be obtained from the Assistant Director of Residence Life. Loft rentals are \$50.00 a year.

OUTDOOR OUTLETS

During the academic year a limited number of outdoor outlets are available for rent to students. Student must provide their own extension cord and only one vehicle should be plugged into each outlet. The charge for these outlets is \$100 for the winter reservations made at the Business Office.

PETS

To protect the general health and safety of residence hall residents, fish are the only type of pets allowed in any residence hall. Aquariums are limited to 20 gallons in size.

QUIET HOURS

Quiet hours are hours in which the residence halls need to be quiet. One part of living in a community is respecting the rights and wellbeing of other members of the community. The following hours are considered Quiet Hours:

Sunday-Thursday (school nights): 10:00 PM to 8:00 AM

Friday-Saturday (non-school nights): Midnight to 8:00 AM

If a resident is bothering you by being too loud during these times you should first politely ask them to be quiet. If they are rude and they do not follow through with the request then please notify a resident assistant immediately and they will assist with the situation.

ROOM CHANGES

The Housing Director must approve room changes within each residence hall. The responsibility for working out the details of a resident-initiated change rests with the residents requesting the change. No moves will be approved within the first two weeks of each semester.

ROOM REPAIRS AND PEST CONTROL

You can report maintenance related issues with your room to a staff member, and a request will be submitted to fix the issue. Repairs will begin as soon as possible.

To keep pests out of the room, you should take precautions to store food properly and practice reasonable housekeeping chores. All food should be kept in a refrigerator or in airtight containers. All trash, including empty boxes, should be discarded promptly.

ROOMMATE AGREEMENT WORKBOOK

A roommate agreement workbook has been developed to assist residence hall students to live together successfully. Roommates must discuss issues before they become concerns and revisit the agreement if problems arise during the academic year. The workbook helps students develop a cooperative living and learning environment that respects the rights and opinions of each individual in the residence hall community.

On rare occasions, roommate concerns may escalate to a point where people are no longer able to live together. If that situation occurs, all students involved in the disagreements may be required to move to other residence hall rooms.

Generally, most people believe you have to like each other and be friends to be roommates. Although it is nice to be friends with your roommates, it is not required. Many people do not know their roommate before they move in to their residence hall room. It is important to get to know each other and something about each other's interests and habits as quickly as possible. In addition, many would wish to live with someone just like themselves, so they might automatically share everything in common. Instead, we find all kinds of individual differences that present challenges and opportunities. Our challenge is to focus on building what we share in common, instead of seeing differences as a barrier we cannot or do not want to cross. Your resident assistant or multicultural advisor will be happy to assist you in beginning your discussions utilizing the roommate agreement workbook.

SOLICITATION

No soliciting is allowed in the residence halls. This includes representatives of business as well as door to door sales. Please notify your RA or AD if you see an unauthorized solicitor.

STORAGE

Storage is extremely limited in each residence hall room so you may consider adding storage with small bookcases, baskets, a trunk or cartons that stack. Plan to take seasonal clothing home at break periods.

TOBACCO FREE POLICY 400.25

Tobacco use of any kind is not permitted in any residence hall building or on campus. This includes traditional cigarettes, e-cigarettes, chewing tobacco, pipes, cigars, hookahs, water pipes, snus, snuff, or any other forms of tobacco.

VISITORS

Guests – All guests are subject to all LRSC policies including the policies of the residence halls. Residents are responsible for their guests' behaviors and actions.

Overnight Guests – Adult residents may have adult guests stay overnight for up to three consecutive nights as long as it is acceptable with all of the roommates and suitemates. At the beginning of the semester, residents will fill out the Overnight Visitors Agreement form for their room/suite. When there is not unanimous agreement, the most conservative view will prevail. No overnight guests will be allowed prior to the start of each semester, during the first week of school, the last two weeks of the semester and during breaks (winter and spring break).

Use of Restrooms – When a guest of a resident is not of the same gender, the resident shall escort the guest to the restroom, ensure the restroom is clear of residents, and remain outside the restroom to alert others. All residents shall respect the need for guests to use the restroom and shall afford them the opportunity for privacy.

SAFETY AND EMERGENCY PROCEDURES

FIRE ALARM PROCEDURES

When the fire alarm sounds you **MUST** exit your room, shut your door, and leave the building at the nearest safest exit. Once you have left the building please gather at the following locations:

North Residents – Make your way to the North Hall Parking Lot. Once everyone has gathered the staff may choose to relocate you to a more suitable location (Example: Dining Center).

Gilliland and South Residents – Make your way to the Gilliland/South Parking Lot. Once everyone has gathered the staff may choose to relocate you to a more suitable location (Example: Gym).

Once the Devils Lake Fire Department has determined it is safe, residents will be allowed back into the building.

TORNADO/SEVERE WEATHER

The warning signal is steady tone or ringing of bells lasting 3 to 5 minutes. Students living

in Gilliland and South should go to the basement next to Central Receiving, and students in North Hall should go to the basement areas next to the kitchen. Once the all clear has been given, you may be allowed to return your your room.

OTHER ADVICE

The best advice that can be offered to any community member is to respect the needs of others and consider the impact your behavior has on others. Take responsibility for yourself and take the initiative to challenge fellow residents who are not demonstrating mutual respect. While the resident assistants will enforce policy, mediate disputes, and provide assistance when needed, the atmosphere of your hall will primary be set by each resident's attitude and actions. Finally, please remember with every right comes an equal or greater responsibility.

1. Do not prop doors open.
2. Err on the side of caution and safety.
3. Keep your room locked.
4. Support and get to know all of the resident assistants.
5. Carry your room keys and student ID with you at all times.

LIVING WITH A ROOMMATE

While living with a new roommate can be exciting for some it can be intimidating for another. Please remember this little advice, your roommate does not know what you are thinking. Open and honest communication is the key to having a healthy roommate experience. Good roommates do not need to be best friends but they do and should always respect each other and sometimes that means saying something which can be hard to say, but showing your roommate respect will make it that much easier to share your thoughts.

Establishing a healthy roommate relationship can been a huge advantage and success for having a great college experience, it can limit stress and make the college experience more enjoyable.

Here are a few questions from the Roommate Agreement Workbook:

1. Are you a light or heavy sleeper?
2. How often do you study?
3. Which items are you willing to share?
4. Which items are off limits?

It is important to take the Roommate Agreement Workbook seriously as you never know what could possibly bother you in the future and this will help with that discussion if it is needed.

If you are having issues with your roommate please talk with them. If that is not working please contact your RA and they will help you work through the situation.

RESIDENCE HALL STAFF

Scott Dunbar, Housing Director
Office: Student Services | Phone: 662-1525
North Hall, Apt. 200, Devils Lake, ND 58301-1598

RESIDENCE HALLS DIRECTORY

Gilliland Hall Office	662-1525
North Hall Office	662-1535
South Hall Office	662-1525

COLLEGE DIRECTORY

Lake Region State College	662-1600
Admissions Office / Student Services	662-1514
Bookstore	662-1538
Business Office	662-1567
Child Care Center	662-1592
Community College Foundation	662-1520
Computer Help Center	662-1596
Continuing Education/IVN	662-1510
Counseling Offices (FirstLink)	662-1546 or 665-4640
Director of Academic Affairs	662-1509
Director of Student Affairs	662-1655
Disability Services	662-1546
Financial Aid Office	662-1516
Food Service/Student Union	662-1566
Housing Office	662-1525
Library - Paul Hoghaug	662-1533
Physical Plant Director	662-1521
Placement Office	662-1543
PowerSkills Center	662-1568
President's Office	662-1500
College Relations Office	662-1598
Registrar's Office	662-1515
Student Services	662-1514
Testing Center	662-1512
The Den	662-1574
TRIO	662-1624
Vice President of Academic & Student Affairs	662-1681

OTHER IMPORTANT NUMBERS

SUPPORT GROUPS

Survivors of Suicide:	662-7581
for families/friends of suicide	
Compassionate Friends	662-7581
for families who have lost children in death	
Beginning Experience:	662-3276 or 294-2264
for people experiencing death/separation/divorce	
Cancer Information:	800-732-4360

EMERGENCY PHONE NUMBERS

Altru Clinic	662-2157
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Ambulance	911 or 662-5323
CHI-St. Alexius Clinic	662-8662
Crisis Line (24 hours)	662-5050
Fire Department	911 or 662-8121
FirstLink (Counseling Services)	665-4640
Grand Forks Rape & Abuse Crisis Center	DAY: 746-0405 NIGHT: 746-8900
Lake Region Human Service Center	665-2200
Law Enforcement (Sheriff, Police, Highway Patrol)	911 or 662-0700
Mental Health/Suicide Information (24 hours)	800-472-2911
Mercy Hospital	662-2131
North Dakota State Wide Road Report	411
Poison Control Center	662-2131
SAAF House	662-7378
Sunshine Clinic	662-4300

SERVICE NUMBERS

City Cab	351-3182
Devils Lake Transit	662-5061
Midcontinent Cable	800-456-0564

OTHER NUMBERS

Burdick Arena	662-8148
Chamber of Commerce	662-4903
Devils Lake High School/Sports Center	662-1200
Devils Lake Park Board	662-8243
Devils Lake Public Library	662-2220
Job Service Job Line (24 hours)	662-2630
Job Service of North Dakota	662-9300
Lake 3 Movie Theatre	662-3916

