Lake Region State College
Policy and Procedure Manual

SUBJECT: Index by Policy Number

SECTION 100 - General
100.01 Brief History
100.02 Mission
100.03 Role Statement
100.04
100.05

SECTION 200 - Governance
200.01 General
200.02 Legislative Mandate
200.03 Authority of North Dakota University System of Higher Education
200.04 Governance

SECTION 300 - Organization and Administration
300.01 General
300.02 Presidents Authority and Responsibilities
300.03 Organization of the College
300.04 Categories of Personnel: Selection, Tenure, Evaluation
300.05 Calendar
300.06 Class Schedule
300.07 Publications
300.09 Policies and Procedure Manual

SECTION 400 - Administrative Affairs
400.01 General
400.02 Budget and Funds
400.03 Expenditures and Fiscal Control
400.04 Absence from Campus and Travel Authorization
400.04.01 Volunteer Duty
400.05 Retention Schedule
400.06 Travel
400.07 Payment for Meals for Staff and Guests
400.08 Refund/Repayment Procedures
400.09 Credit Card Refund
400.10 Pay Day
400.11 Payroll Change Notice
400.12 Asset Management and Inventory Control
400.13 Contractual Services
400.13.01 Procurement
400.13.02 Conflict of Interest
400.14 Advertising
400.15 Solicitation of Funds

400.16 Overtime and Compensatory Time
400.17 Usage of College Property
400.17.01 Off Campus Use of State Property
400.17.02 Personal Use of State Property
400.18 Debarred and Suspended Vendors
400.19 Hours of Work
400.20 Distracted Driving
400.21 Vehicle Usage
400.22 Parking
400.22.01 Snow Removal
400.23 Mail Services
400.24 Purchasing Card
400.25 Smoke Free/Tobacco Free Campus
400.26 Drug Free Workplace
400.27 Fee Payment
400.28 Telephone Usage
400.29 Outlook Calendar
400.30 Bus Use
400.31 Bookstore
400.32 Dining Services
400.33
400.34 Waivers
400.35 Salary Administrative
400.36 Theft and Fraud
400.37 Cell Phone

SECTION 500 - College Councils and Committees
500.01 General
500.02 Structure
500.03 Staff Senate, Faculty Senate, Student Senate
500.04 College Councils
500.05 College Committees
500.06

SECTION 600 - General Employment
600.01 Non-Classified and Classified Personnel
600.02 Position Descriptions
600.03 General
600.04 Non-Classified Personnel
600.05 Classified Personnel
600.06 Classified Staff Development

SECTION 700 - Faculty
700.01 General
700.02 North Dakota University System
700.03 Qualification and Selection
700.03.01 Faculty Communications Proficiency
700.04 Salaries

700.05 Insurance
700.06 Position Description
700.07 Teaching Policies
700.08 Field Trips
700.09 Faculty Evaluation
700.10 Faculty Records
700.11 Faculty Development
700.11.01 Faculty Senate Professional Growth Committee
700.12 Continuing Education for Faculty
700.13 Institutional Tenure Guidelines
700.14 Faculty Rank/Promotions
700.15 Holidays
700.16 Absences and Types of Leave
700.17 Travel
700.18 Academic Freedom
700.19 Resignation
700.20 Tenured Faculty Termination Related to a Program Closure
700.21 Conflict of Interest
700.22 Faulty Grievance Procedure
700.23 Program Review and Improvement
700.24 Annual Program Enrollment Report
700.25 Other Provisions
700.27 Institutional Assessment

SECTION 800 - Student Affairs
800.01 General
800.02 Admissions: Standards, Requirements, Access, Application Process
800.03 Admissions: Special Categories and Exceptions
800.04 Classification of Students
800.05 Credit Hours and Contact Hours
800.06 Tuition and Fees: Refund
800.07 Student Criminal History Background Check
800.08 Residence Life/Housing: Facilities, Contracts and Regulations
800.08.01 Missing Student Notification
800.09 Health Services
800.10
800.11 Student Insurance
800.12 Standards of Satisfactory Progress for Financial Aid Eligibility
800.13 Educational Rights/Access to Records
800.13.01 Consumer Information
800.14 Attendance
800.15 Withdrawal from College
800.16 Grading System
800.17 Establishing Prior Credit
800.18 Grade Point Average and Academic Progress
800.19 Change of Registration
800.20 Graduation Requirements
800.21 Transcripts and Transferring

800.22 Student Government
800.23 Student Organizations
800.24 Intramural Recreation Program
800.25 Use of College Facilities
800.26 The Den Recreation Room
800.27 Weight Room
800.28 College-Sponsored Field Trips and Activities
800.29 Behavior Intervention Team (BIT)
800.30 Student Conduct
800.31 Student Complaint and Grievance Procedures
800.32 Other Provisions
800.33 Service Animal and Housing Accommodation Animals
800.34 Disability Services Policy

SECTION 900 - Academic Affairs
900.01 Curriculum - Approval of New Programs
900.02 Course Approval
900.03 Continuing Education
900.04 ND IVN - North Dakota Interactive Video Network
900.05 Dual Credit
900.06 Budget Process
900.07 Online Courses
900.08 Library/Media Center
900.09 Information Technology Services
900.09.01 Computer Usage
900.09.02 Student Email
900.10 Dual Credit and Hometown University
900.11 Types and Levels of Programs
900.12 Additional Educational Opportunities

SECTION 1000 - Facilities Usage
1000.01 Use of College Facilities: Speech, Expression, and Assembly
1000.02 Approval Process for Use of College Facilities
1000.03 College Master Schedule
1000.04 General Regulations
1000.05 Robert Fawcett Auditorium Use and Rental
1000.06 Studness Chautauqua Gallery, Heritage Hall Conference Room and Colonial Room Use and Rental
1000.07 Classroom and Computer Labs Use and Rental
1000.08 Gymnasium Use and Rental
1000.09 Weight Room Use and Rental
1000.10 Residence Hall Use and Rental
1000.11 Food Service Use and Rental

SECTION 1100 - Recruitment of Personnel
1100.01 Position Authorization Procedure
1100.02 Application, Recruitment and Appointment Procedure
1100.03 Application, Recruitment and Appointment Procedure for Part-Time and Adjunct Faculty

1100.04 Post-Search Procedure for all Employees
1100.05 Position Authorization Procedure: Application, Recruitment and Appointment of Volunteers
1100.06 Employee/Volunteers Criminal History Background Investigations
1100.07 Staff and Faculty Recruitment and Expenses

SECTION 1200 - System of Awards and Recognition
1200.01 General Objectives
1200.02 College Employees: Recognition of Length of Service
1200.03 College Employees: Recognition of Significant Achievement
1200.04 Alumni and Citizens
1200.05 Students

SECTION 1300 - Public Affairs
1300.01 General/Role of the Office
1300.02 Publicity and Release of College Information
1300.03 Faculty and Staff Publications/Activities
1300.04 Advertising, Scheduling of Events and Sale of Tickets
1300.05 Relationship with Media
1300.06 Internal Publications
1300.07 Political Activities

SECTION 1400 - Internal and Affiliated External Organizations
1400.01 Staff Senate Constitution
1400.02 Lake Region State College Faculty Constitution
1400.03 Lake Region State College Student Senate Constitution
1400.04

SECTION 1500 - Safety and Security
1500.01 Information Security
1500.02 PCI (Payment Card Industry) Compliance
1500.03 Identity Theft Prevention Program (Red Flag)
1500.04 Customer Information Safeguarding Program
1500.05 Code of Conduct
1500.06 Reporting and Investigating Theft and Fraud
1500.07 Security Cameras
1500.08 Harassment
1500.08.01 Consensual Relationships
1500.09 Title IX and Sexual Harassment
1500.09.01 Pregnant and Parenting Students
1500.10 Significant Infectious Disease
1500.11 Bomb Threat
1500.12 Crisis Communication Plan
1500.13 Emergency Notification System
1500.14 Key Control
1500.15 Alcohol and Drugs
1500.15.01 CDL Drug and Alcohol Testing
1500.16 Equal Opportunity and Nondiscrimination

1500.17 Commitment to Diversity
1500.18 Campus Safety
1500.19 Emergency Response
1500.20 Workplace Violence
1500.21 Anti-Hazing

Lake Region State College
Policy and Procedure Manual

SUBJECT: Index by Alphabetized Policy Title

Absence from Campus and Travel Authorization	400.04
Absences and Types of Leave	700.16
Academic Freedom	700.18
Additional Educational Opportunities	900.12
Admissions: Special Categories and Exceptions	800.03
Admissions: Standards, Requirements, Access, Application Process	800.02
Advertising	400.14
Advertising, Scheduling of Events and Sale of Tickets	1300.04
Alcohol and Drugs	
Alterations to College Facilities/Work Order	1000.12
Alumni and Citizens	1200.04
Annual Program Enrollment Report	700.24
Anti-Hazing	1500.21
Application, Recruitment and Appointment Procedure	1100.02
Application, Recruitment and Appointment Procedure for Part-Time and Adjunct Faculty	1100.03
Approval Process for Use of College Facilities	1000.02
Asset Management and Inventory Control	400.12
Attendance	800.14
Authority of North Dakota University System of Higher Education	200.03
Behavioral Intervention Team (BIT)	800.29
Bomb Threat	1500.11
Bookstore	400.31
Brief History	100.01
Budget and Funds	400.02
Budget Process	900.06
Bus Use	400.30
Calendar	300.05
Campus Safety	1500.18
Categories of Personnel: Selection, Tenure, Evaluation	300.04
Cell Phone	400.37
Change of Registration	800.19
Class Schedule	300.06
Classification of Students	800.04
Classified Personnel	600.05
Classified Staff Development	600.06
Classroom and Computer Labs Use and Rental	1000.07
Code of Conduct	1500.05
College Committees	500.05
College Councils	500.04
College Employees: Recognition of Length of Service	1200.02
College Employees: Recognition of Significant Achievement	1200.03

College Master Schedule	1000.03
College-Sponsored Field Trips and Activities	800.28
Commitment to Diversity	1500.17
Computer Usage	900.09.01
Conflict of Interest	400.13.02
Conflict of Interest	700.21
Consensual Relationships	1500.08.01
Consumer Information	800.13.01
Continuing Education	900.03
Continuing Education for Faculty	700.12
Contractual Services	400.13
Course Approval	900.02
Credit Card Refund	400.09
Credit Hours and Contact Hours	800.05
Crisis Communication Plan	1500.12
Curriculum - Approval of New Programs	900.01
Custodial and Moving Services	400.2
Customer Information Safeguarding Program	1500.04
Debarred and Suspended Vendors	400.18
Dining Services	400.32
Disability Services Policy	800.34
Distracted Driving	400.20
Drug Free Workplace	400.26
Dual Credit and Hometown University	900.01
Dual Credit	900.05
Educational Rights/Access to Records	800.13
Emergency Notification System	1500.13
Emergency Response	1500.19
Employee/Volunteers Criminal History Background Investigations	1100.06
Equal Opportunity and Nondiscrimination	1500.16
Establishing Prior Credit	800.17
Expenditures and Fiscal Control	400.03
Faculty and Staff Publications/Activities	1300.03
Faculty Communications Proficiency	700.03.01
Faculty Development	700.11
Faculty Evaluation	700.09
Faculty Grievance Procedure	700.22
Faculty Rank/Promotions	700.14
Faculty Records	700.1
Faculty Senate	500.03
Faculty Senate Professional Growth Committee Guidelines	700.11.01
Fee Payment	400.27
Field Trips	700.08
Food Service Use and Rental	1000.11
General (Administrative Affairs)	400.01
General (College Councils and Committees)	500.01
General (Faculty)	700.01
General (Governance)	200.01

General (Non-Classified and Classified Personnel)	600.03
General (Organization and Administration)	300.01
General (Student Affairs)	800.01
General Objectives (System of Awards and Recognition)	1200.01
General Regulations (Facilities Usage)	1000.04
General/Role of the Office (Public Affairs)	1300.01
Governance	200.04
Grade Point Average and Academic Progress	800.18
Grading System	800.16
Graduation Requirements	800.2
Gymnasium Use and Rental	1000.08
Harassment	1500.08
Health Services	800.09
Holidays	700.15
Hours of Work	400.19
Identity Theft Prevention Program (Red Flag)	1500.03
Information Security	1500.01
Information Technology Services	900.09
Institutional Assessment	700.27
Institutional Tenure Guidelines	700.13
Insurance	700.05
Internal Publications	1300.06
Intramural Recreation Program	800.24
Key Control	1500.14
Lake Region State College Faculty Constitution	1400.02
Lake Region State College Student Senate Constitution	1400.03
Legislative Mandate	200.02
Library/Media Center	900.08
The Den Recreation Room	800.26
Mail Services	400.23
Mission	100.02
Missing Student Notification	800.08.01
ND IVN - North Dakota Interactive Video Network	900.04
Non-Classified and Classified Personnel	600.01
Non-Classified Personnel	600.04
North Dakota University System	700.02
Notary Public	400.3
Off Campus Use of State Property	400.17.01
Online Courses	900.07
Organization of the College	300.03
Other Provisions	700.25
Other Provisions	800.32
Outlook Calendar	400.29
Overtime and Compensatory Time	400.16
Parking	400.22
Pay Day	400.1
Payment for Meals for Staff and Guests	400.07
Payroll Change Notice	400.11

PCI (Payment Card Industry) Compliance	1500.02
Personal Use of State Property	400.17.02
Policies and Procedure Manual	300.09
Political Activities	1300.07
Position Authorization Procedure	1100.01
Application, Recruitment and Appointment of Volunteers	1100.05
Position Description	700.06
Position Descriptions	600.02
Post-Search Procedure for all Employees	1100.04
Pregnant and Parenting Students	1500.09.01
Presidents Authority and Responsibilities	300.02
Procurement	400.13.01
Program Review and Improvement	700.23
Publications	300.07
Publicity and Release of College Information	1300.02
Purchasing Card	400.24
Qualification and Selection	700.03
Refund/Repayment Procedures	400.08
Relationship with Media	1300.05
Reporting and Investigating Theft and Fraud	1500.06
Residence Hall Use and Rental	1000.01
Residence Life/Housing: Facilities, Contracts and Regulations	800.08
Resignation	700.19
Retention Schedule	400.05
Retirement	
Robert Fawcett Auditorium Use and Rental	1000.05
Role Statement	100.03
Salaries	700.04
Salary Administrative	400.35
Security Cameras	1500.07
Service Animals and Housing Accommodation Animals	800.33
Significant Infectious Disease	1500.1
Smoke Free/Tobacco Free Campus	400.25
Snow Removal	400.22.01
Solicitation of Funds	400.15
Staff and Faculty Recruitment and Expenses	1100.07
Staff Senate Constitution	1400.01
Standards of Satisfactory Progress for Financial Aid Eligibility	800.12
Structure	500.02
Student Complaint and Grievance Procedures	800.31
Student Conduct	800.30
Student Criminal History Background Check	800.07
Student Email	900.09.02
Student Government	800.22
Student Insurance	800.11
Student Organizations	800.23
Students	1200.05
Studness Chautauqua Gallery, Heritage Hall Conference Room	

and Colonial Room Use and Rental	1000.06
Teaching Policies	700.07
Telephone Usage	400.28
Tenured Faculty Termination Related to a Program Closure	700.2
Theft and Fraud	400.36
Title IX and Sexual Harassment	1500.09
Transcripts and Transferring	800.21
Travel	400.06
Travel	700.17
Tuition and Fees: Refund	800.06
Types and Levels of Programs	900.11
Usage of College Property	400.17
Use of College Facilities	800.25
Use of College Facilities: Speech, Expression, and Assembly	1000.01
Vehicle Usage	400.21
Volunteer Duty	400.04.01
Waivers	400.34
Weight Room	800.27
Weight Room Use and Rental	1000.09
Withdrawal from College	800.15
Workplace Violence	1500.20

Policy & Procedure Crosswalk	Change
Chapters	
Chapter 100 General	
Chapter 200 Governance	
Chapter 300 Organization & Administration	
Chapter 400 Administrative Affairs	
Chapter 500 College Councils and Committees	
Chapter 600 Non Classified and Classified Personnel	Changed title to General Employment
Chapter 700 Faculty	
Chapter 800 Student Services (change to Student Affairs)	
Chapter 900 Instructional Services (change to Academic Affairs)	
Chapter 1000 Facilities Usage	
Chapter 1100 Recruitment Personnel	
Chapter 1200 Awards and Recognition	
Chapter 1300 Public Affairs	
Chapter 1400 Internal and Affiliated External Organizations	
Chapter 1500 Safety and Security	Change Title
Appendix I	
Program Bulletins	Remove
Appendix II	
Pub #1 Purchasing Code of Ethics/Business Conflict of Interest	Chapter 400.13.02
Pub #2 Part 1 Campus Safety Report	Remove and file in central file
Pub #2 Part 2 Campus Safety Report	Remove and file in central file
Pub #3 Alcohol and other Drugs	Chapter 800.30 (9) Replace Text
Pub #4 Harassment	Chapter 1500.08
Pub #5 Sexual Assault	Chapter 1500.09
Pub #6 Salary Administrative	Chapter 400.35
Pub #7 Faculty Handbook	Remove Available at Academic Affairs
Pub #8 Dual Credit and Hometown University	Chapter 900.10
Pub #9 Waiver	Chapter 400.34
Pub #10 Computer Usage	Chapter 900.09.01
Pub #11 Significant Infectious Disease	Chapter 1500.10
Pub #12 Communications Proficiency	Remove Located in Chapter 700
Pub #13 Bomb Threat	Chapter 1500.11
Pub #14 Crisis Communication Plan	Chapter 1500.12
Pub #15 Purchasing Card	Chapter 400.24
Pub #16 Student Email	Chapter 900.09.02
Pub #17 Theft and Fraud	Chapter 400.36
Pub #18 Snow Removal	Chapter 400.22.01
Pub #19 Consumer Information	Chapter 800.13.01
Pub #20 Emergency Closing	Chapter 1500.12
Pub #21 Key Control	Chapter 1500.14
Pub #22 Off Campus use of State Property	Chapter 400.17.01

Pub #23 Personal use of State Property	Chapter 400.17.02
Misc #43 Volunteer Duty Policy	Chapter 400.04.01
Appendix III Miscellaneous Forms	
Misc #1 Organizational Chart	Remove Central File
Misc #2 Planning Process Flow Chart	Remove Central File
Misc #3 Policy & Procedures Manual Change Request	Forms
Misc #4 Employee Leave	Forms
Misc #5 Employee Leave Form May 15 2007	Forms
Misc #6 Travel Authorization Request	Forms
Misc #7 Travel Expense Voucher	Forms
Misc #8 Drop Add Form	Forms
Misc #9 Payroll Change Notice	Forms
Misc #10 Purchase Order Request	Forms
Misc #11 Purchase Order	Forms
Misc #12 Voucher Payment	Forms
Misc #13 Application for Staff Welfare Development Funds	Forms
Misc #14 Salary Determination	Forms
Misc #15 Adjunct Faculty or Overload Contract	Forms
Misc #16 Change of Advisor	Forms
Misc #17 Schedule Change Request Form	Forms
Misc #18 Request for Administrative Withdrawal	Forms
Misc #19 Student Opinion of Teaching Effectiveness	Forms
Misc #20 Application for Professional Development	Forms
Misc #21 Application for Admissions	Remove No Paper Apps Accepted
Misc #22 Application for Resident Halls	Forms
Misc #23 Contract for Resident Halls	Forms
Misc #24 Syllabi Model	Remove Available in Academic Affairs
Misc #25 LRSC Time Sheets	Forms
Misc #26 Salary Determination Broadbanding Staff	Forms
Misc #27 Withdrawal from College Form	Forms
Misc #28 Application for Credit by Examination	Forms
Misc #29 Credit by Examination Grade Form	Forms
Misc #30 Intent to Graduate Form	Forms
Misc #31 Transcript Request Form	Forms
Misc #32 Student Billing Appeal	Forms
Misc #33 NDUS Academic Affairs Request	Forms
Misc #34 Request for New Course	Forms
Misc #35 Request for Course Modification	Forms
Misc #36 Request for Course Deletion	Forms
Misc #37 Position Authorization Form	Forms
Misc #38 LRSC Annual Faculty Evaluation	Forms
Misc #39 Faculty Senate Professional Growth Plan	Forms
Misc #40 Faculty Senate Professional Growth Committee Guidelines	Chapter 700.11.01
Misc #41 Articulation High School to College Credit	Forms

Misc #42 Employment Application	Website Employment at LRSC page
Misc #43 Volunteer Duty	Chapter 400.04.01
Misc #44 Direct Deposit Exemption Request	Forms
Misc #45 Field Trip	Forms
Misc #46 Faculty Oath	Remove Available at Academic Affairs
Misc #47 Employee Tuition Waive Request	Forms
Misc #48 Evaluation Form	Forms
Misc #49 Request to Utilize LRSC Property Off-Campus Site	Forms
Misc #50 Budget Request Worksheet	Forms
Misc #51 Dining Services Function Worksheets for Refreshments/Meals Off-Campus	Forms

Lake Region State College
Policy and Procedure Manual

SUBJECT: GENERAL

SECTION: 100. Index

Section 100.01 Brief History
Section 100.02 Mission
Section 100.03 Role Statement
Section 100.04
Section 100.05

SECTION 100.01
BRIEF HISTORY

Lake Region State College was born of the junior college movement that began during the 1930's. The Depression made the cost of attending distant colleges prohibitive. Lawmakers recognized the need for educational access and began implementing legislation supportive of community-based junior colleges. By 1940 any public school district could establish a junior college.

The Devils Lake Public School District was quick to act. In the fall of 1941 the Devils Lake Junior College and Business School was officially established in accordance with the new legislation. Thirty-eight students were enrolled that first year, and classes were held in the Pershing Building attached to the high school. The College developed gradually over the next two decades into a small, junior college with a liberal arts orientation supplemented by a few business courses.

The College was entirely financed by local taxation and tuition revenues until 1960. At that time the North Dakota legislature began granting state aid on a per-student basis to junior colleges which met the standards of the State Board of Higher Education and enrolled one hundred or more students. The availability of state funds triggered a dramatic change in the Institution's mission and scope. The Community College Foundation tackled the task of increasing enrollment to a level that would allow access to state funding by raising money for student scholarships. The academic-transfer program was expanded and improved to meet standards which would enable students to transfer their credits to baccalaureate degree programs in most four-year colleges and universities. A variety of vocational-technical programs was introduced in response to changing regional economic needs.

These changes led to enrollment growth, and suitable classroom space soon became difficult to find. A building program was inevitable. The College moved to its present campus in 1966 -- a one-story, two building complex. Since then there have been several additions to the original structures. Housing for students with families was constructed (Gilliland Hall), and a new vocational workshop complex was commissioned in 1977 (Erlandson Building).

Throughout its colorful history, Lake Region State College has had several names, each reflecting a different time and focus. In 1963 the name was changed from "Devils Lake" to "Lake Region" Junior College to emphasize the regional focus of its educational services. In 1981 the name was changed again. This time the word "junior" was changed to "community" to read Lake Region Community College. The "community college" designation more clearly identified the Institution's mission -- to provide academic-transfer programs, vocational-technical programs, and community education programs.

On July 1, 1984, following a state-wide referendum vote, the College became a full member of the State system of higher education. For a two-year transition period the College was place under supervision of the North Dakota State College of Science.

Management was then assigned to the University of North Dakota, and the College was renamed University of North Dakota-Lake Region in April, 1987.

On July 1, 1999 UND-Lake Region became Lake Region State College. The governor signed a bill changing the governance of the College to independent status under the North Dakota University System with a new mission of providing workforce training to the Northeast quadrant of the state.

Lake Region State College is dedicated to serving the educational needs of North Dakotans. It has a special commitment to the people of the Lake Region, an eleven-county area surrounding the city of Devils Lake in northeastern North Dakota. Lake Region State College is accredited by the North Central Association of Schools and Colleges (NCA) and is a member of the American Association of Community and Junior Colleges (AACJC).

College programs and services are financed primarily by state funds, supplemented by student tuition and fees and private and public grants and gifts. The Community College Foundation is dedicated to the advancement of the College and uses its resources to support scholarships, construction and curriculum projects, and athletic and staff development programs.

Historical Highlights

1941	Devils Lake Junior College and Business School established with thirty-eight students registered. The College was located in the Pershing Building, the original high school building constructed in 1914.
1941	May 28 – First graduating class: Katherine Genevieve, Margaret Lovelle Woll.
1941/42-1958/59	Average annual enrollment for these years was forty-nine students, the highest being seventy-seven full-time students during 1947/48.
1946/47	A good model of the College's functioning in the first two decades: There were sixty-three full-time students almost equally divided between business and liberal arts programs. An additional forty-two students were in the aviation program and sixteen students attended night classes. Sixteen students from the St. Mary's Hospital Nurses Training Program took academic courses at the College.
1959	Community College Corporation established to support development of the college. State aid to two-year colleges was approved at two hundred dollars per full-time student.
1960	Permission was received to acquire seventy acres of state-owned land to build a new campus. The College was now known as Lake Region Junior College.
1965/66	Enrollment now stood at 305 full-time students. The College moved to its new campus after having held classes in various places, including the Masonic Temple, Mercy Hospital, the vacated Weather Bureau Building, and the American Legion dining room.
1967/78	A period of growth and development: Gilliland Hall was built (1973) and the Erlandson Building was added (1977). State aid was increased substantially.

1981 The college was re-christened Lake Region Community College.

1983 The Community College Foundation launched a major fund drive to raise an Endowment Fund by 1986. Contributions and pledges for over 200,000 dollars were received by May 1, 1985. This brings to over one million dollars the contribution of the local community in support of the College since the Foundation was established in 1959.

1984 Governance of the College was assumed by the North Dakota State Board of Higher Education.

4/2/87 The College was re-named University of North Dakota-Lake Region and established as a branch campus of the University of North Dakota.

1991 Lake Region State College's 50th Anniversary Celebration. See UND-Lake Region 1941-1991; A History, A Mission, A Vision by Doris Greenleaf.

9/19/95 Paul Hoghaug Library Renovation completed.

11/15/96 Chautauqua Gallery dedication.

4/20/97 UND_LR declared an official state, county, and Red Cross Evacuation Center. More than 4,000 people from Grand Forks made their way to UND-Lake Region to register due to the Grand Forks Red River flood.

4/1999 The North Dakota Legislature appropriates a $500,000 match towards the UND-Lake Region Auditorium Renovation Project. The Community College Foundation raised the other $500,000 for this one million dollar project.

7/1/99 UND-Lake Region was awarded independent status and renamed Lake Region State College. The College was assigned a new mission to provide workforce training for the Northeast quadrant of the state.

12/2000 Held a grand-opening for newly refurbished Robert Fawcett Auditorium.

2001 Received a ten year re-accreditation from North Central Association of Colleges and Secondary Schools.

6/30/03 Year-end count of students served was 2,737.

4/2004 Held grand opening for Leever's Welcome Center.

Chief Executive Officers

1947-59 Mr. F.H. Gilliland, Superintendent – Dean[1]
Mr. H.L. Woll, Director of the College (1941-50) and Director of Business School (1941-54)
Mr. F.R. McKenna, Director Liberal Arts (1950-51)
Mr. N.M. Lillehaugen, Director Liberal Arts (1951-52)
Mr. Julian Rolzinski, Director Liberal Arts (1952-58)

1959-67	Mr. Clarence Erlandson, Superintendent-President[2] Mr. F.H. Gilliland, Dean of the College (1959-61) Mr. Richard Davison, Dean of the College (1961-62) Mr. Merril Berg, Dean of the College (1962-67)
1967-75	Mr. Merril Berg, President
1975-76	Mr. Clarence Laber, Acting President
1976-79	Dr. Merril Berg, President
1979-83	Dr. Dennis Michaelis, President
1983-84	Dr. Richard Kunkel, Acting President
1984-85	Dr. William Taylor, President
1985-87	Dr. Claire T. Blikre, President, North Dakota State School of Science Mr. James A. Horton, Executive Dean
1987-92	Dr. Thomas Clifford, President, University of North Dakota
1992-99	Dr. Kendall Baker, President, University of North Dakota Dr. Sharon Etemad, Executive Dean
1999-2008	Dr. Sharon Etemad, President, Lake Region State College
7/1/2008	Dr. Mike Bower, President, Lake Region State College
7/2012	Dr. Doug Darling, Interim President, Lake Region State College

[1] 1941-1967: The Superintendent of the Devils Lake Public School District was the chief executive officer for the College during these years.
[2] In 1967 the administration of the College was assumed by a President reporting to a local Board of Trustees.

History

SECTION 100.02
MISSION

1. Philosophy: The College believes that both the student and society benefit from the development of the students' mental, aesthetic, social, and physical abilities. College life at Lake Region state College provides a student-centered environment in which students can establish and attain personal and career goals in a fast-changing world economy by supplying opportunities for creative thinking, hands-on experience, acquisition of knowledge and competencies, along with activities that foster personal development. Lake Region State College responds to the educational and economic development needs in the regional service area, the state of North Dakota, and the global community.
2. Mission: "We enhance live and community vitality through quality education". Lake Region State College is a student-centered, open access, comprehensive community college within the North Dakota University System. The College provides quality academic education, career and technical education, workforce training, educational outreach opportunities, and life-long learning.
    a. Academic Education: Provides academic courses and programs that lead to an Associate in Arts or Associate in Science degree, meet the North Dakota University System General Education requirements, and allow for seamless transfer to baccalaureate-granting institutions.
    b. Career and Technical Education: Provides courses and programs in vocational and technical career training that lead to a certificate of completion, a certificate, a diploma, or an Associate in Applied Science degree preparing students for an immediate career, advancement in specific occupations or transfer to a baccalaureate program.
    c. Workforce Training: Develops linkages with business, industry and organizations to encourage economic development.
    d. Educational Outreach Opportunities: Provides educational outreach opportunities for individuals who are time and/or place-bound.
    e. Life-Long Learning: Provides opportunities for continuing and life-long learning in the form of cultural, educational, occupational, social, and athletic programs and courses.
    f. Lake Region is committed to being a responsive diverse institution which prepares students for successful living and responsible citizenship in a rapidly changing local, national, and world community.
3. Core Values: These are Core Values of Lake Region State College.
    a. LRSC values learning, continuous, life-long learning for the enrichment and advancement of human beings.
    b. LRSC values excellence in teaching, learning, scholarship, professionalism, leaderships, and service.
    c. LRSC values integrity in all institutional, personal, academic, legal, and ethical practices.
    d. LRSC values service, responsive, personal and accessible for all.
    e. LRSC values cooperation, respectful, supportive collaboration with all constituencies for the strengthening of all.

f. LRSC values diversity, respecting the differences between groups and individuals that enrich and strengthen all.

History
Administrative Council Approved 100.02 (3) 08/21/01
Administrative Council Approved 100.02 (2) 07/17/2020

SECTION 100.03
ROLE STATEMENT

1. Academic Affairs Mission
    a. Academic Affairs provides an academic leadership support system for the delivery of on- and off-campus instruction of the highest quality. The mission of Academic Affairs at Lake Region State College encompasses leadership, management, support, and informational services which include the following functions: Computer Services, Continuing Education, Workforce Training, Interactive Video Network, Academic Skills Center, Adult Basic Education, Library and Media Services.
    b. In addition, the Academic Affairs area provides leadership and support for course development and delivery; provides assistance to faculty in their effort to deliver instruction; procures outside resources and recognition for faculty and students; delivers community and inter-institutional courses; maintains institutional computer networks and systems; provides for the professional development of faculty and staff, and manages institutional records and reporting requirements.
    c. The Academic Affairs area provides leadership and support to instructional faculty, who are divided into three divisions which have the following missions:
        i. Academic Division Mission: The Academic Division focuses on the student, providing high-quality, accessible educational opportunities in the liberal arts. The Division strives to maintain an educational environment in which students learn to think critically and creatively and express themselves cogently, broadening their understanding of life and their ability to function successfully in a complex and changing society to their full potential.
        ii. Career and Technical Education Division Mission: The Career and Technical Education Division offers various specialized programs. The Division frequently assesses industry trends and standards and alters curriculum to ensure the quality of its programs. It is the mission of the Career and Technical Education Division to provide students with current knowledge and training necessary for immediate entry into various specialties within the job market.
    d. Academic Affairs Statement of Purposes:
        i. Promote excellence in instruction in all programs.
        ii. Sustain high educational standards.
        iii. Facilitate and deliver courses and programs via appropriate alternative modes.
        iv. Provide adequate learning resources, physical plant and equipment.
        v. Serve as a resource center for the community.
        vi. Offer a broad range of relevant remedial and developmental programs.
        vii. Maintain an environment that promotes logical reasoning and creative thinking.
        viii. Deliver customized training in the region.
        ix. Identify high quality instructors and trainers.
        x. Enhance learning through the effective use of technology.
        xi. Provide professional development opportunities for faculty and staff.
        xii. Offer library and media services that support and enhance the curriculum.

xiii. Provide curricula that gives the student a foundation for life-long learning and the development of the total person.
xiv. Endorse a general education philosophy.
xv. Provide curricula that prepares students for success in the world today and to meet the challenges of the future.
xvi. Provide a program of courses that will enable the student to fulfill the system-wide general education requirements as set forth by the North Dakota University System.
xvii. Develop and provide short-term training that meets the needs of business and industry.
xviii. Deliver educational outreach opportunities through a variety of methods to meet the needs of the region.
xix. Provide effective and supportive leadership and management to all departments and individuals working in Academic Affairs.
xx. Access continuously societal trends and standards in order to develop new courses and programs or alter existing programs.

2. Student Affairs Mission:
    a. The mission of Student Affairs is to provide encouragement and assistance to students seeking access to Lake Region State College and to support successful college experiences for a diverse student population.
    b. To carry out this mission, Student Affairs will:
        i. Implement a strong enrollment management program which provides the information students need for good decision-making throughout their college experience.
        ii. Carryout efficient admissions procedures which offer guidance and assistance to students as they complete the process of enrolling in college.
        iii. Provide financial aid services which are student-friendly and compliant with federal and state regulations.
        iv. Collaborate with faculty to support the delivery of effective student advisement.
        v. Provide resources for career counseling and assist students in accessing appropriate personal counseling when needed.
        vi. Develop activity programming which provides a range of opportunities for students to become involved in the campus community outside the classroom, to include: varsity sports, intramural sports, campus clubs, student government, entertainment arts, humanities programming, etc.
        vii. Provide resident life programming which promotes experiences and personal growth opportunities for all residents.
        viii. Provide a safe campus community through education involving domestic violence, sexual assault, date rape, and stalking. Provide the campus community direct advocacy services for victims.
        ix. Maintain educational records for all students and provide services for students who need to access and update the records as allowed by policies.
        x. Provide a wide range of placement services for students and graduates.
3. Administrative Affairs Mission:
    a. Administrative Affairs effectively manages all activities relating to financial reporting budgeting, purchasing, accounts payable and receivable, student loan collections, equipment inventory, motor pool, payroll, and personnel functions in accordance with applicable policies, regulations, and laws. This division provides management

oversight for auxiliary functions: bookstore, housing, food services, and physical plant operations.

b. Administrative Affairs Statement of Purposes:
    i. Manage collegiate resources in a cost-effective manner, consistent with the goals of the College.
    ii. Provide and manage effective auxiliary services for students.
    iii. Maintain a safe and pleasant work and living environment for employees and students.
    iv. Provide a supportive environment that is conducive to academic, social and personal growth.

History
Administrative Council Approved 100.03 (2) 08/21/01
Administrative Council Approved 100.03 (1-3) 07/27/2020

Lake Region State College
Policy and Procedure Manual

SUBJECT: GOVERNANCE
SECTION: 200. Index

Section 200.01 General
Section 200.02 Legislative Mandate
Section 200.03 Authority of North Dakota University System of Higher Education
Section 200.04 Governance

SECTION 200.01
GENERAL

Lake Region State College is governed by the North Dakota University System of Higher Education (NDUS). The relevant legislation, rules, policies, and procedures pursuant to governance of the College are cited in the following articles.

History

SECTION 200.02
LEGISLATIVE MANDATE

1. Governance of the College was assumed by the North Dakota State Board of Higher Education on July 1, 1984 (See Chapter 192 of the 1983 Sessions Laws [Senate Bill 2073] of the State of North Dakota.)
2. In accordance with Section 3, Chapter 192 of the 1983 Sessions Laws. The North Dakota State Board of Higher Education executed a Memorandum of Agreement with the Devils Lake Public School District No. 1. This Agreement, dated the sixth of July, 1984, transferring jurisdiction from the school district to the State Board is available for inspection at the Office of the President, Lake Region State College.
3. On July 1, 1999, Lake Region State College was granted independent status within the North Dakota University System (See Section 15-10-01 of Chapter 52-08 of the North Dakota Century Code)
4. The Sessions Law is incorporated in the North Dakota Century Code.

History

SECTION 200.03
AUTORITY OF NORTH DAKTOA UNIVERSITY SYSTEM OF HIGHER EDUCATION

1. The authority of the North Dakota University System of Higher Education over public, post-secondary institutions of the state lie in the following:
    a. Constitution of the State of North Dakota
    b. North Dakota Century Code Provisions
    c. Related Legislation
2. The authority vested in the North Dakota University System of Higher Education is exercised in accordance with and under the guidelines contained in the NDUS Policy Manual. The policies and Procedures for the functioning of the Lake Region Sate College are based on the NDUS Policy Manual. The provisions contained in the Lake Region State College Policies and Procedures Manual.

History

SECTION 200.04
GOVERNANCE

On July 1, 1999 as a result of action taken by the North Dakota State Legislature (House Bill 1443) the College was granted independent status within the North Dakota University System and renamed Lake Region State College.

History

Lake Region State College
Policy and Procedure Manual

SUBJECT: ORGANIZATION AND ADMINISTRATION
SECTION: 300. Index

Section 300.01 General
Section 300.02 Presidents Authority and Responsibilities
Section 300.03 Organization of the College
Section 300.04 Categories of Personnel: Selection, Tenure, Evaluation
Section 300.05 Calendar
Section 300.06 Class Schedule
Section 300.07 Publications
Section 300.09 Policies and Procedure Manual

SECTION 300.01
GENERAL

The President of Lake Region State College, with approval of the North Dakota University System of Higher Education, shall provide a suitable organizational structure for adequate administrative support in order to carry out the institutional mission and attain institutional goals.

History

SECTION 300.02
PRESIDENTS AUTHORITY AND RESPONSIBLILITIES

1. The President is the chief executive officer of the institution and a member of the Chancellor's executive staff. The President is responsible to the Chancellor for all matters concerning the institution and is an advisor to the Chancellor in matters of inter-institutional policy and administration.
2. The Board delegates to the President of each institution, full authority and responsibility to administer the affairs of the institution in accordance with Board policies, plans, budgets, and standards, including the management and expenditure of all institutional funds, within budgetary and other limitations imposed by law or by the Board.
3. Each President shall:
    a. Insure effective and broad-based participation in the decision-making process from faculty, staff, students, and others in those areas in which their interests are affected.
    b. Develop and approve or recommend to the Chancellor and the Board, in consultation with appropriate committees or members of the institution such policies, plans, budgets, programs, and standards affecting the institution as deemed necessary, advisable, or as required by the Board.
    c. Make recommendations to the Chancellor concerning all requests for tenure.
    d. Approve all personnel actions, except the award or change in tenure status, involving all faculty members and other institution employees.
    e. Approve all recommendations transmitted to the Chancellor and /or to the Board of the institution.
    f. Define the scope of authority of faculties, councils, committees and administrative officers of the institution subject to review by the Chancellor as may be provided by institution policies.
    g. Approve or veto decisions by faculty, staff, and student legislative bodies as may be provided under institution policies.
    h. Assume responsibility for the development and administration of institutional policies and rules governing the role of students and their conduct. In carrying out this responsibility, the President shall insure consideration of the views of students, faculty and others.
    i. Assume responsibility for the establishment of guidelines for student conduct which set forth prohibited conduct and provide for appropriate disciplinary procedures and sanctions for violation of institutional rule, consistent with standards of procedural fairness.
    j. Maintain good relations and effective communication with the Board, the Chancellor, and other North Dakota Institutions of Higher Education and cooperate with other NDUS institutions to improve academic offerings, expand access to higher education, promote faculty development, improve support services, reduce unnecessary duplication and enhance efficiency.
    k. Maintain good relations with the public by:
        i. Developing sound relationships between the institution, and the community, the region in which it is located, and the public it serves.

ii. Establishing and administering a development program with alumni and other institutional supporters.
iii. Interpreting the institution and its mission to the public, and
iv. Developing effective communication with legislators and with other public policy makers in coordination with the Chancellor.

l. Be accountable for all funds, property, equipment, and other facilities assigned or provided to the institution.
m. Implement and enforce the provisions of N.D.C.C. sec. 15-10-17.1 regarding the conduct of students, staff, faculty, and visitors to the campus.
n. Exercise such other authority and perform such other responsibilities as may be assigned by the Board or the Chancellor.

4. Presidents are hired by and shall serve at the pleasure of the Board. Presidents shall have a written contract. The term of an initial contract may not exceed three years; the term of a subsequent contract or renewal may not exceed five years. The Board may, with written notice of one year prior to expiration of a contract term, terminate the contract without cause. The Board may dismiss a President for just cause during a contract term, following written notice of intent to do so and an opportunity for an evidentiary hearing. The Board may appoint a hearing officer to conduct the hearing and make findings of fact, conclusions of law, and a recommendation to the Board, which shall then make its decision based on the hearing record.
5. A tenured faculty member at a Board institution, who is appointed President, shall retain that status during the term as President. The Board may, in its discretion, award a President who is not tenured academic rank, without tenure status.

History

SECTION 300.03
ORGANIZATION OF THE COLLEGE

1. Structure: The President shall recommend to the North Dakota University System a suitable structure as adopted shall remain in force until further revisions are authorized. A current, updated" Organizational Chart" depicting the organizational structure shall always form a part of this Manual.
    a. The President's Office manages all aspects of the College. The functions of the President's Office include public relations, working with the Community College Foundation, maintaining a working connection with the North Dakota University System office and the State Board of Higher Education, Community relations, and relationships with other institutions of higher education.
    b. The President's Office Statement of Purposes:
        i. Allocate collegiate resources in a cost-effective manner, consistent with the goals of the college
        ii. Provide for comprehensive evaluation of all facets of college operations
        iii. Establish a strong institutional identity as a stand-alone college in the North Dakota University System
        iv. Enhance the Community College Foundation's impact on the institution
        v. Expand public awareness of the importance of the college to our many communities
        vi. Work with the State Board of Higher Education and the State Board for Carrer and Technical Education in an effort to strengthen North Dakota's Higher Educational system
        vii. Promote economic development through workforce training
        viii. Manage the recruitment of faculty and staff members committed to excellence in education
2. Institutional Planning: The President and the College Council approve long range plans and annual goals for the institution. These goals are formulated with the advisement of the Planning Council, which is guided by numerous internal and external planning documents. The State Board of Higher Education and the North Dakota Legislature provide direction and support.
3. Functional Division: The college is currently organized into the following units for administrative purposes.
    a. Academic Affairs
    b. Student Affairs
    c. Administrative Affairs
    d. Advancement

History
College Council Approved 02/13/2026

SECTION 300.04
CATEGORIES OF PERSONNEL: SELECTION, TENURE, EVALUATION

1. The North Dakota University System has the following categories of personnel:
    a. Executive/Administrative (0000 BAND)
    b. Administrative/Managerial (1000 BAND)
    c. Professional (3000 BAND)
    d. Technical and Para-professional (4000 BAND)
    e. Office Support (5000 BAND)
    f. Crafts/Trades (6000 BAND)
    g. Services (7000 BAND)
2. Staff employment policies are outlined in the NDUS Human Policy Manual found at http://ndus.edu/makers/procedures/hr/.
3. Faculty employment policies are outlined in Chapter 700.

History

SECTION 300.05
CALENDAR

1. The North Dakota University System has established a common academic year calendar.
2. The President of the College, in consultation with the Administrative Council and other appropriate persons, shall prepare a campus Calendar of Activities for the College at least six (6) months prior to the beginning of each academic year.
3. The Campus Calendar shall incorporate details of academic terms/semesters, holidays/vacations, collegiate events/observances, and other special dates of significance during the academic session.
4. The Campus Calendar shall be circulated for the comments to faculty members and administrators in the College. The President shall have the right to accept or reject any or all such suggestions in accordance with the guidelines for Calendars laid down by the North Dakota University System of Higher Education.

History

SECTION 300.06
CLASS SCHEDULE

The Vice President of Academic Affairs and other appropriate persons shall prepare a class schedule for the College at least three (3) school calendar months prior to the beginning of each term/semester. This ensures distribution of schedules during the first weeks of October and March. Such schedules shall be widely disseminated and publicized.

History
Administrative Council Approved 09/14/99

SECTION 300.07
PUBLICATIONS

1. The President shall remain the sole authorizing official for any publications of the college. This includes catalogs, schedules, handbooks, flyers, and other materials. Such authority may, however, be delegated to Public Affairs. (See Chapter 1300 for additional information).
2. The Office of the President shall have the authority to act as the College Publications Board or to delegate the right to another office at the college to authorize and act as publishers of publications, such as Student Yearbook, Student Newspaper, and College Directory.

History

SECTION 300.09
POLICIES AND PROCEDURE MANUAL

1. The President shall continually maintain an updated Policies and Procedures Manual which accurately reflects current college procedures and policies of the North Dakota University System of Higher Education. A copy of the Manual shall be included on the campus website at http://www.lrsc.edu
2. The Policies and Procedures Manual will be available in all administrative offices. Two (2) additional copies shall be made available for checkout in the Paul Hoghaug Library.
3. The Policies and Procedures Manual may be amended through the following procedure:
    a. Any College council, committee, or consultative group may propose a change, addition, or deletion in the Policies and Procedures Manual. The proposed change should be prepared in a written format and formally approved by the membership of the council, committee, or consultative group initiating the request for change.
    b. The draft proposal, with the *Policy and Procedures Manual Change Request* form shall then be routed to other councils, committees, and consultative groups that would potentially be impacted by the change. The Manual Change Request form may be photocopied from this manual. The appropriate councils, committees, and consultative groups will indicate their approval or disapproval on the Manual Change Request form.
    c. The Manual Change Request form will then be forwarded to the Administrative Council for approval or disapproval.
    d. The President has final authority to approve/disapprove all Lake Region State College Policies and Procedures amendments.
    e. Once approved, the website will be updated and a copy sent to the Faculty Senate President, the Staff Welfare Committee President and the Library The official approved copy shall be filed in the President's Office master file under 303.2 Policies and Procedures.
    f. Procedural changes including forms which do not change the substance of a policy are approved by the Administrative Council. The Policies and Procedures Change Request Form must be submitted.
4. The Policies and Procedures Manual often contain only essential aspects of the policies and procedures under which the College operates. Complete accounts appear in the North Dakota Century Code; North Dakota University System of Higher Education Policy Manual; Lake Region State College Catalog; and special bulletins issued by department, administrative offices, etc.
5. All policies and procedures contained in the LRSC Policy and Procedure Manual shall undergo a comprehensive review at least once every five years to ensure they remain current and relevant. The periodic review, along with any revisions resulting from the review, shall be documented in the 'History' section of the respective policy or procedure.

History
Administrative Council Approved 300.09 (2) 08/04/99
Administrative Council Updated 300.09 (2) 06/23/08
Administrative Council Approved 300.09 (3) 08/12/03
Administrative Council Approved 300.09 (5) 5/19/25

Lake Region State College
Policy and Procedure Manual

SUBJECT: ADMINISTRATIVE AFFAIRS
SECTION: 400. Index

Section 400.01 General
Section 400.02 Budget and Funds
Section 400.03 Expenditures and Fiscal Control
Section 400.04 Absence from Campus and Travel Authorization
Section 400.04.01 Volunteer Duty
Section 400.05 Retention Schedule
Section 400.06 Travel
Section 400.07 Payment for Meals for Staff and Guests
Section 400.08 Refund/Repayment Procedures
Section 400.09 Credit Card Refund
Section 400.10 Pay Day
Section 400.11 Payroll Change Notice
Section 400.12 Asset Management and Inventory Control
Section 400.13 Contractual Services
Section 400.13.01 Procurement
Section 400.13.02 Conflict of Interest
Section 400.14 Advertising
Section 400.15 Solicitation of Funds
Section 400.16 Overtime and Compensatory Time
Section 400.17 Usage of College Property
Section 400.17.01 Off Campus Use of State Property
Section 400.17.02 Personal Use of State Property
Section 400.18 Debarred and Suspended Vendors
Section 400.19 Hours of Work
Section 400.20 Distracted Driving
Section 400.21 Vehicle Usage
Section 400.22 Parking
Section 400.22.01 Snow Removal
Section 400.23 Mail Services
Section 400.24 Purchasing Card
Section 400.25 Smoke Free/Tobacco Free Campus
Section 400.26 Drug Free Workplace
Section 400.27 Fee Payment
Section 400.28 Telephone Usage
Section 400.29 Outlook Calendar Policy
Section 400.30 Bus Use
Section 400.31 Bookstore
Section 400.32 Dining Services
Section 400.33
Section 400.34 Waivers
Section 400.35 Salary Administration

Section 400.36 Theft and Fraud
Section 400.37 Cell Phone

SECTION 400.01
GENERAL

The policies and procedures enumerated herewith are meant to guide all members of the College community. The President of the College reserves the right to change part or all of any of these provisions at any time, either due to changes in State policies or upon the advice of the Administrative Council.

History

Lake Region State College
Policy and Procedure Manual

SECTION 400.02
BUDGET AND FUNDS

1. The College administration shall prepare an annual budget of income and expenditures for all funds of the College. The budgets shall be submitted for approval to the North Dakota University System of Higher Education according to established timetables, generally April and May of the preceding fiscal year.
2. The college will follow the chart of accounts from the North Dakota University System accounting manual. The President will determine the supervision of all such funds in accordance with guidelines established by the North Dakota University System of Higher Education.

History
Administrative Council Approved (2) 06/11/15

SECTION 400.03
EXPENDITURES AND FISCAL CONTROL

1. The President of the College shall establish procedures for authorization of all expenditures from all funds of the College and may delegate the powers of authorization to the Vice President of Administrative Affairs.
2. The Office of Administrative Affairs shall monitor all incomes and expenditures for all funds of the College, shall prepare and implement adequate fiscal control procedures, and shall prepare periodic reports on the status of all funds of the College for scrutiny and approval by the President and the North Dakota University System of Higher Education officials.
3. The President shall have the power to overrule part or all of any requisition for expenditures submitted by any department from any fund of the College.

History
Administrative Council Approved (2) 6/11/15

SECTION 400.04
LEAVE REQUESTS

When a staff member plans to be absence from campus, they must use the Absence Management system through Employee Self-Service to request the time away. After considering the needs of the department, the supervisor may approve the request or push it back to the employee if changes need to be made. If the leave is approved, the employee will receive an email notification of the approval.

When possible, requests should be made prior to the leave or immediately upon returning to campus. It is the responsibility of the employee to report leave in Employee Self-Service within the same payroll period that the leave was taken.

Faculty need to complete the *Employee Leave* form for off-contract days. This form must be approved and signed by the Vice President of Academic & Student Affairs. Faculty need to notify the Academic Affairs office if they will not be on campus due to an unplanned absence.

History
Administrative Council Updated 02/25/13
Administrative Council Approved 06/11/15
Administrative Council Updated 06/07/19

SECTION 400.04.01
VOLUNTEER DUTY

Employees may volunteer for duty assignments for the benefit of Lake Region State College with the approval of their supervisors.

Limits and Regulations:

1. The volunteer duty must be part-time, occasional or sporadic and freely and solely at the employee's option.
2. If the volunteer duty is during regular work hours, the supervisor needs to pre-approve the work.
3. The volunteer duty must be for duties excluded or not expected in the capacity of their regular employment, i.e. assignments not within the same general occupational category as the employees' regular work.
4. Reasonable expenses or a nominal fee may be provided as determined by the department.
5. The volunteer duty shall be excluded in the calculation of the hours for which the employee is entitled to overtime compensation in their regular employment.
6. Following, are some examples of volunteer duties: selling tickets at plays, music festivals and athletic events; serving as an usher or tour guide; working as a referee, scorekeeper, announcer, or statistician at athletic events.

Reference:
Fair Labor Standards Act 29 U.S.C. 207 (p.)(2), Federal Regulation 29 C.F.R. 553.30
Drafted policy updated 05/15/06
G: Volunteer Policy

History
Administrative Council Approved (2) 06/11/15

SECTION 400.05
RETENTION SCHEDULE

LRSC complies with the state and NDUS records retention schedule. It provides retention guidelines for the office of record and copy holders based on administrative, fiscal, historical, and legal value. It also provides guidance on the proper disposal methods for each record series after the approved retention period has been met.

The retention schedule can be found on the LRSC website.

History
Administrative Council Approved 400.05 (1) 08/21/01 (Travel)
Administrative Council Approved 400.05 (3) 05/15/07 (Travel)
Administrative Council Approved 400.05 to be combined with 400.06 07/28/15
Administrative Council Approved new policy Retention Schedule 400.05 7/28/16

SECTION 400.06
TRAVEL

LRSC will comply with NDUS Procedure 806.1, SBHE Policy 806.1, OMB Policies 502-521, NDCC Chapter 44-08, and NDCC Chapter 54-06. These policies and procedures provide for reimbursement of employee, non-employee, and students expenses incurred while attending business on behalf of Lake Region State College.

Requests for travel expense reimbursement will be submitted using the Expense Report in the PeopleSoft Finance Travel and Expense module. Requests for travel expense reimbursement for non-employees and students will be submitted using the Voucher Payment form.

All travel requires supervisor approval. This approval is evidenced by the supervisor's approval of the Expense Report (employees) or the Voucher Payment form (non-employees and students). International travel requests must be approved in writing by the President no less than ten days prior to the departure date.

1. Mileage

Employees should use a state fleet vehicle whenever possible. If a state fleet vehicle is available, but the employee chooses to use a privately-owned vehicle (POV), mileage reimbursement will be at the rate in effect at the time of travel for the Sedan/Wagon vehicle category listed on the North Dakota Department of Transportation State Fleet Services Rental Rates schedule.

For special circumstances listed below, and with preapproval from the supervisor, the reimbursement rate will be the POV mileage reimbursement rate established by the U.S. General Services Administration (GSA). The justification for the approval must be included with the employee's travel expense reimbursement request.

a. A request for a State Fleet vehicle was received at least one week prior to the planned travel date and it was determined by Lake Region State College that no State Fleet vehicle would be available, or
b. Lake Region State College has determined that the provision of a State Fleet vehicle is not generally feasible where the employee is physically located, or
c. Permission has been granted by the employee's supervisor due to unique circumstances.

When a POV is used, miles to and from the destination city, plus 5 miles per day, will be the only reimbursable miles.

When an employee drives a state fleet vehicle, the State's liability coverage is primary, should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

Where more than one state employee travels in the same POV, only one claim may be made for mileage reimbursement. That claim must be made by the owner or lessee of the car.

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as traffic or parking tickets, vehicle repairs, or any other normal recurring automobile expenses.

2. Meals

Meal reimbursement is allowed if the travel is for four hours or more or if overnight travel is required. Meal reimbursement will be at the per diem rate in effect at the time of travel established by NDCC Chapter 44-08-04 and OMB Policy 505. Receipts are not required if the employee is receiving the per-diem meal rate.

Per diem rates are determined by quarters of a day. Employees will not be reimbursed for the first quarter if travel begins after 7am. To claim expenses for the second and third quarters, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed.

a. Breakfast, 1st Quarter – 6am to 12pm, must be in travel by 7am
b. Lunch, 2nd Quarter – 12pm to 6pm, must be in travel by 11am and return no earlier than 1pm
c. Dinner, 3rd Quarter – 6pm to 12am, must be in travel by 5pm and return no earlier than 7pm

Per IRS publication 5137, section 98, the meal reimbursement is taxable if the employee is not on an overnight trip. The employee will receive the full meal reimbursement, and the taxes will be withheld through the payroll system during the next payroll cycle.

If meals are included as part of a registration fee and the employee personally paid for the registration fee, the employee should be reimbursed for the entire registration fee. The employee will then not be able to claim the per diem reimbursement for that meal.

Employees may not claim per diem for the first quarter when a complimentary breakfast is provided as part of a meeting, conference, or hotel stay. Whenever practical, employees should choose a hotel that provides a complimentary breakfast.

3. Lodging

Employees should use a purchasing card to purchase lodging whenever possible. Receipts are required for all lodging expenses.

In-State Lodging: The maximum allowable lodging expense is the GSA rate for lodging in North Dakota plus applicable state and local taxes. The GSA will update their rates periodically during the biennium and the maximum amount that can be reimbursed to an employee will also change at that time.

If GSA rate is not available, employees must provide documentation of three lodging quotes from hotels in the area. This documentation should occur prior to the travel occurring and should include the name and address of the hotels contacted, the dates and times of contact, and the quoted rate. If the employee does not provide documentation of three lodging quotes, they will be personally responsible for paying the difference between the GSA rate and the actual cost incurred.

Out-of-State Lodging: The maximum allowable housing expense is the actual lodging expense.

When two or more state employees share lodging accommodations, the actual cost of the room must be split evenly, and each must have a separate receipt.

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

4. Air Travel

Employees should use a purchasing card to purchase airline tickets whenever possible. Receipts are required for all air travel expenses. Employees are expected to choose the least costly airfare that meets the business needs of the institution. Frequent flyer miles, coupons, or credits that are used to purchase an airline ticket will not be reimbursed as they are not considered part of the actual cost of the flight. LRSC will reimburse for the first piece of luggage. A fee for a second piece of luggage is only reimbursed with written approval from the supervisor, such as equipment required to be transported when presenting at a conference.

5. Car Rental

Car rentals are discouraged unless their cost effectiveness is self-evident. LRSC will pay for car rental if the use of the vehicle is sufficient to justify that mode of travel. OMB Policy 518 details the procedures for car rental, including the requirement of using a state contract that includes insurance and damage waiver as part of the base rental rate. Exceptions to this requirement are also detailed in the policy. Additional insurance is not reimbursed.

6. Travel Advances

Employees may receive advance payment of meal and lodging expenses if such travel is more than five days per month, whether or not consecutive. The funds advanced cannot exceed eighty percent of estimated expenses for the period. If travel advance is needed, written approval from the supervisor must be received at least ten days prior to the departure date. Advances cannot be distributed more than thirty days before the travel commences. Any excess funds remaining from a travel advance must be returned to LRSC within sixty days of the trip end date. Excess funds that are not returned within sixty days will be considered taxable.

7. Miscellaneous Travel Expenses

Reimbursement may be requested for such necessary miscellaneous travel expenses as registration fees, car rental, gas for car rental, rideshare fare, taxi fare, tips (not to exceed $5 per tip), toll fees, business telephone calls, parking fees and up to $5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed for reimbursement must be individually with a detailed explanation. Receipts are required for all individual miscellaneous travel expenses exceeding $10.00. Examples of non-reimbursable expenses include food and drink, entertainment, late check-out charges, laundry, and parking tickets or other traffic tickets.

8. Duplicate Travel Expenses

LRSC will compare lodging, food, and airline transactions from the purchasing card each month and review against employee expense reports to monitor for duplicate travel-related expenses.

9. IRS Regulations

For reimbursement requests to be considered as nontaxable, the reimbursement requests must be submitted with appropriate documentation no later than sixty days of the trip end date, or no later than sixty days after the completion of the expense transaction if it did not involve travel. LRSC must report as taxable income on the employee's W-2 form, any expenses that are not substantiated and remitted within this established deadline. Reimbursements paid to a non-employee that were not submitted by the non-employee within the established deadline will be reported as taxable income on IRS Form 1099. In rare circumstances, there may be reimbursements which cannot meet the requirements for timely submission. Exceptions to this policy are rare and require the written approval of Vice President of Administrative Affairs. The rationale for determining approval of the request must be documented in writing and retained with the reimbursement request. Examples of extenuating circumstances include but are not limited to a serious illness or another unforeseen emergency outside the control of the employee. Employee negligence is not an extenuating circumstance.

History

Administrative Council Approved 400.06 (2) 01/30/2009
Administrative Council Updated 400.06 (2) 03/03/2010
Administrative Council Updated 400.06 (2) 03/07/2011
Administrative Council Approved 400.06 (4) 03/07/2011
Administrative Council Approved additions from 400.05 (Travel) 07/28/2015
Administrative Council Approved 400.06 (7) 06/14/2016
Administrative Council Approved 400.06 09/20/2024
College Council Approved 400.06 (2,3) 09/11/2025
College Council Approved 400.06 ((6,9) 10/09/2025

SECTION 400.07
PAYMENT OF MEALS FOR EMPLOYEES AND GUESTS

LRSC will comply with the guidelines outlined in NDUS Procedures 806.1, SBHE Policy 806.1, OMB Policy 505, and NDCC 44.08.04.

To monitor compliance with this policy, the following forms will be used:

1. *LRSC Dining Services Function Worksheet (Snacks & Refreshments)*
2. *LRSC Dining Services Function Worksheet (Meals)*
3. *Banquet & Meeting Documentation Form (non-LRSC Dining Services)*

Lake Region State College Dining Services Function Worksheet (Snacks & Refreshments)
This form will be used when departments are ordering snacks & refreshments from LRSC Dining Services. The Form will be signed by the Food Service Director and the person authorized to expend the funds.

Lake Region State College Dining Services Function Worksheet (Meals)
This form will be used when departments are ordering meals from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

Banquet & Meeting Documentation Form (Meals) (non-LRSC Dining Services)
This form will be used when departments are ordering meals from outside vendors. The form will be signed by the person authorized to expend the funds.

This form must be attached to the *Voucher Payment* Form to the vendor or employee.

Discrepancies: If the Vice President of Administrative Affairs does not approve the purchase based on the guidance of this policy, the employee will need to personally fund the expense.

History
Administrative Council Approved Update 06/11/15
Administrative Council Approved Update 09/13/24

SECTION 400.08
REFUND/REPAYMENT PROCEDURES

1. The Registrar located in Student Affairs Office enters Percent of Refund on individual student accounts *Drop/Add* form is received from the student. The Percent of Refund is to be based upon current North Dakota University System of Higher Education guidelines as adopted by Lake Region State College. The most recent update is published in the Student Handbook/Calendar.
2. Drops/Adds will be forwarded by the Registrar to the Account Receivable Technician on a daily basis.
3. The Account Receivable Technician 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 Account Receivable Technician 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 Account Receivable Technician together 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 Account Receivable Technician will initiate the appropriate Requests for Payment for any refund and the appropriate billing to students for any required repayments.
7. The Vice President of Administrative Affairs must approve all Requests for Payments to students before any further action.
8. After approval by the Vice President of Administrative Affairs, Requests for Payment are entered by the Account Payable Technician for check-writing purposes. Billing to students will be mailed by the Account Receivable Technician.

History
Administrative Council Approved 03/26/12

SECTION 400.09
CREDIT CARD REFUND

This policy and the incorporated procedures are enacted to prescribe the proper method for the issuance of refunds when the original method of payment for the goods or services rendered was by credit card.

1. Only Employees authorized by the Vice President for Administrative Affairs are assigned the responsibility to issue refunds.
2. Customers must present proper photo identification for any refund transaction.
3. Any return for a refund must be accompanied by the original credit card.
4. Proper credit for the return will be posted back to the original credit card account.
5. For customers who have the original receipt/proof of purchase but do not have the credit card, the following procedures must be followed:
    a. Credit memo, including a signed copy of the receipt and the transaction number from the original sale will be submitted to the Administrative Affairs Office.
    b. The Administrative Affairs Office will post the credit to the customer's account and, if the credit exceeds any balances due on the customer's account, a refund check will be issued to the customer.

History
Administrative Council Approved 04/30/09
Administrative Council Approved Update 06/11/15

SECTION 400.10
PAY DAY

Pay day shall be the last day of the month for the period from the first day of the month to the fifteenth day of the month and the fifteenth day of the following month for the period from the sixteenth day of the month to the end of the month; however, if a pay day is a Saturday, Sunday, or holiday, the preceding work day shall be pay day. Effective July 1, 2008 and subject only to individual exceptions in exceptional circumstances as approved according to institution or system office procedures, employee wages shall be paid with direct deposit in the financial institution of the employee's choice. Institutions and the system office may enact implementing procedures defining exceptional circumstances under which individual exceptions to mandatory direct deposit may be approved by an authorized institution or system official.

Pursuant to NDUS Human Resource Policy 5.2, all Lake Region State College employees are required to participate in Direct Deposit of wages unless one of the exceptions, as listed in the NDUS Procedure 702.5, is approved by the LRSC Vice President for Administrative Affairs. Employees must submit applicable bank account information or an approved Direct Deposit Exemption Request to the Payroll Office upon request. *Direct Deposit Exemption Request* forms may be obtained from the LRSC Payroll Office. Direct Deposit Exemption Request not approved by the Vice President for Administrative Affairs may be appealed, in writing, by the employee to the Administrative Council within seven calendar days after the date the *Direct Deposit Exemption Request* was denied. Regular payroll distribution will continue for the employee until action on the appeal is taken. If the appeal is not approved by Administrative Council, the employee will immediately provide the necessary bank account information or receive a notice of intent to terminate their employment with Lake Region State College for willful disregard of NDUS Human Resource Policy 5.2.

History
Administrative Council Approved Update 06/11/15

SECTION 400.11
PAYROLL CHANGE NOTICE

Supervisors will consult with the Human Resource Director regarding rate of pay for new, non-faculty employees or changes in the rate of pay of current employees. A *Salary Determination Form* must have approval of the President. Changes in deductions do not need approval unless a third-party payee is requested.

History
Administrative Council Approved 10/29/12
Administrative Council Approved Update 06/11/15

SECTION 400.12
ASSET MANAGEMENT AND INVENTORY CONTROL

Administrative Affairs is responsible for the accounting and reporting of all non-capitalized and capitalized assets. The responsibility includes assisting departments in tagging assets, coordinating annual physical inventories of asset values for insurance, and calculating annual depreciation and loss or gain on disposals.

LRSC shall make provisions through the State Auditor's Office to secure an independent audit of all fiscal affairs of the College annually and shall take necessary steps to implement recommendations provided by the audit team. The audit report(s) shall be submitted to the North Dakota University System of Higher Education for consideration, approval, and follow-up action.
All additions, deletions, and transfers of equipment shall be properly authorized by the Vice President of Administrative Affairs or the Controller who will also have discretion to tag other equipment under $250 if they deem it necessary.

All capitalized and non-capitalized campus equipment (deemed taggable) must be tagged or marked with a unique identification number which is to be recorded in the asset management system. The identification number will be directly applied to the actual unit unless its size or nature prohibits application. Any additional identification number required by the department must be applied in a manner that avoids confusion with the LRSC identification number.

Capitalized Equipment
Capitalized equipment is tangible, non-consumable property that meets the following criteria:

1. an acquisition cost of $5,000 or greater (including all costs incurred to acquire and to ready the asset for its intended use such as purchase price, applicable tax, freight, etc.),
2. an estimated life of greater than one year,
3. is not permanently attached to or incorporated into the LRSC buildings and grounds, and
4. is used to conduct LRSC business.
5.

Non-Capitalized Equipment
Non-capitalized is equipment that does not meet the criteria to be capitalized. LRSC tracks non-capitalized equipment based on an analysis of cost, use, benefit and risk of misuse or misappropriation.

Non-capitalized equipment will be tagged and entered in the asset management system when it meets the following criteria:

1. an acquisition cost of $250-$4,999, (if less than $250 will be signed off by Controller or VP of Administrative Affairs on the voucher)
2. an estimated life of greater than one year, and
3. is used to conduct LRSC business.

Asset Manager
The asset manager is responsible for:

1. ensuring that all property is properly tagged, maintained, and secured

2. maintaining and updating the assets management system
3. coordination annual physical inventories of assets
4. gathering values for insurance
5. calculating depreciation and loss or gains on disposals
6. coordinating disposal of equipment with Surplus Property

Property Custodian

Each room at LRSC will be assigned a property custodian. This person is responsible for all assets in this room. This obligation includes, but is not limited to:

1. reporting acquisitions of property
2. notifying the asset manager of changes in property status and location
3. notifying the asset manager of theft and loss of equipment
4. providing access to property for tagging and inventory functions
5. completing the annual physical inventory of all assigned assets

Donated Equipment

Authorization to accept donated equipment must be granted by the Vice President of Administrative Affairs prior to acceptance of the donation. Donated equipment requires a "statement of value" from the donor. All requirements for donated inventory items are the same as non-capitalized and capitalized inventory items. Contact the Asset Manager for procedures on donated items.

Trade-ins, Transfers and Deletions

It is the department's responsibility to keep the Asset Manager informed on all changes in their equipment inventory including moving of equipment, trades, transfers to another department, deletions, disposal, etc. Purchasers will coordinate and request approval to trade-in, dispose of, or sell excess surplus property from the Asset Manager. Trade-in and disposal of equipment requires state approval which is processed through the Asset Manager.

Equipment Disposal

All tagged equipment with a value of $250 or more is to be approved for disposal by the Vice President of Administrative Affairs or Controller. The disposing department must complete the inventory change form located at s:\LRSC\Forms\Inventory Form - Change or Deletion prior to disposing of the equipment or transferring it to temporary storage. The inventory tag should accompany this form. If no inventory tag is present an explanation as to why the inventory tag does not accompany the worksheet should be included.

The Asset manager shall follow all State Surplus Property rules for listing and disposal of surplus equipment. If state departments or agencies do not express interest in the property at that time, then LRSC will dispose of the item based upon State Surplus Property rules. No LRSC employee shall receive any personal benefit from the disposal of the item. Equipment not inventoried shall also be reported to Surplus Property if there is a possibility the item could be useful to another state agency or department.

Items to be disposed of that were originally purchased with federal funds need to be processed through the grant administrator, as appropriate, prior to following the protocol listed above. The disposal must proceed in a manner consistent with the federal granting agency rules and regulations.

History
Administrative Council Approved Update 06/11/15
Administrative Council Approved 11/05/20

SECTION 400.13
CONTRACTUAL SERVICES

When non-payroll, contractual services are requested, an *Agreement for Contractual Services Form* must be completed and submitted to Administrative Affairs for approval. Upon receipt of services, a voucher payment form is submitted, along with the *Agreement for Contractual Services Form* to Administrative Affairs Office for payment.

Any contract not listed below and all lease agreements must be signed by the President and/or Vice President. Administrative Affairs shall be provided a copy of all lease agreements. The following positions have signature authority in the stated areas:

1. Information Technology Director - software site licensing and campus information technology projects. Definition of information technology includes, but is not limited to hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.
2. Athletic Director – equipment rental agreement, game day services, contest officials, and bus drivers
3. Physical Plant Director – equipment rental, agreements and contracts pertaining to building and grounds
4. Housing Director – agreements and contracts pertaining to housing
5. Student Life Coordinator - student activities
6. TrainND Director – agreements and contracts pertaining to Workforce Training
7. College Relations Director – advertising, recruiting, and marketing agreements

All contracts that contain a hold harmless clause or that indemnify another party and software contracts (including freeware that exceed $2,500) must be approved by legal counsel pursuant to State Board of Higher Education Policy 840.

History
Administrative Council Approved Update 08/20/02
Administrative Council Approved Update 07/07/15
Administrative Council Approved Update 03/21/22

SECTION 400.13.01
PROCUREMENT

Procurement is the acquisition of goods, services or works from an external source. Employees should be good stewards of State money when making purchases. LRSC defines processes intended to promote fair and open competition, minimize exposure to fraud and collusion, to foster ethical conduct and compliance with state purchasing laws and rules, and increase efficiency.

Procurement Officer(s), as designated by the President using Delegation of Purchase Authority Form, SFN 2566, is the person responsible for authorizing the procurement process and is held accountable for the following purchasing guidelines, although others may perform some of the actual work. Not everyone in the procurement process needs to be certified, but the Procurement Officer's verification and process approval would be needed on purchases of $10,000 or more, prior to the purchase being made.

TRAINING All employees who have purchasing authority must complete the procurement trainings for their level of authorized procurement. Employees must receive a delegation of purchase authority from the President or his/her designee using Delegation of Purchase Authority Form, SFN 2566.	
Level 1 Micro less than $10,000	All employees must complete the OMB Procurement training. (excluding cooks and custodians)
Level 2 Small $10,000 to less than $100,000	President and Vice Presidents must complete the OMB Procurement training. Procurement officers must complete OMB Procurement training.
Level 3 Formal $100,000 and over	Procurement officers must complete OMB Procurement training.

Individual items of a system may not be split to stay under the quote/bid limits. The total estimated price of all items in a system determines if a quote or formal bid/RFP is required. A "system" is defined as a group of items that are used together. Items that are the same of similar types may not be put on separate purchase requests to stay under quote or bid limits.

When trading in goods, the purchase amount parameters need to be based on the gross purchase price, regardless of the trade-in value allowed. All purchases that include a trade-in must be communicated to Asset Management prior to the transaction taking place.

An alternate procurement is when a good or service is available from only one supplier and has unique characteristics. All alternate procurement purchase requests must be justified and approved by the Procurement Officer. Requesting department must fill out the *Alternate Procurement* form (SFN 51403) prior to purchase and submit to the Procurement Officer for verification and approval.

Goods and services can be purchased from a government source of supply and government entities without obtaining competition, regardless of the dollar amount. When a need is identified, check first to see if the good or service is available from a government source of supply. If you are not purchasing

from a state source of supply, purchasing threshold competition requirements apply.

PURCHASING THRESHOLDS AND REQUIREMENTS FOR GOODS AND SERVICES NDUS employees must follow SBHE policies and NDUS procedures.			
LEVEL		**COMPETITION REQUIREMENTS**	**DOCUMENTATION MAINTENANCE REQUIREMENT**
Level 1 Micro Purchase	Less than $10,000	Obtain at least one fair and reasonable quote. Note: Equipment and software must be added to inventory if $5,000 or greater.	NDUS: Documentation not required Alternate Procurement form not required if multiple quotes not solicited
Level 2 Small Purchase	At least $10,000 but less than $100,000	Solicit informal, unsealed bids/quotes (RFB/RFQ), an informal Request for Proposal (RFP), or internet quotes from at least three vendors. President or a Vice President must sign purchase order, agreements, contracts, work order, etc. prior to purchase.	Documentation is required and must be attached to payment voucher. Alternate Procurement form required if competition is not solicited from at least three vendors. Procurement Automation system, NDBuys, may be used for documentation of Level 2 Small Purchases.
Level 3	$100,000 and over	Solicit a formal, sealed Invitation for Bid (IFB) or Request for Proposal (RFP) using the procurement information website. ALL vendors listed under the selected Commodity Code, Sub-Class(es) must be added to the Bidders List and additional vendors may be added. Include as many North Dakota vendors as possible.	Document solicitation method used, vendors solicited, amendments, responses received, evaluation, and basis for award. Alternate Procurement required if soliciting less than required level of competition.

History

Administrative Council Approved Update 07/07/15

Administrative Council Approved Update 07/18/2018

Administrative Council Approved Update 01/08/2024

College Council Approved 10/05/2026

SECTION 400.13.02
CONFLICT OF INTEREST

In accordance with SBHE 611.4, no governing board, nor any member, employee, or appointee thereof, shall be pecuniary interested in or concerned directly in any public contract, either verbal or written, that may be entered into by such person. LRSC is responsible for identifying and monitoring potential conflict of interest situations involving the expenditure of college funds. In order to monitor these situations, it is necessary that employees identify for LRSC any business entity in which they have a business interest and notify the Human Resource Office anytime they are involved in purchasing decision involving that entity, including preparation of product specifications.

An employee who knowingly or intentionally has a pecuniary interest in or derives a profit from authorization of a contract or purchase by the institution that the employee serves, commits a conflict of interest and is subject to disciplinary or dismissal action.

It is the intention of this policy that it is applicable to a broader range of contracts than that included in section 48-02-12, N.D.C.C., which applies to public building construction and repair contracts.

Each employee is asked to conduct themselves according to the Purchasing Code of Ethics, as indicated below, in all duties relating to purchasing goods and services for Lake Region State College.

1. Give first consideration to institutional policies and objectives.
2. Obtain the maximum value for each dollar expended.
3. Demand honest in sales representation whether offered through oral or written statements, advertising or product samples.
4. Grant all competitive bidders equal consideration; regard each transaction on its own merit. Promote fair, ethical and legal trade practices.
5. Cooperate with trade and industrial associations, government and private agencies engaged in promoting and developing sound business methods.
6. Use, only by consent, the original ideas and designees devised by one vendor for competitive purchasing purposes.
7. Be willing to submit any major controversy to arbitration where applicable or permissible.
8. Decline personal gifts or gratuities.
9. Accord a prompt and courteous reception to everyone calling on legitimate business.

History
Administrative Council Approved Update 07/07/15

SECTION 400.14
ADVERTISING

Advertising through the use of signs and posters may be located on official Lake Region State College bulletin boards and hanging strips only and must be approved by the Office of Advancement and Communication. Advertising depicting alcohol use, abuse, sale, or distribution is prohibited - unless it promotes responsibility with alcohol and ill effects of drug/alcohol abuse. Advertisement of credit cards also is prohibited unless in a financial education role.

Campus sponsored (club, class, division, athletic) events should also have promotional pieces approved by the Office of Advancement and Communications who also will assist in the coordination of further event promotion.

No signs or posters are permitted to be displayed on trees, windows, open walls, trash receptacles, or benches. Individuals wishing to sell personal items such as books, stereos, etc. may advertise on bulletin boards designated in the Student Union only.

Unauthorized signs or posters will be immediately removed and action will be taken if necessary to prevent repeat offences. Civil and/or campus action may be taken against any persons or external organizations who violate the policy.

Businesses/Organizations/Individuals are allowed to set up on campus during campus sponsored events, including job fairs, college fairs, transfer days, and other similar approved activity. Sale of items without proper authorization or paperwork (such as transient merchant license) is prohibited.

Unless part of a public information forum, religious and political activities must be sponsored by a related campus club.

History
Administrative Council Approved 03/08/16

SECTION 400.15
SOLICITATION OF FUNDS

Solicitations of funds from any public group by faculty, other College employees, students, or student organizations for College related activities must be approved in advance by the President or his/her designee.

History

SECTION 400.16
OVERTIME AND COMPENSATORY TIME

The Human Resource Director will determine whether employees are exempt or non-exempt from the overtime pay requirements of the Fair Labor Standards Act. The determination of status as exempt or non-exempt is made at the time duties are assigned or when the assignment of duties for a position changes.

Exempt Employees
Overtime provisions are not applicable to exempt employees as identified by federal wage and hour criteria. Supervisors may arrange time off in recognition of continuous or excessive required overtime for employees exempt from overtime. Exceptions must be documented in an email by the supervisor to the employee and given to payroll.

Non-exempt Employees
Non-exempt employees must be paid overtime for hours worked beyond the regular 40 hour work week. Overtime compensation at the rate of time-and-one-half shall be provided to all non-exempt employees when hours worked exceed 40 hours in a work week. Compensatory time is calculated at the rate of time-and-one-half in lieu of cash overtime payments compensation upon prior agreement. Upon approval, compensatory time may only be used in place of regularly scheduled work hours and shall not cause overtime. If there is no agreement, monetary compensation must be provided.

1. In establishing a forty-hour work week, annual leave, sick leave, official closings and holidays shall be counted as hours worked. Annual leave, sick leave, other forms of paid leave, and compensatory time shall not be counted for overtime purposes.

2. A non-exempt employee called back for emergency service after completing his/her regular day's work shall receive compensation at the rate of time-and-one-half. Guaranteed minimum pay for call-back to a work site when required will be two hours at the rate of time-and-one-half and guaranteed minimum pay for call-back when return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at the rate of time-and-one-half. Temporary employees shall be paid at the rate of time-and-one-half for hours worked in excess of forty hours per week.

3. Work which is not requested by a supervisor, but is permitted, must be counted as hours worked. Failure to secure approval to work overtime may subject an employee to disciplinary action up to and including termination of employment.

4. When an employee is given a work assignment in a secondary location requiring travel time, such travel time is counted as time worked.

5. Compensatory time may be accrued for any length of time but may not exceed 40 hours. When 40 hours are reached, further overtime is paid via payroll. Division directors may limit the accumulation of compensatory time to less than 40 hours and may require that all

compensatory time earned be taken within a certain time frame, such as the same month or following the month that it is earned.

6. A non-exempt employee who has accrued compensatory time must, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by that employee during the past three years of employment or the final regular rate received by the employee, whichever is higher as required by FLSA.

7. Overtime and compensatory time must be recorded in the Time and Labor Management system in Employee Self-Service. Compensatory time will be tracked through payroll in the same manner as annual and sick leave.

History

Administrative Council approved 400.16

Administrative Council Approved 400.16

Administrative Council Approved 06/07/19

SECTION 400.17
USAGE OF COLLEGE PROPERTY

College personnel and their guests may use campus facilities for community service activities that relate to the mission of the institution. Activities that result in personal gain are not allowed without presidential authorization.

History
Administrative Council Approved 07/22/15

SECTION 400.17.01
OFF-CAMPUS USE OF STATE PROPERTY

There are legitimate circumstances when it is advantageous for employees to take Lake Region State College (LRSC) property to an off-campus worksite for a temporary period of time to facilitate the completion of LRSC-related job assignments. Employees may use LRSC property at an off-campus worksite for such purposes provided the employee accepts full responsibility for any loss or damage to the property if a loss is incurred and the LRSC's insurance does not cover the property specified because said equipment was not on campus at time of loss. The LRSC's insurance only covers equipment that is "temporarily" off campus. "Temporarily" normally means no longer than three months. Personal use of LRSC property is a misdemeanor in violation of Section 12.1-23-07 of the North Dakota Century Code.

The supervisor responsible for the unit's property inventory shall determine the legitimacy for relocating property to an off-campus site. Before approving a request, the unit supervisor must consider whether the use of the property at an off-campus site will create a hardship or impact negatively other employees in the department. It is up to the discretion of the unit supervisor whether to approve or deny a request to take property to an off-campus worksite.

The property must be returned to LRSC when its use at the temporary off-campus worksite is no longer necessary as authorized, or when the employee terminates employment. Failure to do so may result in appropriate sanctions or other action being brought against the employee, including withholding money due to the employee from LRSC until the property is returned.

History
Administrative Council Approved 05/17/10

SECTION 400.17.02
PERSONAL USE OF STATE PROPERTY

State law prohibits a public employee from using public property for personal purposes when the employee knows such a use is unauthorized and the employee knows that there is some risk of loss or detriment to the government. N.D.C.C.12.1-23.07.

Various state laws and Lake Region State College (LRSC) rules apply to personal use of public property. State law specifically prohibits using a state car for private use. N.D.C.C. 39-01-03. LRSC's "Off-Campus Use of State Property Policy" allows institutional property to be taken to an off-campus worksite under specified conditions, but only for job related use.

Some personal uses are allowed. Certain incidental uses are also allowed, within reason: For example, a private phone call (not at State expense) on a LRSC phone (supervisors can prohibit this altogether, however.) Limited use for such a purpose doesn't result in any loss to the institution. However, taking state property off-campus for personal use or loaning out of LRSC property for personal use/gain is unauthorized.

LRSC, in addition to the specific requirements of North Dakota's laws and policies, strives to encourage its employees to avoid even the appearance of impropriety so as to not violate the public trust.

History
Administrative Council Approved 05/17/10

SECTION 400.18
DEBARRED AND SUSPENDED VENDORS

The Office of Management and Budget requires that all federally awarded agencies and recipients comply with the non-procurement debarment and suspension common rule implementing Federal Executive Order #12549 and #12689, "Debarment and Suspension". Lake Region State College will not use funds to purchase goods and services from vendors who have been debarred or suspended from doing business with the federal government. Prior to contract award, and in accordance with Federal requirements, LRSC employees that are purchasing goods will verify the status of a proposed vendor.

All parties, debarred and suspended by the federal government, are listed on the SAM website. Verification of the status of a proposed supplier can be obtained from the List of Parties Excluded From Federal Procurement or Non-procurement Programs, issued by the General Services Administration (GSA) located at (SAM) https://www.sam.gov. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

Results from the search shall be made part of the contract documentation and verified on the *Voucher Payment Form*. No award is to be made before debarment status has been reviewed and approved. Should a prospective vendor be found to be debarred or suspended by the Federal government, the contract will become null and void, as payment will not be made.

History
Administrative Council Approved 4/21/16

SECTION 400.19
HOURS OF WORK

Core office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Employees are expected to work 40 hours per week, with the additional half hour per day schedule flexibility with supervisor approval. The official workweek for employee payroll begins at midnight on Sunday and ends at 11:59pm Saturday. Work schedules may vary depending on employment status of full-time or part-time, teaching schedules or other required work hours needed to accommodate the operational needs of the campus.

History
Administrative Council Approved 05/18/16
Administrative Council Approved 08/29/16
Administrative Council Approved 09/24/25

SECTION 400.20
DISTRACTED DRIVING

Use of cellular phones and handheld communication devices safety is a primary concern when employees are driving a State Fleet vehicle or their privately-owned vehicle on state business.

In order to reduce the risks associated with distracted driving, it is the policy of LRSC to prohibit the use of cell phones (including hands free) or any other mobile device while operating a motor vehicle on state business. This restriction includes answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, and accessing the internet.

These restrictions do not apply to emergency calls, or brief calls that are identified and designated as necessary to fulfill critical job responsibilities.

History
Administrative Council Approved 400.21.01 04/18/13
Administrative Council Approved removing 400.20 (Custodial & Moving Services) 06/11/15
Administrative Council Approved adding Distractive Driving to 400.20.01 and move to 400.20 06/11/15

SECTION 400.21
VEHICLE USAGE
[NDCC, Chapter 24-02-03.3 and Chapter 39-04 and 39-05]

1. The department or individual requesting usage of a College vehicle must have the travel approved by the supervising administrator and check for vehicle availability with the State Fleet Coordinator.
2. The person driving a College vehicle must possess a valid North Dakota driver's license. Vehicles are assigned on a first-scheduled basis.
3. Each vehicle has its own credit card with the motor pool number of the vehicle imprinted on it. These credit cards are State of North Dakota cards and are honored at most stations within North Dakota. They may be used for gasoline as well as emergency repairs and towing. Fuel sites are listed in the vehicle check-out materials.
4. Each vehicle will be full of gas when issued, and will be full when returned.
5. Any problems experienced with the vehicle should be reported to State Fleet Coordinator upon return.
6. If no vehicle is available from the College pool, and if the supervising administrator approves such usage, a personal automobile may be used and travel reimbursement obtained as per state rates for mileage.
7. Pursuant to ND Century Code 39-08-23 North Dakota State employees shall not engage in text messaging while driving a state government fleet vehicle or personal vehicle while being used to conduct state business.

History
Administrative Council Approved 400.21 (8) 04/18/13
Administrative Council Approved Update 06/11/15

SECTION 400.22
PARKING

1. There are some reserved parking areas on campus designated for the President, the handicapped, visitors and state fleet vehicles. Parking is only permitted in designated parking areas and not on the streets.
2. All vehicles parked on Lake Region State College property must have current registration from the student's home state. Any vehicle without current and valid license plates will be considered abandoned and will be towed at the owner's expense in accordance with the City of Devils Lake and the State of North Dakota laws on abandoned vehicles.
3. Vehicles are not to be left on campus over summer break unless written permission from the Physical Plant Director is obtained. Each case will be decided on an individual basis. If a vehicle is left on campus for 30 days or more after the end of the spring semester, the vehicle will be considered abandoned and will be towed.

History
Administrative Council Approved 400.22 (3) 08/29/11
Administrative Council Approved 400.22 (1) 06/11/15

SECTION 400.22.01
SNOW REMOVAL

Maintenance staff will begin snow removal as needed.

1. Light Snows <1”
    a. Sidewalks will be cleaned by maintenance. After snow removal, there will be a visual inspection and any icy areas will be salted.
2. Heavy Snows >1”
    a. Parking lots will be cleaned in the following order, (unless weather conditions or occupancy dictate otherwise):
        i. Erlandson
        ii. Bergstrom Technical Center
        iii. Hofstad Ag Center
        iv. Library
        v. Student Affairs
        vi. Visitor Parking - Main Entrance
        vii. Main Parking Lot - South
        viii. Gilliland Hall
        ix. North Hall
    b. Sidewalks will be cleaned by maintenance. After snow removal, there will be a visual inspection and any icy areas will be salted.
3. During the day, Physical Plant Services will salt icy areas as notified by staff and/or visitors to remove the hazard.
4. There is no overnight parking in the following lots. Vehicles parking in these areas overnight, will be ticketed. Personal vehicles can be parked in state fleet parking only if traveling out of town with a state fleet vehicle.
    a. Erlandson
    b. Bergstrom Technical Center
    c. Hofstad Ag Center
    d. Library
    e. Student Affairs
    f. Visitor Parking
    g. Main Parking - South
5. Dorm parking lots will be cleaned after all other parking lots are cleaned. It may be necessary to have vehicles moved to accomplish this. Physical Plant Services will work with Housing to schedule when these lots can be cleaned.

History
Administrative Council Approved Update 07/07/15
Administrative Council Approved Update 05/30/18
Administrative Council Approved Update 03/11/21

SECTION 400.23
MAIL SERVICES

Each full-time faculty/staff member and service area is assigned a mailbox by the Information Desk. Mailboxes are assigned to part-time faculty as they become available. Mail addressed to individuals at the College is placed in the employee's mailbox each day. The President shall designate staff members to act as Mailroom Clerk to perform the following duties: a) receipt of mail and parcels and distribution of same, b) daily mailings and postage records, and c) bulk mailings.

History
Administrative Council Approved 06/11/15

SECTION 400.24
PURCHASING CARD

The purchasing card (p-card) is a credit card issued in the name of the Lake Region State College employee. Employees will be designated to make purchases for official business needs. Purchases made with the p-card must comply with SBHE policy 803.4 and NDUS procedure 803.4.

Individual credit limits, including card and cycle limits, vary as determined by the supervisor or p-card administrator. Each cardholder will use the *NDUS P-card Change Request* form to change MCC codes or increase credit limits on a temporary or permanent basis.

The use of the p-card results in a liability to LRSC, not a personal liability for the cardholder. The cardholder's credit rating will not be affected. However, it is important to remember that the cardholder signs an agreement prior to receiving the p-card and, as such, is responsible for any misuse of the p-card as outlined in this policy.

Only the LRSC employee whose name appears on the p-card may use the p-card. The employee is accountable for all charges made with that p-card. A cardholder will not lend the p-card to anyone. If another employee in the department needs a p-card, the director or supervisor of the department should request one for that individual.

LRSC cardholders are strongly encouraged to use their card wherever MasterCard is accepted.

Procurement policies must be followed when using a p-card. The p-card cannot be used to access cash or a line of credit. It is not to be used with interdepartmental or personal purchases and is not a right of employment.

Items that cannot be purchased on the p-card (unless specifically authorized by the President on the *Purchasing Card Exception* form) include:

1. Alcoholic beverages
2. Ammunition/weapons
3. Clothing
4. Cash Advances (ATM or other)
5. Meals while employee is in travel status (Employee will be reimbursed at per diem rates by submitting a travel voucher)
6. Entertainment/hospitality/food
7. Gasoline/Fuel (must use credit card located in the state vehicle)
8. Hazardous Materials
9. Insurance
10. Leases
11. Legal services
12. Maintenance Contracts
13. Motor Vehicles
14. Non-business/personal items (ex. Kleenex, coffee, snacks, etc.)

15. Radioactive Materials
16. Shipping - Outbound from Lake Region State College
17. This is not an all-inclusive list and can be changed at management's discretion

LRSC departments may request, from the p-card administrator, a waiver to remove the restriction on the purchase of the preceding items. The waiver or exception will be specific as to item(s) and as to cardholder.

Each cardholder is responsible for the following:

1. Safeguarding the p-card.
2. Signing the p-card immediately upon receipt.
3. Activating your p-card.
4. Keeping original itemized receipts from each purchase.
5. Recording each purchase on a *Purchasing Card Record* form.
6. Receiving the electronic statement.
7. Reconciling the cardholder statement with *Purchasing Card Record* form and receipts
8. Signing the *Purchasing Card Record* form to attest that all purchases are for LRSC business and in compliance with all applicable rules and regulations.
9. Obtain supervisors signature on the *Purchasing Card Record* form.
10. Forwarding signed completed *Purchasing Card Record* form, statement, and original receipts to p-card administrator by the 10th of the month.
11. Notifying the p-card administrator and the supervisor immediately in the event of a lost or stolen p-card.
12. Assuring the vendor issues credit for any item that has been approved for return. The credit should appear on a subsequent statement.
13. Resolving transaction disputes and credits in a timely manner. The p-card administrator should be notified of any unresolved disputed items.
14. Giving the p-card to the supervisor or p-card administrator when employment is terminated.

The cardholder's supervisor or designated employee (other than cardholder) is responsible for the following:

1. Reviewing the information submitted by the cardholder. The supervisor should, at a minimum, periodically compare receipts to the statement submitted by the cardholder.
2. Signing the *Purchasing Card Record* form to certify that purchases are for business purposes and are in compliance with appropriate rules and regulations to the best of the supervisor's knowledge.
3. Forwarding the signed *Purchasing Card Record* form, statement and all original itemized receipts to the Business Office by the 10th of each month.
4. Returning the p-card of a terminated employee to the p-card administrator.

Purchasing Card Security

1. The p-card is to be treated with the same level of care that is afforded personal credit cards.
2. Do not lend the p-card to anyone. The only person authorized to use the card is the person whose name appears on the front of the card and who has completed the *Purchasing Card User Agreement* form.
3. Do not post or write the p-card account number in any location that is accessible to others.

4. Take additional care when using the card to make Internet purchases. Only use internet sites that have an indication that they are a secure site, such as the padlock located on the lower right.

Failure to use the p-card in accordance with applicable policies and procedures may result in cancellation of the p-card and may involve appropriate disciplinary action, up to and including termination and possible criminal prosecution.

Policy and procedure violations include, but are not limited to:

1. Purchasing items with the card for personal use.
2. Failure to return the card when reassigned, terminated or upon request.
3. Failure to submit original itemized receipts/invoices to the p-card administrator by the 10th of each month.
4. Allowing someone else to use their p-card.
5. Repeatedly allowing sales tax to be charged when the purchases are tax exempt. Cardholders who take immediate action to request a sales tax refund and include the refund receipt with their p-card statement will not be considered to be in violation.
6. Making unallowable or unauthorized charges.
7. Intentionally splitting a purchase to circumvent purchasing policies or avoiding single transaction limit.

Depending on severity, a violation of this policy or failure to comply with the applicable policies may result in the following:

1st offense – written warning to cardholder
2nd offense – written warning to cardholder and cardholder's supervisor
3rd offense – written warning to cardholder, cardholder's supervisor, and the card will be suspended for 60 days.
4th offense – written notice to cardholder, cardholder's supervisor, and the card will be permanently cancelled. The cardholder must return the card to the p-card administrator.

Contact the p-card administrator for assistance on the following:

1. For questions concerning policies and procedures
2. To replace damaged cards
3. For assistance with vendors
4. For account inquiries
5. For billing information
6. To report a lost or stolen card

History

Administrative Council Approved 11/29/2010
Administrative Council Approved 01/30/2013
Administrative Council Approved 07/07/2015
Administrative Council Approved 06/14/2016
Administrative Council Approved 11/11/2016
Administrative Council Approved 03/22/2019
College Council Approved 11/12/2025

SECTION 400.25
SMOKE FREE/TOBACCO FREE CAMPUS

For purpose of this policy, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner or any form, or the use of any oral tobacco product for the purpose of circumventing the prohibition of smoking in this policy.

Smoking is prohibited on all property owned or leased by Lake Region State College, including buildings, residence halls, apartments, and enclosed structures. Smoking is prohibited in state-owned or leased vehicles and motorized equipment.

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.

Violations of this policy by faculty and staff constitutes a violation of the LRSC policy 1500.05 (Code of Conduct). Violations by students constitutes minor misconduct under the LRSC policy 800.30 (Student Conduct).

The Smoke 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.

Information regarding tobacco prevention is available through the following websites:

http://www.ndhealth.gov/tobacco
http://ndquits.com
http://breathend.com

History
Administrative Council Approved 01/11/10
Administrative Council Approved Updates 07/07/15
Administrative Council Approved Updates 10/02/19

Lake Region State College
Policy and Procedure Manual

SECTION 400.26
DRUG FREE WORKPLACE

In accordance with the Drug Free Workplace and SBHE policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by the applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five (5) days of the conviction. A conviction means a finding of guilt (including plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of the SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the university system office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

Single copies of the policy may be obtained from Human Resource Office in the Administrative Affairs Office or accessed from the College website at http://www.lrsc.edu/faculty-and-staff-resources. (See Section 615 "Drug Free Workplace" of the SBHE Policy Manual at http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&SID=7) (See Section 918 "Alcoholic Beverages" of the SBHE Policy Manual at http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=18&SID=10)

History
Administrative Council Approved 06/11/15

Lake Region State College
Policy and Procedure Manual

SECTION 400.27
FEE PAYMENT

The information below is based on the NDUS Student Payment Policy 830.1

1. All student institutional charges are payable at the Administrative Affairs Office by the payment date designated by Lake Region State College.
2. Eligible financial aid disbursements will be applied directly to student charges for tuition, fees, room board, and other approved expenses prior to payment date.
3. Tuition, fees, room and board may be billed to a governmental agency or private organization, which has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed.
4. Students with outstanding financial obligations to LRSC will have holds placed on their account and they will not receive official transcripts or be allowed enrollment in subsequent semesters.
5. Students auditing classes shall pay the regular tuition and fees, unless specifically exempted.
6. A late fee is charged for any payment past due more than 30 days. If arrangements have been made with the Administrative Affairs Office, late fees are only charged when the payments are not made according to the agreement.

History
Administrative Council Approved 08/09/16
Administrative Council Approved removing 800.10 and replacing it with 400.27 09/19/16

SECTION 400.28
TELEPHONE USAGE

1. College telephone lines may be used by employees for long-distance calls for official/college business purposes only. All other long-distance calls must be paid for by the employee.
2. When off-campus, faculty and staff should use the 1-800 number for official college business.

History
Administrative Council Approved 06/11/15

Lake Region State College
Policy and Procedure Manual

SECTION 400.29
OUTLOOK CALENDAR

Outlook Calendar is the calendar and scheduling component of Outlook that is fully integrated with email, contacts, and other features. The use of Microsoft's Outlook Calendar is the official means of scheduling to facilitate the business purposes of LRSC.

1. The primary purpose of Microsoft's Outlook Calendar is provided to all staff and faculty of the Lake Region State College (LRSC) as a management tool to enhance the communications and scheduling needed to conduct college business in a consistent and efficient manner.

2. The use of Microsoft's Outlook Calendar for personal events and scheduling is secondary but adds value and convenience when used in conjunction with official business planning.

Procedure

1. Calendar Properties should have the default set to: Free/Busy time, subject, location.
2. Create appointments, meetings, class schedules and events on your Outlook Calendar, to enable LRSC leadership, management and peers to view for event and meeting planning, open and available times for work related projects, and for times when staff or faculty are absent, on leave, or out of the office.
    a. Mark class time, appointments, meetings and events on your Outlook Calendar to show if you are to be considered available or unavailable by using the Show As feature: Free, Working Elsewhere, Tentative, Busy or Out of the Office.
    b. All work and class related events and times should be shared and open for viewing.
    c. All personal events and appointments scheduled during the workday can be marked as private.

History
Administrative Council Approved 08/12/20

SECTION 400.30
BUS USE

The purpose of this policy is to set forth guidelines for the safe and prudent use of the Lake Region State College (LRSC) bus in the furtherance of the mission. The primary purpose for the bus is to transport LRSC students, staff, and potential students to and from college functions or college-related activities.

I.Reservations
1.Reservations for the use of the bus will be handled by the Athletic Director.
2.Request for use of the bus by a non-athletic college organization for college transportation will require a completed Bus Reservation Form.
3.Use of the bus will be billed based on bus mileage to the requesting department.
4.Department using the bus will be responsible for the cost to hire the bus driver.

II. Athletic Director or Designee Responsibilities
1.Processing bus reservations and scheduling.
2.Arranging a bus driver.
3.Ensure that every trip includes a college staff or faculty member to supervise bus occupants. The bus driver does not count as a supervisor.
4.Provide the driver with the keys, a route plan, and an Inspection Report Form.
5.Ensure post-trip check is completed and bus is secured.
6.Ensure regular maintenance and repairs are scheduled and completed.
7.Submit the Inspection Report Form to the Business Office for billing in a timely manner.

III. Driver Requirements
1.Must be employed by LRSC and at least 25 years of age.
2.A current CDL license for a minimum of two years and passenger and air brake endorsements.
3.Complete an Authorization to Release Information for driving record check and provide a copy of their valid driver's license to be kept on file with the Director of Human Resources. Driver information will be filed with the insurance company for insurance purposes.
4.Participate in the random drug testing program.
5.Train in the operation of the bus. Training will be arranged by the Athletic Director.

IV. Driver Responsibilities
1.Perform a pre-trip and post-trip inspection of the bus.
2.Return bus in its original condition at time of pick-up, fuel tanks filled, and the beginning and ending mileage recorded on the inspection form. All mechanical or performance issues with the bus must be reported by the driver on the Inspection Report Form.
3.Return the keys and inspection form to the Athletic Director.

V. Driver Expectations
1.Bus will always be operated in a safe and legal manner and occupants will act accordingly.
2.Ensure that these rules and the rules and laws of the road are obeyed.

3.Observe all state driving laws and ordinances. All violations and fines shall be the responsibility of the driver. Abuse of state driving laws and ordinances may result in removal of authorization to drive the bus for future events.
4.Care should be taken to see that the bus is parked in a safe manner and in a well-lighted location if possible.

VI. Passenger Behavior
1.Food and beverages are permitted on the bus if they are stored and consumed in non-spill containers. Any group using the bus with food must ensure there is no trace of food products left on the bus and that the overall condition of the bus remains unchanged.
2.Seat belts will be used while the bus is in motion.
3.Smoking is not allowed on the bus.
4.No horseplay, loud music or other disruptive behaviors will be allowed on the bus while it is moving. The transportation of all passengers will be done in compliance with all State and Federal laws and regulations.
5.All packages, bags, loose items should be secured under the seats or in designated storage areas. All aisles and foot areas in the seating area should be clear of obstacles that impede a safe and quick emergency exit.
6.Under no circumstances may a staff, faculty, or student member possess alcoholic beverages or drugs on the bus.

History
Administrative Council Approved 04/26/22

SECTION 400.31
BOOKSTORE

1. The campus bookstore hours are 8:30 a.m. to 4:30 p.m. during the regular school year and 8:00 a.m. to 3:30 p.m. over the summer months. Hours will be posted at the bookstore and may be subject to change. To accommodate student's hours of operation may be extended during busy times of the year. Changes will be communicated to the campus community.
2. Deadlines for book orders are summer and fall term(s) - March 31, spring term - October 31.
3. Full-time faculty are responsible for ordering their own complimentary copies of classroom materials or texts. The bookstore will assist with contact information of publishers and will assist in the ordering of complimentary copies of class materials or texts for part-time faculty upon request.
4. The refund policies for return of books are the same as the "NDUS Tuition and Fee Refund Policy". Returned merchandise must be accompanied by the original receipt and be returned in like-new condition. Returned books must be accompanied by proof that the class has been dropped. Any exceptions to this will be handled on a case-by-case basis.
5. A book buyback is conducted once each semester during finals week.
6. Shoplifters will be punished.

History
Administrative Council Approved 07/07/15

SECTION 400.32
DINING SERVICES

This department has the responsibility of providing food services to residence hall occupants, campus faculty, staff and visitors.

1. All residents of campus housing during fall and spring semesters are required to enter into a board contract.
2. The Vice President of Administrative Affairs and the President shall approve serving hours.
3. All dishware must remain in the dining area. Carry out containers are available upon request.
4. Appropriate dress is required as in any food establishment.
5. Board plan students must present ID/Meal pass prior to partaking of a meal.
6. Board plan students may not share their meals.
7. Illness. Should a board plan student be unable to eat in the dining area, a resident assistant may request a meal. Special requests (juices, soup, Jell-O) will be granted.
8. Dining Services is open seven days per week, Monday-Friday for breakfast, lunch and evening meals. Saturday and Sunday for brunch and evening meals. For holiday, winter, spring and summer breaks, hours will be posted and communicated.
9. Food Service is available for special meals and banquets. These requests shall not interfere with student meals.
10. Box lunches and other dining arrangements are available for those on a board plan. Should your schedule conflict with regular serving hours, contact the Food Service Director.
11. Visitors are welcome. Please advise Dining Services of guests in advance. Groups of more than five require 24-hour notice.

History
Administrative Council Approved 08/31/99
Administrative Council Approved 03/21/05
Administrative Council Approved 06/29/23

Lake Region State College
Policy and Procedure Manual

SECTION 400.33

History
Administrative Council Approved 07/28/09
Administrative Council Approved 09/03/14
Administrative Council Approved 07/07/15
Administrative Council Approved 06/27/16
College Council Approval Removal of Policy 400.33. Content moved into Policy 400.34 06/01/2026

SECTION 400.34
WAIVERS

In addition to waivers provided under State Board of Higher Education (SBHE) Policy 820, LRSC offers the following institutional waivers:

Air Force Tuition Assistance Fee Waiver
Military students receiving Air Force Tuition Assistance are eligible for this fee waiver. It covers 100% of CND and NDSA fees, as approved by the Commissioner, as well as 100% of technology, online, and lab fees. Eligibility is limited to credits approved for tuition assistance.

Application Fee Waiver
LRSC may waive the student application fee for applicants with financial need, as determined by the National Association for College Admission Counseling (NACAC). Applications are submitted to NACAC, which makes the financial need determination. Presidential approval is required.

Athletic Waiver
Athletics waivers are awarded by LRSC athletic staff in increments of 25, 50, 75, or 100%. The waiver applies to tuition only; students are responsible for all fees. The number of waivers available is reviewed and outlined in the Athletic Awards Program Guidelines.

Athletics International Waiver
Athletic international waivers are awarded by LRSC athletic staff in increments of 25%, 50%, 75%, or 100%. This waiver applies to tuition only; students are responsible for all fees. The number of waivers available is reviewed annually and outlined in the Athletic Awards Program Guidelines.

Billing Appeal Waiver
LRSC may grant this waiver in cases where a student demonstrates that a billing error, administrative issue, or documented extenuating circumstance resulted in an inaccurate or unfair charge. Requests must be submitted through the established billing appeal process and include appropriate supporting documentation. Waivers are reviewed on a case-by-case basis and are subject to approval by the designated institutional authority.

Congress-Bundestag Youth Exchange (CBYX) Housing Waiver
CBYX is a government funded program jointly offered by the U.S. and German governments. Eligibility and selection are conducted by partner non-profit organizations in the United States and by Members of the German Bundestag in Germany. If selected, students receive a waiver that reduces 100% of housing charges.

Dependents Tuition Waiver
This waiver provides a 50% tuition reduction for eligible dependents (spouses and children) of benefited LRSC employees. It applies to full-time and part-time students, including on campus (LRSC and GFAFB), dual credit, and online enrollment. Eligible dependents are defined using the same criteria as the

institution's family health benefits. A Faculty and Staff Dependent Tuition Waiver form must be submitted to Human Resources.

Diversity Waiver
As encouraged by SBHE Policy 820, this waiver is intended to "promote enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community"- and "for other purposes consistent with the institution's mission."

This waiver reduces tuition by 50% for full-time students and is prorated for part-time students. Recipients are limited to two years of eligibility, regardless of waiver received. The Director of Financial Aid administers eligibility and renewal procedures as approved by the President and outlined in the Diversity Waiver Procedure form.

Employee Tuition Waiver
Lake Region State College follows the SBHE Policy 820 Tuition Waiver/Tuition Assistance for Employee Tuition Waivers. Repeat courses are not eligible for payment; the employee is responsible for covering the tuition and fees for repeat courses.

Housing Athletic Waiver
This waiver is awarded by LRSC coaching staff and reduces the housing rate by 100%. The number of waivers available is reviewed annually and outlined in the Athletic Awards Program Guidelines.

Housing International Waiver
LRSC offers housing waivers for international students on a discretionary basis. Award amounts may vary, ranging from partial to full coverage, depending on individual circumstances and available resources. Awards are determined through an institutional review process.

International Scholar Tuition Waiver
This waiver reduces tuition for students from outside the United States. Each year, up to three waivers cover 100% of an international student's tuition, and up to ten waivers reduce the international tuition rate to the domestic tuition rate. Students are responsible for all fees.

Applicants must submit an International Scholar Waiver application, an essay describing their commitment to supporting campus goals that promote global understanding and tolerance, and two letters of reference from individuals who describe the student's abilities and dedication to their educational goals.

International Student Tuition Waiver
LRSC offers tuition waivers for international students on a discretionary basis. Award amounts may vary, ranging from partial to full tuition coverage, depending on individual circumstances and available resources. Awards are determined through an institutional review process.

Peace Officer Training Tuition and Fee Waivers
LRSC may approve tuition and fee waivers for employees of law enforcement agencies that enter into a formal agreement with LRSC to sponsor their personnel. The specific amount and number of waivers available will be outlined in the terms of the agreement between LRSC and the sponsoring agency.

Presidential Waiver
The President may approve tuition and fee waivers no otherwise covered under this policy. Requests for such waivers must be submitted by a Vice President, or the Director of Financial Aid.

Resident Assistant's (RA) Housing Waiver
This waiver covers 100% housing charges for students employed as Resident Assistants (RAs).

Senior Citizen Waiver
This waiver applies to tuition and mandatory fees of an audited face-to-face class taken by students 65 years of age or older, on a space available basis. Course fees remain the responsibility of the student.

State Board of Higher Education Waivers
LRSC awards tuition and fee waivers to students who meet the description of the SBHE Policy 820(2).

Waivers are subject to eligibility and institutional approval, apply only to eligible charges, and have no cash value. They are nonrefundable, nontransferable, and may be modified or discontinued at any time.

History
Administrative Council Approved 12/07/15
Administrative Council Approved 01/29/18
Administrative Council Approved 02/23/24
College Council Approved 06/17/26

SECTION 400.35
SALARY ADMINISTRATION

The primary purpose of salary administration at Lake Region State college is to attract and retain well-qualified individuals who can best contribute to the college's stated mission and strategic plan. Decision-makers in the salary administration process will strive to make salary decisions fairly and communicate them effectively.

1. To provide the college with the ability to use its resources most effectively, salary administration aims to:
    a. Acknowledge the basic financial needs of all employees.
    b. Be responsive to market influences.
    c. Strive for internal equity.
    d. Recognize and reward outstanding performance.
    e. Retain employees to limit the financial and other (hidden) costs of turnover.

2. Salaries are set and salaries are increased, to ensure fairness based on the following:
    a. Job Classification
    b. Cost of living
    c. Merit
    d. Equity (internal and external)
    e. Market
    f. Salary Compression
    g. Degree completion
    h. Workload and responsibility changes
    i. Work experience (external and internal)
    j. Promotions
    k. Successful completion of a probationary period (applies to staff only)
    l. Interim and acting appointments

I. Procedures

1. The President, in consultation with the Leadership Council, Human Resources Director, the Faculty Senate, and the Staff Senate shall determine how to apportion funds available for compensation.

2. When budgets allow, monies for staff and faculty degree completion, market adjustments, rank promotion, and changes in category will be separate from the regular salary percentage as defined by the legislature. Should the President decide that budget priorities will not allow the funds to be found separately, the President shall notify both the Faculty and Staff Senates.

3. When budgets allow, faculty and staff earning the following degrees will be awarded a base salary adjustment. If the new degree is received after January 1 but before July 1, the salary change would be effective as of July 1. If the new degree is awarded after July 1 and before December 31, the increase would be effective January 1.

a. Bachelor's Degree - $2,000 added to current contract base
b. Master's Degree - $2,000 added to current contract base
c. Doctoral Degree - $3,000 added to current contract base

4. Staff salary adjustments for all employees demonstrating continuous job improvement will be determined by the President. Staff salaries will be initially set based on, but not limited to, related work experience, LRSC or NDUS years of service, and local and/or regional market equity. Salary decisions for staff members will be made in accordance with Policy 5 of the North Dakota University System Human Resource Policy Manual.

5. Incoming Faculty Senate members may bring in a maximum of 20 years of teaching and working experience into the faculty salary schedule, regardless of degree. Previous part-time instruction may be converted from a credit hour total to a yearly equivalent on a prorated basis, with 30 credits equal to one full year. Credit calculations of .5 and higher (15 credits or more) will be rounded to one full year. In limited circumstances, additional years of experience may be considered with approval from the President.

6. When a Faculty Senate member changes category, a salary adjustment will be made to raise the salary to the minimum of the new category plus $1,000. A Faculty Senate member in the final category shall be awarded $1,000 after each additional 5 years.

7. When an eligible member of the Faculty Senate is granted a rank change, the following salary adjustments will be made to the following years' contract:
   a. Assistant Professor - $500
   b. Associate Professor - $1,000
   c. Professor - $1,500

8. Unless otherwise directed by the President, and when budgets allow, funds will be distributed in the following order:
   a. Meet minimum of category
   b. Prior fiscal year salary x percentage change
   c. Degree change
   d. Rank promotion
   e. $1,000 category jump

9. Part-time, overload, and/or off contract faculty compensation:
   a. Classroom based (face to face courses)
      1. $710 per credit: Faculty Senate members in Categories I-IV and part-time faculty having taught fewer than 60 credits for LRSC.
      2. $790 per credit: Faculty Senate members in Categories V-IX, LRSC benefitted adjuncts, and part-time faculty having taught at least 60 credits for LRSC.
      3. $175 per credit/per student for low enrollment courses with three or fewer students as of the first Friday of the term.
   b. Online Courses
      1. Three, four, and five credit courses: $235 per student for each student up to 14 students
         i. Section Stipend: $125 for each online course credit exceeding three credit hours.

2. Two credit courses will be $171 per student for each student up to 14 students
3. One credit courses will be $104 per student for each student up to 14 students
4. Faculty teaching online who accept students above the published course capacity will be compensated at the applicable per-student rate for the first and third student. Faculty compensated for the first student, must take a second student without additional compensation. Faculty compensated for a third student, must take a fourth student without additional compensation. All students, five or more above the published course capacity, will be compensated at the per student rate applicable for the course. The Academic Affairs Director will maintain a course capacity list approved by the VP for Academic Affairs.

10. Faculty full-time load is thirty (30) credit hours per academic year. The limit to overload will be no more than six (6) credit hours per semester unless written approval is provided by the VP for Academic Affairs. All lab and shop hours will be weighted equally for credit load. Classroom based biology, chemistry, and physics labs will count 1.5 credits for overload compensation.

11. The Nursing Program Director will create workload calculations and determine overload for full-time nursing faculty. Nursing faculty, full-time load is thirty-two (32) workload units per academic year. A workload unit is equivalent to one credit. Overload will be compensated per workload unit, based on the Faculty Senate member's category.

12. The President may approve the hire of benefitted adjunct faculty as deemed necessary. In addition to instructing at least 18 semester credits per fiscal year, benefitted adjunct faculty may be required to attend faculty meetings, graduation ceremonies, and serve on college and faculty committees.

13. The VP for Academic Affairs may authorize reasonable compensation for full and part time faculty for work performed outside the scope of their contract, for work that creates an undue burden, when per hour is more relevant than per credit or per student, when contracting with an instructor from another NDUS institution (whether we pay the faculty member directly or we pay the institution via invoice), to increase a new course at the request of the institution, or to achieve equity in instructional responsibilities.

14. Prior to the end of the spring semester, the Faculty Welfare Committee, with the assistance of the HR Director, shall present each faculty member with information regarding their anticipated salary for the following years' contract. This information must include degree completions, rank and category changes, and the percent increase (if known).

15. Prior to the start of the fiscal year, the HR Director shall provide each benefitted member of the staff with a Staff Appointment Letter that shows the staff member's next fiscal year salary and any change in job responsibilities or title.

16. When contracts are sent to faculty prior to June 20th, they are due back within thirty days, or the position may be declared vacant in accordance with LRSC Policy 700.19. When contracts are sent to faculty between June 20th and June 30th, they must be returned by July 20th as required by SBHE Policy. **Failure to return a signed contract or other document indicating acceptance of**

contract terms by the date stipulated on the contract constitutes a resignation resulting in termination of employment, except for good cause shown by the faculty member or unless the institution has granted an extension. The institution shall attempt contact (phone/email) with the faculty member to provide an opportunity for acceptance prior to declaring the position vacant.

17. Staff and faculty hired, promoted, or starting a new position on or after April 1st will not be eligible to receive a legislative salary increase for the following fiscal year. Staff and faculty hired, promoted, or starting a new position between January 1st and March 31st will be eligible to receive a legislative salary increase upon completion of their probation period.

18. Staff and faculty who believe their salary has been calculated in error must notify the HR Director who will work with the division Vice President to review the calculation and advance a recommendation to the President.

19. The Faculty Senate Salary Schedule will be adjusted annually using the CPI calculated by the North Dakota University System using the US Bureau of Labor Statistics Consumer Price Index-All Urban Consumers-Midwest Region.

II. Faculty Senate Salary Schedule (Full-time, 9 Month Contracts)

Category	Range	Increment	9-Month Contract
Faculty I $41,974-$48,474	$6,500	N/A	Vocational Certificate, AA, AAS, BA, MA
Faculty II $46,375-$53,125	$6,750	$3,250	9 years Teaching/Working (T-W) Experience BA and 6 years T-W MA and 2 years T-W PhD with No Experience
Faculty III $51,114-$58,114	$7,000	$3,500	14 years Teaching/Working (T-W) Experience BA and 11 years T-W MA and 7 years T-W PhD and 5 years T-W
Faculty IV $56,191-$63,441	$7,250	$3,750	19 years Teaching/Working (T-W) Experience BA and 16 years T-W MA and 12 years T-W PhD and 10 years T-W
Faculty V $61,607-$69,107	$7,500	$4,000	24 years Teaching/Working (T-W) Experience BA and 21 years T-W MA and 17 years T-W PhD and 15 years T-W
Faculty VI $67,362-$75,112	$7,750	$4,250	29 years Teaching/Working (T-W) Experience BA and 26 years T-W MA and 22 years T-W PhD and 20 years T-W
Faculty VII $73,455-$81,455	$8,000	$4,500	34 years Teaching/Working (T-W) Experience BA and 31 years T-W MA and 27 years T-W PhD and 25 years T-W

Faculty VIII $79,886-$88,136	$8,250	$4,750	39 years Teaching/Working (T-W) Experience BA and 36 years T-W MA and 32 years T-W PhD and 30 years T-W
Faculty IX $86,656 –	$8,500	$5,000	44 years Teaching/Working (T-W) Experience BA and 41 years T-W MA and 37 years T-W PhD and 35 years T-W

History

Administrative Council Approved 08/31/99
Administrative Council Approved 01/25/00
Administrative Council Approved 04/24/00
Administrative Council Approved 08/16/02
Administrative Council Approved 08/27/04
Administrative Council Approved 07/25/05
Administrative Council Approved 06/05/07
Administrative Council Approved Faculty Salary Guidelines 06/14/07
Administrative Council Approved 06/28/11
Administrative Council Approved Faculty Salary Guidelines 02/05/14
Administrative Council Approved 03/10/14
Administrative Council Approved Faculty Salary Guidelines 12/24/14
Administrative Council Approved Faculty Salary Guidelines 05/11/15
Administrative Council Approved 05/28/19 – policy rewritten
Administrative Council Approved Faculty Salary Guidelines 05/28/19
Administrative Council Approved Part-time and Overload 05/28/19
Administrative Council Approved 10/02/19
Administrative Council Approved 05/06/22
Administrative Council Approved 08/26/22
Administrative Council Approved Faculty Salary Guidelines 01/23/23
Administrative Council Approved Category Change 05/10/23
Faculty Welfare Committee Negotiations 04/17/24
Administrative Council Approved 02/25/25
College Council Approved 03/04/2026

SECTION 400.36
THEFT AND FRAUD

To assure all employees and contracted professionals of Lake Region State College understand the importance of identifying and reporting fraud, who they need to report it to, how it will be investigated and how it will be resolved.

This policy applies to all employees or contracted professionals of Lake Region State College.

Lake Region State College employees are responsible for safeguarding LRSC resources and ensuring they are used only for authorized purposes, in accordance with LRSC rules, policies, and applicable law. All employees are responsible for reporting suspected theft, fraud, or unlawful or improper use of public funds or property.

1. As used in this policy, "theft, fraud or unlawful or improper use of public funds or property" includes:
    a. Stealing, larceny, or embezzlement.
    b. Making or altering document or files with the intent to defraud.
    c. Purposely inaccurate accounting or financial reporting at any level.
    d. Fraudulent conversion or misappropriation of public resources, including funds, supplies, or other property.
    e. Improper handling or reporting of financial transactions.
    f. Authorizing or receiving compensation for goods not received, services not performed, or hours not worked, including payment or receipt of a bribe, kickback, or other unlawful or unauthorized payment.
2. Fraud Awareness:
   All benefited employees are required to watch a fraud webinar provided by NDUS.
    a. It is suggested that all non-benefited employees also watch the free webinar.
3. Procedures for reporting suspected or detected fraudulent activity:
    a. An employee with knowledge or suspicion of theft, fraud, or unlawful or improper use of public funds or property involving LRSC or affiliated entities shall report that information to a supervisor, the Controller in Administrative Affairs or the President. An employee with knowledge or suspicion of theft, fraud, or unlawful use of public funds involving an immediate supervisor shall report that information to an employee at a level above the immediate supervisor. As an alternate method, an employee may file an anonymous report by contacting the NDUS Fraud & Compliance Hotline at 833-210-3961, reports@lighthouse-services.com, or https://www.lighthouse-services.com/ndus to report suspicious activity.
    b. Unreasonable failure to report such information as required may result in discipline, up to and including dismissal.

c. The employee or supervisor who suspects fraudulent activity should not attempt to conduct an investigation.
d. It is a violation of LRSC policy to retaliate against an employee who, in good faith, reports dishonest or fraudulent activity.

4. Procedures for investigating suspected or detected fraudulent activity
    a. The LRSC employees designated with responsibility for receiving and acting upon reports under this policy are the Controller for Administrative Affairs and the President. A supervisor or other person who receives a report of suspected theft or fraud shall report that information to the Controller or the President. The Controller shall inform the President, unless the President is implicated, in which case the Vice President of Administrative and Student Affairs shall inform the legal. If both the Controller and the President are implicated, the report shall be made to the legal.
    b. The Controller shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The Controller shall consult the legal and information shall be kept confidential as directed by the legal.
    c. The Controller, with assistance from the President as appropriate, has the primary responsibility for the investigation. If the investigation reveals that fraudulent activities have occurred, the Controller will issue a report to the appropriate administrative officials.
    d. Employee discipline, up to and including dismissal, will follow LRSC processes and procedures.
    e. Decisions to prosecute or involve appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the President.

5. The Controller is also responsible for periodic review of LRSC internal control procedures, making recommendations for appropriate controls, and staff training to minimize opportunities for theft or fraud.

Related Documents/Policies: LRSC Policy 1500.05 Code of Conduct, SBHE Policy 308.1 Officer and Employee Code of Conduct, SBHE Policies Section 611 Employee Responsibility and Activities

---

History
Administrative Council Approved 06/15/10
Administrative Council Approved 07/07/15
Administrative Council Approved 06/23/22

SECTION 400.37
CELL PHONE

Lake Region State College recognizes that certain employees must have reliable access to a cell phone to perform essential job responsibilities and maintain critical college operations.

Employees who are not designated as essential employees under this policy are responsible for the cost of their personal cell phone and data plans. LRSC will not provide a stipend, allowance, reimbursement, or other compensation for personal cell phone or data plan expenses.

Essential Employees

Employees designated as essential employees are required to carry a cell phone and remain accessible as required by their position to maintain critical infrastructure, operations, safety, and emergency response capabilities of the college. LRSC will provide an LRSC-issued cell phone and service plan to employees designated as essential employees. An essential employee may choose to use a personally owned cell phone in place of an LRSC-issued device; however, LRSC will not provide a stipend, reimbursement, allowance, or other compensation for the use of a personal cell phone or service plan.

When an essential employee is off campus and is responsible for being accessible for college business, the employee's office phone will be forwarded to the employee's designated cell phone when appropriate, unless other arrangements have been approved by the employee's supervisor.

LRSC-Issued Cell Phones

LRSC-issued cell phones and service plans remain the property of Lake Region State College and are provided for the purpose of conducting college business. Employees are responsible for the reasonable care and security of college-issued devices and must promptly report a lost, stolen, or damaged device to their supervisor.

Employees must return the LRSC-issued cell phone and related equipment when they leave the position, separate from employment, or are otherwise no longer eligible for a college-issued device.

Open Records and Records Retention

In accordance with the North Dakota Open Records Law (N.D.C.C. § 44-04-17.1), records related to college business may constitute public records regardless of whether they are created, sent, received, or maintained on an LRSC-issued device or an employee's personally owned device. This may include business-related text messages, emails, call logs, and other electronic communications.

Employees who choose to use a personally owned cell phone for college business should understand that records related to public business may be subject to an open records request. The personal device itself is not considered a public record solely because it is used for college business. Personal communications and other information unrelated to college business are not considered public records, and information that is confidential or exempt under applicable law may be withheld or redacted.

Employees are responsible for retaining business-related communications in accordance with applicable LRSC and North Dakota University System records retention requirements.

Essential Positions

Essential positions covered under this policy include:

i. President
ii. Physical Plant Director
iii. Physical Plant - Two (2) Shared Phones
iv. Director of IT Systems & Operations
v. Director of IT Service & Support
vi. Housing Director
vii. Resident Assistant – One (1) Shared Phone
viii. Chief of Police

History

Administrative Council Approved 05/08/2016

Administrative Council Approved (4,b,vii) 06/27/2016

College Council Approved 09/02/2026

Lake Region State College
Policy and Procedure Manual

SUBJECT: COLLEGE COUNCILS AND COMMITTEES
SECTION: 500. Index

Section 500.01 General
Section 500.02 Structure
Section 500.03 Faculty Senate
Section 500.04 College Councils
Section 500.05 College Committees
Section 500.06

SECTION 500.01
GENERAL

There shall be a system of councils and committees within LRSC which shall be established by the President as outlined herein. The purpose of this structure shall be to facilitate fulfillment of all constituents of LRSC. The specific objectives shall be as follows:

1. To provide a means to implement and review LRSC policies consistent with those of the State Board of Higher Education and the procedures of the North Dakota University System.
2. To insure smooth administration of LRSC.
3. To insure input from faculty, staff, and students into the decision-making process.
4. To provide forums for discussions and communication regarding LRSC issues.
5. To provide a means for formation and continuity of working committees.

History
College Council Approved 10/21/2025

Lake Region State College
Policy and Procedure Manual

SECTION 500.02
STRUCTURE

1. College Governance
    a. College Council
    b. Faculty Senate
    c. Staff Senate
    d. Student Senate
2. Committees and Councils
    a. Planning Council
    b. Scholarship and Awards Committee
    c. Technology Committee
    d. Diversity Committee
    e. Financial Aid Advisory Committee
    f. Personnel Review Board
    g. Retention Committee
    h. Student Engagement Committee
    i. Continuation of Operations (COOP)
    j. Safety/Loss Control Committee
    k. Food Service Advisory Committee
    l. Accreditation and Assessment
    m. Ad Hoc

History
Administrative Council Approved 11/16/2024
College Council Approved 10/21/2025
College Council Approved 02/13/2026

SECTION 500.03
STAFF SENATE, FACULTY SENATE, STUDENT SENATE

1. Staff Senate
    a. Purpose: To promote a spirit of cooperation and communication with faculty, staff, and students and to serve as the forum to identify and consider issues and matters related to staff.
    b. The Staff Senate will elect two representatives to serve on the College Council and report important information back to the Staff Senate.
    c. In accordance with procedures outlined in the Staff Senate Constitution (LRSC Policy 1400.01), the Staff Senate shall have established guidelines for each standing committee and will select a representative to serve on the State Staff Senate.
2. Faculty Senate
    a. Purpose: To facilitate and coordinate faculty participation in the development and recommendation of educational policies and procedures that shape the character of the institution.
    b. The Faculty Senate elects a representative to serve as an ad hoc member of the Community College Foundation and two representatives to serve on the College Council who will report important information back to the Faculty Senate.
    c. The Faculty Senate elects a representative for a three-year term to serve on the Council of College Faculties (CCF) for the NDUS, attending those meetings and reporting activities and decisions back to the Faculty Senate.
    d. The standing committees shall set up and function within the guidelines of the Faculty Senate Constitution as described in LRSC Policy 1400.02.
3. Student Senate
    a. Purpose: To provide for a representative system of self-government and to ensure students have a forum to express concerns in matters of interest to them.
    b. The Student Senate shall serve as a liaison between the student body, faculty, and administration.
    c. The Student Senate shall elect a representative to the ND Student Association in accordance with procedures outlined in LRSC Policy 1400.03.

History
College Council Approved 01/14/2026

SECTION 500.04
COLLEGE COUNCILS

1. College Council
    a. Membership: The President (Chair), Vice President of Administrative Affairs, Vice President of Advancement, Vice President of Student Affairs, Academic Division Dean, Career and Technical Education Dean, Nursing and Allied Health Division Dean, two faculty members (chosen by the Faculty Senate and representative of the divisions), two staff members (chosen by the Staff Senate and representative of the areas), and other members to be determined by the President. In carrying out their duties, members serve as liaisons for the representative groups and are encouraged to participate in their place.
    b. Functions:
        i. To establish policies and procedures for various functions and offices of the College
        ii. To establish an organizational structure for the College
        iii. To consider and approve all College events, functions, and activities consistent with College, NDUS, and State policies
        iv. To assist the President in efficient administration of the College
        v. To facilitate the general flow of information throughout the College
        vi. To assist in establishment of annual and biennial budgets, and to assist in administration of such budgets
        vii. To ensure compliance with governmental regulations and accreditation standards, while seeking continuous improvements for the College
        viii. To establish and sunset college-wide committees and taskforces, and to receive feedback from these groups.
    c. Meetings
        i. Regular - meetings are held every two (2) weeks or twice monthly
        ii. Special - as and when deemed necessary by the President
    d. Special Provisions
        i. Minutes of the College Council meetings shall be available to all faculty and staff members. These minutes shall be posted no later than seven (7) days following approval.
        ii. Agenda items may be introduced by the President and members of the College Council.
        iii. Other College Committee/Personnel may ask the President for time on the agenda to make presentations.
2. Planning Council
    a. Membership: The President (co-chair), Faculty or Staff Representative (co-chair), twelve voting LRSC campus members appointed annually by the President. Planning Council meetings will be open for any campus personnel to attend.
    b. Functions:
        i. To review and recommend foundational institutional statements (mission, vision, values)

ii. To evaluate internal and external factors that may impact the institution.
iii. To formulate long term priorities and goals
iv. To develop annual action plans to achieve strategic goals
v. To monitor progress on annual and long-range plans
vi. To make recommendations on budgets necessary to support plans

c. Meetings
    i. Regular – meetings are held twice monthly during the academic year. Meetings will be arranged based on member schedules.
    ii. Special – as and when deemed necessary by the President

---

History

Administrative Council Approved 500.04 (1) 09/14/1999
Administrative Council Approved 500.04 (1) 04/27/2021
Administrative Council Approved 500.04 08/27/2025
College Council Approved 500.04 (2) 02/13/2026
College Council Approved 500.04(1) 06/17/2026
College Council Approved 500.04 (2) 09/02/2026

Lake Region State College
Policy and Procedure Manual

SECTION 500.05
COLLEGE COMMITTEES

1. Composition: The makeup of each committee shall be determined by the President in consultation with College Council.
2. Appointments: The President shall make committee appointments for one (1) year, effective September 1st.
3. Officers: The first member listed for each committee shall call and preside over the initial meeting. The following officers for the ensuing year shall be elected at this initial meeting. The committee members will then elect a chairperson and a secretary.
4. Agendas: When possible, agendas shall be prepared in advance, and copies filed electronically in the committee folder on the network with notice to the President's Executive Assistant.
5. Minutes: Minutes of all meetings shall be circulated to all members of the committee within seven (7) days of the meeting. A copy of the minutes shall be saved to the committee folder on the network. When minutes have been approved, notice shall be given to the President's Executive Assistant.
6. Committees:
    a. Technology Committee*
        i. Membership: Director of IT, Academic Affairs Director or the VP for Academic Affairs, Athletic Director, Marketing Manager, Student Senate Representative, and three faculty members (one of whom teaches online).
        ii. Purpose: To provide a forum for input and advice regarding campus technology needs. To plan a budget for the student funded technology fee.
    b. Personnel Review Board
        i. Membership: Director of the Adult Learning Center, Controller, and TrainND Director. The Physical Plant Director will serve as the alternate.
        ii. Purpose: To hear employee appeals according to Policy 27 of the SBHE Human Resources Manual.
    c. Retention Committee
        i. Membership: VP of Student Affairs, Director of Student Success, Admissions Specialist, International Student Advisor, Academic Affairs Director, Athletic Director, Director of GFAFB campus, and one Faculty Senate member.
        ii. Purpose: To generate and use data to enhance rates of retention, persistence, and graduation.
    d. Student Engagement Committee
        i. Membership: Counselor, Housing Director, Learning Commons Director, Advancement Office Manager, and a representative from Student Success.
        ii. Purpose: To plan and host activities and events to increase student engagement on campus.
    e. Continuity of Operations (COOP)
        i. Membership: HR/Risk Management Director, IT Director, Physical Plant Director, VP of Student Affairs, VP for Advancement, and the LRSC Chief of Police.

ii. Purpose: To maintain a formal plan designed to minimize potential impacts during an event that can or does interfere with the essential functions of the college.

f. Safety/Loss Control Committee
   i. Membership: HR/Risk Management Director, VP for Administrative Affairs, IT Director, Physical Plant Director, a member of the LRSC Police Department, Executive Assistant to the President, Academic Affairs Director, Controller, Housing Director, and a faculty member from the Bergstrom Technical Center/Erlandson Building and the Hofstad Ag Center.
   ii. Purpose: To serve as a source for leadership and policy guidance on matters affecting risk management, environment, and occupational health, safety, and security of persons and properties.

g. Food Service Advisory Committee
   i. Membership: Food Service Director, VP of Administrative Affairs, IT Director, Athletic Director, Housing Director, Director of Student Success, one Faculty Senate member, and at least two students including one student athlete.
   ii. Purpose: To provide assistance in meal planning and dining services.

h. Accreditation and Assessment Committee
   i. Membership: Director of Academic Affairs, VP of Student Affairs, three Deans (Nursing & Allied Health, CTE, and Academic), and five members of the Faculty Senate.
   ii. Purpose: To maintain an up-to-date Assessment Plan and ensure all forms of assessment are completed as required. To assist in preparation for the HLC Assurance Review, Quality Initiative, and the HLC Assurance Argument.

i. Ad Hoc Committee
   The President may set up Ad Hoc Committees either to fulfill specified college functions or to plan and manage special projects. Such committees shall have definite time frames to complete their work, e.g. curricular planning groups, search committees.

History

Administrative Council Approved 500.05 (8) 05/01/2001
Administrative Council Approved 500.05 (8) 02/06/2001
Administrative Council Approved 500.05 (8) 05/05/2003
Administrative Council Approved 500.05 (8) 11/12/2009
Administrative Council Approved 500.05 (8,f,i & ii) 03/23/2016
College Council Approved 500.05 10/31/2025
College Council Approved 500.05 (6) 02/24/2026
College Council Approved 500.05 09/14/2026
College Council Approved 500.05 10/05/2026

Lake Region State College
Policy and Procedure Manual

SUBJECT: GENERAL EMPLOYMENT
SECTION: 600. Index

Section 600.01 Non Classified and Classified Personnel
Section 600.02 Position Descriptions
Section 600.03 General
Section 600.04 Non Classified Personnel
Section 600.05 Classified Personnel
Section 600.06 Classified Staff Development

SECTION 600.01
NON CLASSIFIED AND CLASSIFIED PERSONNEL

1. Non Classified:
   President
   Service Area Vice Presidents
2. Classified: All positions not listed above are classified and subject to the Broadbanding Personnel policies of the North Dakota University System.

History
Administrative Council Approved 10/14/19

SECTION 600.02
POSITION DESCRIPTIONS

Position descriptions for all personnel are on file in the Human Resources Office.

History

SECTION 600.03
GENERAL

1. Classified personnel shall be governed by the provisions found in four specific reference manuals:
    a. North Dakota University System Human Resource Policy Manual
    b. North Dakota University System Procedure Manual
    c. State Board of Higher Education Policy Manual
    d. Lake Region State College Policy and Procedure Manual
2. Insurance: The following types of insurance programs are available for classified personnel. Details are available from the Human Resources Office:
    a. Health Insurance
    b. Group Life Insurance
    c. Disability Insurance
    d. Worker's Compensation Insurance
    e. Unemployment Compensation Insurance
    f. Employees have the opportunity to enroll in dental, vision, long-term care, additional life, and other insurance.
3. The Salary Administration Policy (See Article 400.35).

Professional Membership: It is the policy of Lake Region State College that all employees have the opportunity to participate in and be members of the LRSC Chapter of the North Dakota Employees Association. Administrators may allow release time for employees to attend NDPEA meetings only if the release time does not interfere with work required for efficient and successful operation of LRSC.

History
Administrative Counsel Approved 10/14/2019

SECTION 600.04
NON-CLASSIFIED PERSONNEL

Non-classified personnel as described in Article 600.01 serve as the senior management team for LRSC. The President serves as the Chief Executive Officer. The Administrative Council includes the President and the Service Area Vice Presidents. These non-classified personnel are designated as officers of the institution.

History
Administrative Council Approved 12/20/12
Administrative Council Approved 10/14/19

SECTION 600.05
CLASSIFIED PERSONNEL

1. All classified employees of Lake Region State College, except those herein excluded, are subject to the classification of the North Dakota University Broadbanding System.
2. Lake Region State College personnel excluded from the Broadbanding System are the President, Service Area Vice Presidents, and faculty.
3. A complete copy of the North Dakota University System Human Resource Policy Manual is available in the Lake Region State College Administrative Affairs Office and on the LRSC website.

History
Administrative Council Approved 10/14/19

SECTION 600.06
CLASSIFIED STAFF DEVELOPMENT

1. Tuition Waiver: All regular employees will be allowed release time from their regular duties for the purpose of enrolling in up to three (3) academic per calendar year at any state institution of higher learning subject to the following:
    a. The employee must obtain an *Employee Tuition Waiver Request* from the Administrative Affairs Office.
    b. Approval must be obtained from the appropriate supervisor.
    c. The signed tuition waiver form is then submitted to the Administrative Affairs Office to meet the specified deadline at the state institution at which the employee is requesting to enroll.
2. Classified Staff Development Fund: Classified Staff members 'have an opportunity to attend workshops or conferences relating to their work experiences.' Staff members apply to the Staff Welfare Committee for development funds by completing the *Application for Staff Welfare Development Funds* form. The guidelines for the staff welfare professional development fund application process are as follows:
    a. Any full-time or part time classified staff member is eligible to apply for use of staff welfare funds. Awards will be considered on a case-by-case basis. Applicants must receive approval from their supervisor prior to applying.
    b. Applications should be submitted at least two weeks before funds are needed.
    c. Staff Welfare Committee members will review the application and attempt to act upon them within one week.
    d. The following items must accompany the application:
        i. Conferences and Workshops
            1. Conference or workshop information
            2. Approved absence from campus form
            3. List of expenses
        ii. Work-related professional development or courses of study not subject for tuition waiver
            1. Institution offering course
            2. Course description and relevance to position
    e. Staff Welfare will provide a maximum of $500 per application towards expenses.
    f. Staff members may not receive more than $500 annually from this program.
    g. Application forms are available in the President's Office. Questions may be directed to the Staff Welfare Committee.

History
Administrative Council Approved 600.06 (2) 09/10/02

Lake Region State College
Policy and Procedure Manual

SUBJECT: FACULTY
SECTION: 700. Index

Section 700.01 General
Section 700.02 North Dakota University System
Section 700.03 Qualification and Selection
Section 700.03.01 Faculty Communications Proficiency
Section 700.04 Salaries
Section 700.05 Insurance
Section 700.06 Position Description
Section 700.07 Teaching Policies
Section 700.08 Field Trips
Section 700.09 Faculty Evaluation
Section 700.10 Faculty Records
Section 700.11 Faculty Development
Section 700.11.01 Faculty Senate Professional Growth Committee Guidelines
Section 700.12 Continuing Education for Faculty
Section 700.13 Institutional Tenure Guidelines
Section 700.14 Faculty Rank/Promotions
Section 700.15 Holidays
Section 700.16 Absences and Types of Leave
Section 700.17 Travel
Section 700.18 Academic Freedom
Section 700.19 Resignation
Section 700.20 Tenured Faculty Termination Related to a Program Closure
Section 700.21 Conflict of Interest
Section 700.22 Faculty Grievance Procedure
Section 700.23 Program Review and Improvement
Section 700.24 Annual Program Enrollment Report
Section 700.25 Other Provisions
Section 700.27 Institutional Assessment

SECTION 700.01
GENERAL

1. Faculty shall be governed by the provisions found in two references:
    a. North Dakota University System of Higher Education Policy Manual
    b. Lake Region State College Policies and Procedures Manual
2. The remuneration and service conditions of faculty members is a consultative process between the President and the Faculty Senate and its respective committees. Final determination will be made by the President and the State Board of Higher Education as required.
3. All provisions of Chapter 700. Of this Manual shall be applicable to full-time faculty members with relevant provisions also applicable to adjunct/part-time faculty members. For operational procedures refer to the latest revision of the Lake Region State College Faculty Handbook.

History

SECTION 700.02
NORTH DAKOTA UNIVERSITY SYSTEM

1. The North Dakota University System (NDUS) publishes a Procedure Manual that can be found on the NDUS website.
2. The State Board of Higher Education (SBHE) publishes a Policy Manual that can be found on the NDUS website.
3. The North Dakota University System (NDUS) publishes a Human Resource Policy Manual that can be found on the NDUS website.

History
Administrative Counsel approved 11/12/19

SECTION 700.03
QUALIFICATION AND SELECTION

1. Qualification: The President, in consultation with the Vice President of Academic and Student Affairs, shall prescribe qualifications and the level and nature of experience for all faculty positions.
2. Selection: The President, in consultation with the Vice President of Academic and Student Affairs, shall establish the procedures and selection criteria for filling any vacant faculty position.

Faculty at Lake Region State College shall meet or exceed the identified minimum qualifications to teach as outlined in this policy.

3. Definitions
    a. Faculty: Benefitted and non-benefited, full and part-time, including those whose salary is paid by a third party, whose primary responsibility is to provide instruction through any mode of delivery (i.e. traditional face to face, interactive video, and online), at any location (on campus or off campus at a distance site), and for any purpose (degree seeking, non-degree seeking, dual credit, and early entry). The definition of faculty does not include guest lecturers, industry experts, business or political leaders, and others who deliver information or demonstrate skills at the request of faculty who are assigned the responsibility to develop and deliver the curriculum.
        i. Academic Faculty: Those faculty whose teaching assignments include general education courses, or other "non-occupational courses", in subjects that prepare students to transfer to baccalaureate degree granting institutions.
        ii. Career and Technical Education (CTE) Faculty: Those faculty whose teaching assignments are in programs designed to prepare students to enter the workforce following graduation.
        iii. Academic Skills Faculty: Those faculty teaching courses that do not qualify for transferable college credit and are preparatory in nature. English as a Second Language (ESL) instructors are included in this category.
    b. Academic Credentials: Those certificates, diplomas, and degrees earned and awarded from an accredited institution of higher learning.
        i. "Master's degree in the discipline or subfield". Discipline shall refer to a specific field or subject, while subfield shall refer to a focus of specialization or component. All degree types (e.g. MS, MA, Med, MAT, etc.) are included.
        ii. "Graduate credit" refers to all credits for coursework, research, teaching, and other professional activities, earned post-baccalaureate, and awarded by the college or university. Graduate credit also includes any credit awarded pre-baccalaureate (or when a baccalaureate degree is irrelevant) taken specifically for graduate credit.
    c. Experience: The relevant experience a faculty member has, that is significant and measurable. This may include industry qualifications and certifications earned during employment or professional volunteer work. It may also include expertise that can be quantified through real world experiences, accomplishments, awards, publications,

attendance at discipline specific training, professional memberships, conference attendance, leadership roles held in relevant professional associations, and other similar means.

d. Qualified Faculty: Faculty Qualifications may be determined by a combination of academic credentials, progress toward academic credentials, and equivalent experience, however:
    i. Academic faculty shall ordinarily possess a master's degree or higher. Should a member of the academic faculty possess a master's degree in a discipline or subfield other than that in which they teach, that faculty member should have 18 graduate credits in that discipline or subfield or possess a combination of education and equivalent experience (including research, scholarship, recognized achievement, or other related activities) sufficient to demonstrate expertise.
        1. With approval from the VP for Academic Affairs, academic faculty may be approved to teach while they make progress toward their faculty qualifications.
    ii. Career and technical education faculty shall possess a sufficient combination of academic credentials and tested experience that demonstrate the ability to understand and convey the essentials of the discipline that a student should master at various course and program levels. CTE faculty must be able to engage professionally with colleagues in determining the learning objectives for all graduates of a program and possess the full scope of knowledge, skills, and abilities.

4. Responsibility
    a. The Vice President of Academic and Student Affairs shall be responsible for the assessment of qualifications of all existing faculty.
    b. Existing faculty who do not meet the minimum requirements to be "qualified" under "d" above may continue to teach courses in accordance with their contract and regular course assignments, provided:
        i. The faculty member has in place a qualifications plan approved by the Vice President for Academic and Student Affairs. An approved qualifications plan shall include:
            1. Degree(s) needed and/or courses to be completed;
            2. The institution of higher education where the courses will be completed or the degree earned;
            3. The timeline for course completion and degree completion (if applicable); and
            4. The identification of any professional growth activities, workshops, and/or certifications that must be completed and the related timeline.
        ii. The faculty member is actively working toward meeting the minimum requirements of the qualifications plan through their enrollment in graduate courses and/or other professional growth activities.
5. Tuition Assistance and other Remuneration
    a. Lake Region State College will reimburse approved faculty for the tuition, mandatory fees, course fees, and books for graduate courses taken in accordance with the approved qualifications plan.
        i. Such reimbursement will not exceed the maximum tuition and fees assessed by an NDUS institution and may be reimbursed upon enrollment. In the event the

course is not completed with a grade of “C” or higher, the course is dropped, or the faculty member is otherwise withdrawn, the faculty member will be ineligible for reimbursement for the next course taken pursuant to the approved qualifications plan.

ii. Reimbursement will not be provided when other funds are available to pay the tuition, mandatory fees, course fees, and/or books. Examples of other funds that could be available include, scholarships, tuition waivers, grants, public tuition payment programs (e.g. GI Bill, Military TA) or other public or private third party payments.

iii. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be designated for tuition reimbursement until the faculty member has met the graduate credit requirement of their qualification plan.

b. Lake Region State College will reimburse benefitted faculty for the full cost of attendance at workshops and other professional development activities that are included in the approved qualifications plan.

i. The first priority of travel funds normally assigned to the department and professional growth funds available to the faculty member shall be used for this purpose unless these funds have already been used for tuition reimbursement.

c. The tuition assistance and funding outlined in this policy may be withdrawn should the President declare a financial necessity.

History

Administrative Council Approved 08/29/16
Administrative Council Approved 02/17/22
Administrative Council Approved 08/29/24

SECTION 700.03.01
FACULTY COMMUNICATIONS PROFICIENCY

Purpose: Lake Region State College has established a process for verifying communication skills for all personnel whose appointments include classroom instruction. Communication, both oral and written, is, by definition, an interchange involving both the sender and the receiver. Lake Region State College has taken both sender and receiver into account when developing communication skills verification. The policy affirms the university commitment to cultural diversity, as articulated by the Lake Region State College mission statement and general education outcomes. The policy is supportive of all Lake Region State College instructional personnel and their efforts to continuously improve their communication skills.

1. Process and standards for validating and assessing proficiency
   - 3.1 Faculty:
     The minimum qualifications for the position will include "effective oral and written communication skills.
   - 2.1.1 Validating written communication proficiency:
     Candidates may be required to provide materials suitable for evaluating written communication proficiency. Such materials should include a letter of application and samples of their written work(s). In addition, LRSC may wish to specifically request that letters of reference include comments concerning communication. LRSC will use categories of excellent, satisfactory, or unsatisfactory in evaluating written communication proficiency. An overall rating of satisfactory is considered to be a minimal qualification.
   - 2.1.2 Validating spoken communication proficiency:
     Candidates may be required to make an oral presentation suitable for evaluating communication proficiency. LRSC will use categories of excellent, satisfactory, or unsatisfactory in evaluating spoken communication proficiency. An overall rating of satisfactory is considered to be a minimal qualification.
   - 2.2.1 Test of English as a Foreign Language (TOEFL):
     All potential teaching faculty whose first language is not English must submit a Test of English as a Foreign Language (TOEFL) score of no less than 600 (or equivalent computer score) to the college. A score of 600 is considered to demonstrate near-native proficiency in listening comprehension, the ability to understand English as spoken in North America, structure and written expression, the ability to recognize language that is appropriate for standard written English, vocabulary and reading comprehension, and the ability to understand nontechnical reading matter. The TOEFL examination is administered throughout the year locally, regionally, and in the students' homelands.
   - 2.2.2 Requirements for spoken communications proficiency:
     Potential teaching faculty whose first language is not English must obtain a minimum score of 250 on the Test of Spoken English (TSE). This locally administered examination assesses oral language proficiency of English spoken in North America. It evaluates a person's overall comprehensibility, pronunciation, grammar, and fluency. A score of 250 indicates that the individual is generally comprehensible to Americans who are not used

to listening to speakers whose first language is not English. Table 1 provides descriptions of TSE test score ranges and their meanings.

Table 1 Generic Description of TSE Test Score Ranges

150-199	Generally comprehensible but with frequent errors in pronunciation, grammar, choice of vocabulary items, and with some pauses and rephrasing.
200-249	Generally comprehensible with some errors in pronunciations, grammar, choice of vocabulary items, or with pauses or occasional rephrasing.
250-300	Completely comprehensible in normal speech, with occasional grammatical or pronunciation errors in very colloquial phrases.

2.2.3 LRSC is responsible for determining and documenting the communication proficiency of all faculty.

1. Determination of Proficiency Prior to Employment:
   As described within Section A, potential teaching assistants and faculty are evaluated for proficiency prior to employment.
2. Registration of Concerns:
   The resolution of conflicts concerning communication proficiency is best solved as close to the source as possible. Students are urged to contact the instructor to discuss concerns. If the conflict cannot be resolved with the instructor, the student may meet with the Vice President for Academic Affairs or the Vice President's designee. Administrators who receive formal complaints must respond and take appropriate action within 15 days. Students should move from one level to another only if an acceptable resolution cannot be reached at the lower level. Anyone retaliating against a student who files a complaint under this policy is subject to disciplinary action, up to and including termination. The ultimate responsibility for the resolution of such complaints will reside with the Office of the Vice President for Academic and Student Affairs. This office will be responsible for verifying the appropriate remedial action, is carried out.
3. Student Notification:
   This policy will be referenced in the Student Handbook, College Catalog and posted on the college website.
4. Reviewing Effectiveness of the Policy:
   This policy will be reviewed periodically in an interval of not less than every two (2) years by the Vice President for Academic Affairs or designee.

History
Administrative Council Approved 07/11/06
Administrative Council Approved 12/21/15

SECTION 700.04
SALARIES

1. The Annual Faculty Evaluation will be completed in accordance with the State Board of Higher Education 605.6 so that "institution procedures shall provide for annual evaluation of all full time faculty." Faculty members' salaries are determined by the President, in consultation with the Vice President of Academic and Student Affairs and the Faculty Welfare Committee of the Faculty Senate.
2. "Faculty Salary Guidelines" (See Chapter 400.35) are developed by the Administrative Council in conjunction with the Faculty Senate and provide parameters for salary assignments for all faculty, determining appropriate salary adjustments and salary increases. At the time of employment a *Salary Determination* form is completed to reflect a faculty member's initial placement within these categories. The guidelines are not binding, negotiated contracts with faculty, but every effort is made to follow the guidelines in administering faculty salaries. An updated *Salary Determination* form will be included with each faculty member's yearly contract.
3. Part-time and faculty overload pay is outlined in the Salary Administration Policy, Chapter 400.35 and is determined by the President in consultation with the Faculty Senate.
4. Deductions
    a. Four (4) deductions are automatically made from monthly salary checks, including Federal Social Security Tax, Federal Withholding Tax, State Withholding Tax, and retirement plan assessment(s).
    b. With proper authorization from a faculty member, other deductions may also be made, provided they have been authorized by the NDUS and approved by the Vice President of Administrative Affairs.
    c. Flex Comp Plan: The Flexible Benefits Program (Flex Comp) is a separate, written benefit plan maintained by an employer for the benefit of employees under which all eligible employees have the opportunity to select any or all of the following three (3) options: premium conversion, medical spending account, and dependent care spending account.
    d. Employee Assistance Program (EAP): The Employee Assistance Program is a confidential assessment/counseling/referral service staffed by trained professionals who can help employees and their families evaluate problems and take positive action to resolve them.
    e. Assignments and satisfaction of garnishments may also be deducted when appropriate direction is received from the court system.
5. Faculty members on a nine (9) month contract are given the option of receiving their contract salary in twenty-four (24) installments beginning in September and ending in August or eighteen (18) installments beginning in September and ending in May.

History
Administrative Council Approved 700.04 (1) 02/07/03
Administrative Council Approved Updates 12/21/15

SECTION 700.05
INSURANCE

The following types of insurance programs are available for faculty members. Details are available from the Administrative Affairs Office. To encourage early notification of resignation, Lake Region State College will continue to pay for health and life insurance through August 31, if necessary.

1. Health Insurance: Sanford Health group plan
2. Group Life Insurance
3. Disability Insurance
4. Worker's Compensation Insurance
5. Unemployment Compensation Insurance
6. Employees have the opportunity to enroll in dental, long-term care, additional life, and other insurance.

History
Administrative Council Approved 08/21/01

SECTION 700.06
POSITION DESCRIPTION

All faculty members/instructors will report to the Vice President of Academic and Student Affairs. Specific duties/responsibilities include:

1. Instruction of students in accordance with the schedule determined by the Vice President of Academic and Student Affairs and in furthering the best interests of the students. This is comprised of a minimum of thirty-five (35) hours per week of instruction and office time.
2. Revision and update of program curriculum and keeping course syllabi current on an annual basis and on file in the Vice President of Academic and Student Affairs. The syllabus shall comply with the Course Syllabus Instructions and required components.
3. Selection and ordering of textbooks and supplemental material for courses offered. At least one week before ordering textbooks and supplemental materials the faculty and the Vice President of Academic and Student Affairs will coordinate the faculty selection of a textbook(s) for distance delivery, considering cost efficiencies for students.
4. Maintenance of class attendance records.
5. Maintenance of office hours adequate for assisting students in reaching their objectives.
6. Report of absences from campus (due to illness, personal leave, educational or institutional services) to the Vice President of Academic and Student Affairs, and making prior arrangement for any leave request other than illness.
7. Assessment of equipment and supply needs for areas taught, and placing requisitions with the Vice President of Academic and Student Affairs for purchase of such materials.
8. Inventory of furniture, equipment, and supplies in assigned classroom, lab, shop, and/or office.
9. Service as student advisor in accordance with standard academic advisement policy. Student Affairs personnel prepare an Advisor's Handbook, which is available in the Student Affairs Office. Advisees are initially assigned to an advisor by the Student Affairs Office. Students may initiate a change of advisor by obtaining the new advisor's signature on the *Change of Advisor* form.
10. Prompt and accurate submission of all necessary LRSC administrative procedures.
11. Cooperation with administration, counselors, and other personnel in class scheduling and development of library and instructional resources.
12. Service on college committees in keeping with abilities and interests.
13. Recognition of LRSC's involvement in the community and acceptance of assignments in speaking to community groups, participating as judges for various community events, and serving the community as consultant in development of civic projects.
14. Maintenance of a view of the total instructional needs of the instructional division and LRSC as a whole.
15. Adherence to the Lake Region State College Faculty Handbook (See Faculty Handbook).
16. Other duties as assigned by the Vice President of Academic and Student Affairs.

History
Administrative Council Approved 700.06 (3) 08/21/01
Administrative Council Approved 700.06 (2) 12/21/15

SECTION 700.07
TEACHING POLICIES

1. Course Outline and Objectives:
   Each instructor is responsible for developing a course syllabus for each course he/she teaches. A copy of the course syllabus and any additional materials the instructor wishes to develop is distributed to each student at the first class session. Copies of the syllabus are filed in the Academic Affairs Office.
2. Course Changes and New Courses/Programs:
   Course changes or new courses or programs may be authorized only by the University System of Higher Education. Proper procedures must be followed by faculty members if they wish to recommend changes (See Chapter 900: Article 900.01 and article 900.02)
3. Reporting of Grades:
   a. All grades must be submitted to the Office of the Registrar on the day and time designated for each semester.
   b. It is the responsibility of the Vice President of the Academic and Student Affairs Office to ensure that this is done on time.
   c. Grading policies are explained in detail in Article 800.16 of this Manual.
4. Records and Reports:
   Each faculty member is expected to keep accurate records and make required reports efficiently and on time. Proper maintenance of records is each member's responsibility in addition to instruction classroom and assigned duties.
5. Class Size and Teaching Load:
   a. Effort is made to achieve equitable distribution of class size. Enrollment will be restricted for courses in which small size has a special advantages, e.g., laboratory sections, language classes, and classes where discussion is important. Lecture courses will have larger enrollment ceilings depending on the classroom size and teaching format. The faculty member and the Vice President of Academic and Student Affairs and /or the Grand Forks Air Force Base Director will determine maximum class size. Any override of maximum class size will require instructor's written permission.
   b. Whenever possible a full-time faculty will be assigned classes to constitute a full load within their field of expertise.
   c. A full faculty load shall be thirty (30) credits per academic year, exclusive of summer session. Faculty shall be paid overload credits taught in excess of thirty (30) unless the Vice President of Academic and Student Affairs determines program low enrollment or institutional financial exigency. Load considerations may include such factors as number of class preparations, number of advisees, committee assignments, special projects, and other factors. Auto and Diesel Technology faculty shall teach thirty (30) contact hours/week for regular load. Faculty with half-time (1/2) contracts, other than Adult Farm Management, will teach 14-16 credits per academic year. For load calculation purposes and overload part-time pay, each 1 credit laboratory (3 contact hours) will count as 1.5 credits. (ex. Faculty member teaches BIOL 150/151 they count as 4.5 credits.) For additional information see also Faculty Load Policy, page 8 of Salary Administration Policy. (Chapter 400.35).

6. Schedule Change Request:
   If an instructor wishes to change any information on the term schedule after the term schedule has been finalized (such as the time or day a class meets, or the location of a class) a "Schedule Change Request" form must be completed and submitted to the Academic Affairs Office.
7. Administrative Withdrawal:
   a. An instructor may initiate an administrative withdrawal procedure to remove a student from a class due to non-attendance. See 'Attendance Policy' in the College Catalog and Student Handbook/Calendar.
   b. The *Request for Administrative Withdrawal* form should be completed and submitted to the Registrar's Office on or before the last day the student may drop the class.
   c. The student has the right to appeal the instructor's action to the Curriculum and Academic Standards Committee of the Faculty Senate.
8. Dual Credit and Hometown University:
   This policy outlines the College's procedures for the administration, instruction, and delivery of these courses. (See Chapter 900.10)
9. Student Rights:
   Faculty members are required to familiarize themselves with the rights of students established by federal and state laws, North Dakota University System of Higher Education policies, and College Policies and procedures (See Chapter 800.: Student Affairs.)
10. Faculty Oaths:
    Section 610 of the North Dakota State Board of Higher Education Policy Manual states: "Every member of the academic staff at university system institutions, before entering upon the discharge of their duties, shall execute the oath or affirmation required by N.D.C.C. §15-37-02. The oath shall be executed in duplicate and one copy shall be filed at the institution and one copy given to the academic staff member.

History
Administrative Council Approved 700.07 (5) 10/29/02
Administrative Council Approved 700.07 (5, a)

SECTION 700.08
FIELD TRIPS

All field trips must be requested by the instructor using a *Field Trip Information Request* form and approved by the Vice President of Academic and Student Affairs and the President before said trip is finalized. Applications for field trips must be made no later than five (5) days before the trip is made. Only field trips that have definite instructional value will be given consideration.

History
Administrative Council Approved Update 12/21/15

SECTION 700.09
FACULTY EVALUATION

Faculty shall be evaluated utilizing three (3) components:

1. Supervisor evaluation
2. Student evaluation
3. Classroom observations

The evaluations are intended to be used as instruments for improvements of instruction. The Vice President of Academic and Student Affairs may use the evaluation for salary promotions and/or retention. These evaluations will also be available to the Faculty Senate Tenure Committee as provided for under the Institutional Tenure Guidelines (See Article 700.13).

1. Faculty Evaluations
    a. A supervisory evaluation will be conducted each year when a classroom observation evaluation is not scheduled.
    b. A *Class Observation Evaluation* will be used as the standard evaluation instrument with the following frequency*
        i. Year 1: One evaluation in fall, one evaluation in spring.
        ii. Year 2, 4, and 6: One evaluation during the school year.
        iii. Year 7 and beyond: One evaluation every three years.
        iv. Part-time faculty evaluations will be conducted following the same schedule as above (i.-iii.) for full-time faculty.
        *Additional evaluation may be conducted upon the instructor's request or at the discretion of the administration in the case of non-tenured faculty.
    c. One (1) calendar weeks' notice shall be given to the instructor prior to any class observation evaluation.
    d. Within one (1) week, the supervisor will meet with the faculty member to review the class observation evaluation. Upon completion of the review, the faculty member will sign the evaluation and be given an opportunity to make comments or observations of their own.
    e. If the instructor disagrees with the supervisor's evaluation or the class observation evaluation, an evaluation by the President may be requested. This second evaluation by the President shall also be included in the faculty member's file.
2. Student Evaluations
    a. Frequency*
        i. Non-Tenured Faculty: One class each semester
        ii. Tenured Faculty: One class each year.
        iii. Part-time Faculty: One class each semester.
        *Additional student evaluations may be conducted upon instructor's request or at the discretion of the administration in the case of non-tenured faculty.
    b. A *Student Opinion of Teaching Effectiveness* form will be the standard evaluation instrument.
    c. Forms will be distributed and returned to the Vice President of Academic and Student Affairs Office by a designated student in each class.

d. Forms will be tabulated by summarizing both the numerical and written responses. The summary will be returned to the instructor.

History

Administrative Council Approved 700.09 (2) 08/31/99
Administrative Council Approved 700.09 (2) 05/02/01
Administrative Council Approved 700.09 (2) 09/10/02
Administrative Council Approved 700.09 (2) 10/29/02
Administrative Council Approved 700.09 (2) 12/18/12
Administrative Council Approved 700.09(1, b,c,d,e and 2,a,i) 12/21/15

SECTION 700.10
FACULTY RECORDS

Faculty records will be maintained in accordance with the open records provisions of the North Dakota Century Code. Faculty members may request a review of their personnel folders according to state law provisions. Faculty personnel files including contracts, supervisory evaluations, and class observation reports are maintained in the Administrative Affairs Office with the exception of student evaluations, which are on file in the Academic Affairs Office. Faculty tenure portfolios are maintained by the faculty.

History
Administrative Council Approved Update 12/21/15

SECTION 700.11
FACULTY DEVELOPMENT

1. Program: The Professional Growth Committee of the Faculty Senate shall establish and maintain an ongoing Faculty Development Program. The program shall be subject to approval by the President. The program shall be monitored and records of activities shall be maintained by the Professional Growth Committee.
2. Growth Plan: Each Faculty Senate member shall submit an annual plan for professional growth. This plan shall contain an analysis of knowledge, skills, and competencies to be acquired during the year. This plan shall also contain a list of activities to be engaged in order to achieve these goals. See *Faculty Professional Growth Plan* Form.
3. Funding to support additional professional growth activities will be allocated by the Professional Growth Committee on the basis of priorities established by the Committee (See Faculty Senate Professional Growth Committee Guidelines in Article 700.11.01). Faculty requesting funds must submit the *Application for Professional Development Funds*.
4. At the Professional Growth Committee's December meeting, the chairperson will calculate the remaining unallocated funds available. The committee will then consider applications for faculty who didn't submit a growth plan by the specified deadline. Any remaining unallocated funds will be made available. Applications previously rejected due to submitting a late growth plan will be reconsidered.

History
Administrative Council Approved 07/14/09
Administrative Council Approved 700.11 (4)

SECTION 700.11.01
FACULTY SENATE PROFESSIONAL GROWTH COMMITTEE GUIDELINES

1. The intent of the Professional Growth Committee will be to promote professional development for improvement in each faculty member's teaching ability, knowledge, and skills. Unless otherwise directed by the President the yearly funds distributed to the Professional Growth Committee will be calculated by multiplying the number of Faculty Senate members times four hundred and fifty dollars ($450).
2. Each member of the Faculty Senate must submit a Professional Growth Plan by the last Friday in September or upon application for funds, whichever is first, to the Chair of the Professional Growth Committee.
3. Each member may apply for a maximum of $4,000 over a two-year period. (The two-year period begins July 1st of each odd numbered years). The Professional Growth Committee shall allocate funds based on funding guidelines approved by the President. Payments and reimbursement may be approved/paid from the fund by majority vote of the committee and/or at the direction of the President.
4. The funding request must support the individual's Professional Growth Plan, or a revised plan may be required. Upon completion of the funded activity, the recipient will share new knowledge with their colleagues. Faculty will do a presentation during the fall in-service of the academic year following the year in which funds were used.
5. Prior to requesting funds, the applicant must have secured approval to be absent from campus and approved travel authorization. Out-of-state travel requires approval from the VP of Academic Affairs. International travel requires approval by the President.
6. The Professional Growth Committee will prepare a year-end report for the Administrative Council prior to July 1st of each year.

History
Administrative Council Approved 11/20/02
Administrative Council Approved 700.11.01 (5) 02/04/03
Administrative Council Approved 700.11.01 (2) 03/12/15
Administrative Council Approved 700.11.01 (4, 7) 12/21/15
Administrative Council Approved 700.11.01 (4) 11/08/21
Administrative Council Approved 700.11.01 04/29/25

SECTION 700.12
CONTINUING EDUCATION FOR FACULTY

All permanent faculty may be allowed release time from their regular duties for the purpose of enrolling in up to three (3) academic classes per calendar year at any state institution of higher learning subject to the following:

1. The faculty member must obtain an *Employee Tuition Waiver Request* form from the Administrative Affairs Office.
2. Approval must be obtained from the Vice President of Academic and Student Affairs.
3. The signed *Tuition Waiver* form is then submitted by a specified deadline at the state institution where the faculty member is requesting to enroll.

History

SECTION 700.13
INSTITUTIONAL TENURE GUIDELINES

1. Statement of Regulation: The North Dakota University System of Higher Education retains unto itself final and absolute authority to grant tenure. To assist in this decision, the Board takes into consideration recommendations of the Lake Region State College faculty and endorsement of the President.
2. Consideration for Tenure Status: To qualify for Consideration of tenure a faculty member must:
    a. Complete six (6) years of probationary service to the College
    b. Be recommended for tenure by the Lake Region State College Faculty Senate Tenure Committee.
    c. Receive the endorsement of the President of Lake Region State College.
3. Credit for Previous Professional Experience: An individual with previous teaching experience may, at the discretion of the College, be given tenure credit not to exceed three (3) years. Such credit will be regarded as service to the College for the purpose of this policy. The decision to award credit for previous teaching experience shall be made in writing by the President at the time of the original employment by completing the *Salary Determination* Form.
4. Tenure Committee: The Faculty Senate Tenure Committee shall consist of five (5) members with tenure status as determined by the Faculty Senate Constitution (See Chapter 1400.02)
5. Tenure-Granting Procedures
    a. In September of each academic year the President shall notify those persons who are eligible for tenure and submit these names to the Faculty Senate Tenure Committee for consideration.
    b. It is the tenure applicant's responsibility to develop and present an application portfolio to the Faculty Senate Tenure Committee.
    c. The Faculty Senate Tenure Committee may ask the tenure applicant to supplement materials when appropriate, may request a meeting with the Vice President of Academic and Student Affairs, and may take other reasonable steps to assure it has an adequate basis from which to make its recommendation.
    d. The Faculty Senate Tenure Committee may have access to the individual's master personnel file if the tenure applicant provides the Committee with written permission to review his/her master personnel file.
    e. The Faculty Senate Tenure Committee shall vote on each case individually.
    f. The Faculty Senate Tenure Committee shall report its final determination, in writing, to each tenure applicant and to the President.
    g. The President will present those candidates who qualify for consideration to the NDUS Vice Chancellor of Academic and Student Affairs for action.
    h. The President of Lake Region State College shall inform each applicant of the Board's final decision.
6. Tenure Application Process
    a. The faculty member who is eligible for consideration of tenure will complete and present an application portfolio to the Faculty Senate Tenure Committee by November, 15. Failure to prepare the application portfolio shall be interpreted as a disinterest in tenure.

b. Contents of the application portfolio
    i. A letter of application supporting the request for tenure and evaluation data which would include:
        1. Student evaluations
        2. Evaluation reports for the past five (5) years prepared by the Vice President of Academic and Student Affairs or the Vice President's designee
        3. Any reaction from the applicant to these evaluations
    ii. Current transcripts and documentation of any additional courses, workshops, or seminars.
    iii. A minimum of four letters of recommendation which would include letters from:
        1. The Vice President of Academic and Student Affairs
        2. A peer from within the applicant's division
        3. A peer from outside the applicant's division
    iv. Such other materials as the applicant may desire to include.

7. Evaluation Criteria Used by Tenure Committee:
    a. Teaching effectiveness, as demonstrated by such things as student and faculty evaluations, development and use of teaching materials, examinations and course outlines.
    b. Fulfillment of professional responsibilities, as demonstrated by such things as involvement with student advisees; serving on division, college and system-wide committees/councils; and membership and service to professional organizations.
    c. Mastery of the subject matter in discipline, as demonstrated by such things as honors, awards, and publications in subject matter and addresses and presentations of scholarly papers and exhibits.
    d. Continuing scholarly growth, as demonstrated by such things as fellowships, original research, and additional college credits. Candidates teaching in the academic discipline must have earned a Master's Degree. Candidates teaching in the career and technical areas must have earned a Bachelor's Degree.
    e. Contributions to the College and the community, as demonstrated by such things as exhibits and performances which bring positive recognition to the College, involvement in co-curricular activities, participation in department and community activities, and participation on student recruitment.
8. Appeal of Tenure Decision:
    a. In the event that a Faculty Senate Tenure Committee decides not to recommend tenure, the applicant may appeal the Committee's decision before the full Faculty Senate.
    b. In the event that the President determines that the applicant will not receive the President's endorsement, the applicant may appeal the President's decision following the Institutional grievance procedure.
9. Post-Tenure Review
    a. The Tenure Committee will conduct a post-tenure review of all tenured faculty during the third year after their initial awarding of tenured status and at least every five years thereafter.
    b. In September of the relevant academic year, the Academic Affairs office shall notify the candidate and the Tenure Committee of the required post-tenure review.
    c. By November 15th, the candidate must submit a portfolio of updates since their last tenure review with the following:

i. Student evaluations and supervisory evaluations
ii. All classroom observation reports
iii. Any professional development attended, certifications issued, academic coursework completed, and/or credentials earned
iv. Any honors, awards, publications, research performed and/or leadership positions held
v. Any memberships and/or service to professional organizations
vi. Contributions to the college and community through involvement with community spirited organizations, co-curricular activities, campus committee assignments, and/or student clubs

d. The Tenure Committee will review the portfolio of updates and prepare a letter to the culminating committee indicating whether or not the candidate is meeting or exceeding expectations of teaching effectiveness, fulfillment of professional responsibilities, continued scholarly growth, and ongoing service to the college and community (as described in Section 7 above). The Tenure Committee may request additional information if needed for clarification.

e. A culminating committee, consisting of the VP for Academic Affairs, the designated supervisor of the candidate, and two members of the Tenure Committee (one of which must be from the same division as the candidate) will forward a letter to the President with the committee's recommendation. Should a majority of the culminating committee determine that the candidate has not met expectations, the committee shall recommend continuation of tenure with conditions and/or consequences, or removal from position.
    i. Where the designated supervisor and the VP for Academic Affairs are the same, the Director of Academic Affairs shall serve as the second ranking administrator on the culminating committee.
    ii. A candidate aggrieved by the policy adopted under this section, or the decision made, shall have the right to appeal following the institutional grievance procedure.

10. Faculty Procedure to Change Tenure Track Positions:
    a. In the event that a faculty member requests consideration to change from non-tenure to tenure track status the following criteria for eligibility must first be met:
        i. The faculty member has been a full-time Lake Region State College faculty member for five (5) consecutive contract years. This application can be submitted during the fifth contract year.
        ii. The faculty member is not a member of a low enrollment program for the previous two (2) years.
    b. A faculty member with this five (5) years Lake Region State College teaching experience, may be given no more than three years tenure credit.
    c. The faculty member who meets the eligibility requirements shall appear and present the written justification no later than the February Faculty Senate Tenure Committee meeting. The written request shall provide evidence of teaching effectiveness, fulfillment of professional responsibilities, mastery of subject matter in the discipline, and the scholarly growth by the completion of a Master's Degree in the academic discipline or a Bachelor's Degree in the career and technical disciplines.
    d. The Tenure Committee shall forward their recommendation in a letter to the Vice President of Academic and Student Affairs within ten (10) business days. If the Tenure

Committee decides against a positive recommendation, the faculty member may appeal the decision to the full Faculty Senate at the next Faculty Senate meeting.

e. The Vice President of Academic and Student Affairs shall prepare a letter of recommendation to the President within ten (10) business days.
f. The President shall forward a letter of decision to the faculty member and the Tenure Committee by the first business day in May.

History

Executive Dean Approved 700.13 (8) 06/01/88
Administrative Council Approved 700.13 (8) 12/18/12
Administrative Council Approved 700.13 (9) 12/18/12
Administrative Council Approved Updates to (5g, 7d, 9c) 04/21/16
Administrative Council Approved Updates to (9) 02/10/2025
Administrative Council Approved Updates to (9) 05/19/2025
Administrative Council Approved Updates to (9) 09/24/2025

SECTION 700.14
FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized. Faculty members will retain their rank/status after moving into a professional staff status.
3. Definitions of Faculty Rank:
    a. Instructor - Full-time, tenure and non-tenure track.
    b. Assistant Professor - Full-time, tenure and non-tenure track faculty.
    c. Associate Professor - Full-time, tenured and non-tenure track faculty.
    d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship teaching in an academic discipline shall possess a master's degree. Applicants for assistant professorship teaching in a CTE discipline should possess a bachelor's degree plus CTE certification. By January 1, the candidate for promotion to the rank of Assistant Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
    a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
    b. Evidence of quality instruction, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods, two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague).
    c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
    d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the College.
6. Application Procedure for Associate Professorship: Applicants for associate professorship teaching in an academic discipline shall possess a master's degree. Applicants for associate professorship teaching in a CTE discipline shall possess a bachelor's degree plus CTE certification. By January 1, the candidate for promotion to the rank of the Associate Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
    a. Evidence of three (3) years of service in the rank of Assistant Professor at Lake Region State College.
    b. Evidence of quality instruction, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, two

recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague).

c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the college.

7. Application Procedure for Professorship: Applicants for full professorship teaching in an academic discipline shall possess a master's degree plus twelve graduate semester hours. Applicants for professorship teaching in a CTE discipline should ordinarily possess a master's degree plus CTE certification. By January 1, the candidate for promotion to the rank of professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
    a. Evidence of three (3) years of service in the rank of Associate Professor at Lake Region State College.
    b. Evidence of quality instruction, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague)
    c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
    d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the College.
8. Evaluation and Review Procedure:
    a. The chairperson of the Tenure Committee shall convene the committee for examination of the portfolio. The Vice President of Academic and Student Affairs shall provide the committee with documentation of the applicant's teaching effectiveness and other data as appropriate.
    b. The committee shall make a determination by majority vote as to whether the candidate fulfills the criteria for promotion. In the event that the Tenure Committee decides not to recommend promotion, the applicant may appeal the committee's decision before the full Faculty Senate.
    c. Upon the approval of the Tenure Committee or the full Faculty Senate, the Tenure Committee shall forward the results to the Vice President of Academic and Student Affairs. In the event that the Vice President of Academic and Student Affairs decides not to recommend the candidate may appeal the decision before the President.
    d. If the President supports the recommendation for promotion, the rank will then be awarded.
    e. In the event the President determines that the applicant will not receive promotion, the applicant may appeal the President's decision following the Institutional grievance procedure.

History

Executive Dean Approved 12/01/93
Administrative Council Approved 700.14 (3. c. and 6.) 05/11/15
Administrative Council Approved 700.14 (2)

Administrative Council Approved 700.14 (6)
Administrative Council Approved 700.14 (4, 8c) 04/21/16
Administrative Council Approved 700.14 12/03/18

SECTION 700.15
HOLIDAYS

1. Legal holidays shall be observed on New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and every day appointed by the President of the United States or by the Governor of the State for a public holiday.
2. If such holiday falls on a Saturday, the preceding Friday shall be the holiday, or if the holiday fall on Sunday, the Monday following shall be the holiday.

History

SECTION 700.16
ABSENCES AND TYPES OF LEAVE

1. Faculty is expected to meet with classes on time as scheduled.
2. When a faculty member cannot meet a class, it is his/her responsibility to notify the Vice President of Academic and Student Affairs and to make appropriate arrangements. In the event the Vice President of Academic and Student Affairs is unavailable, the President should be notified. In no case are faculty members to cancel on their own initiative. It is fully expected that College instructors will have occasions when they must attend professional meeting or clinics which will necessitate absence from class. Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, etc., take place during their absence. Whenever a classroom is being used by students under the above circumstances, an instructor should be available to informally supervise the activity. The office staff is available to administer tests during such absences, and often times a fellow faculty member will substitute for the occasion. Whenever an instructor is ill, the Vice President of Academic and Student Affairs should be notified immediately. If possible, directions for class work should be given. Class cancellations due to inclement weather shall be authorized by the President and announced through local radio stations.
3. Sick Leave:
    a. Sick leave, including maternity, is a benefit granted by the institution to faculty. It is an insurance benefit allowing faculty members to build a reserve of days they can use for their extended illness. Sick leave may be used by a faculty when:
        i. The faculty member is ill or injured and is unable to work.
        ii. The faculty member has an appointment for the diagnosis or treatment of a medically related condition.
        iii. The faculty member who wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health or well-being. Eligible family members include the faculty's spouse, parent (natural, adoptive, foster, and step-parent); child (natural, adoptive foster, and step-child); or any other family member who is financially or legally dependent upon the faculty member or who resides with the faculty for the purpose of the faculty providing care to the family members. Sick leave used for these purposes shall not exceed eighty hours per calendar year, except that with the concurrence of the appropriate administrative office, an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval.
    b. Faculty members who use sick leave are responsible for informing their supervisors prior to the start of their scheduled work period. The next working day returning faculty members will complete an "Employee Leave From" indicating personal or dependent sick leave. Missing a scheduled class due to faculty or dependent illness must be taken on a minimum of half-day (4 or 8 hour increments) basis. A faculty member taking more

than five (5) consecutive days of sick leave during any year may be required to submit satisfactory medical verification to the Vice President of Academic and Student Affairs when deemed necessary. Benefited faculty with a summer contract will accumulate one (1) day of sick leave per four (4) weeks of employment.

c. Sick leave is granted on the basis of continuous service from date of employment for full-time and half-time faculty. Sick leave for full-time faculty is granted on the basis of ten (10) days per academic year of service. Sick leave for half-time or more faculty is granted on a basis of five (5) days per academic years of service.
d. A faculty member with at least ten (10) continuous years of state employment, who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the faculty's unused sick leave accrued. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the faculty member's salary or wage ate the time the faculty leaves the employ of the state.
e. At the discretion of the Vice President of Academic and Student Affairs, a faculty member may be granted sick leave in advance of the accumulation thereof. If a faculty member terminates employment, any sick leave taken in advance of accumulation shall be deducted from the faculty's last paycheck. Accrued sick leave is transferable to any state agency if transferable sick leave is recognized by that agency or institution.
f. Current full-time Lake Region State College faculty employed at the time that this policy take effect July 1, 2003 shall be granted accumulated sick leave of eight (8) days per academic year of employment at Lake Region State College. Current half-time Lake Region State College faculty shall be granted accumulated sick leave of four (4) days per academic year of employment at Lake Region State College. There is a no limit to the number of sick leave days that a faculty member may accrue.
g. This sick leave policy does not impact any personal or bereavement leave.
h. LRSC faculty have the option to donate sick leave to the other LRSC faculty subject to the same rules currently in place for LRSC staff.

4. Personal Leave: When a full-time (9, 10 or 11 month) faculty senate member needs to be away from campus and miss class for reasons not covered by 700.16 (2), Sick Leave or 700.16 (5), Leave of Absence. Each faculty member may be granted up to two days of personal leave per academic year. For every 10 years completed full-time service the faculty will get one additional personal day, however not more than four days of personal leave will be allowed during any one academic year. Faculty requesting personal leave must complete the Employee Leave form and get the Vice President of Academic Affairs signature at least five (5) days prior to the date of their leave (when possible). Instructors shall plan their work in advance so that library assignments, student-directed discussion groups, panel, assignments posted to Lake Region State College's Learning Management System etc., take place during their absence. Personal leave may be used in half-day and full-day increments only and not more than two days of any individual course may be missed per semester by using leave under this policy. Generally, personal leave will not be approved to extend calendar breaks (i.e. Thanksgiving, Easter, spring break, etc.) or for use during faculty in-service. Personal leave does not accrue and days may not be banked for use in future years. The days would be monitored and recorded by the Academic Affairs Office and would not have cash value at contract termination.
5. Leaves of Absences: All faculty leave requests shall be submitted to the Vice President of Academic and Student Affairs using the *Absence from Campus and Travel Authorization Request* form Approval for each type of leave shall follow procedures outlined herein.
    a. Developmental Leave: Upon recommendation from the President and approval by the University System of Higher Education, a member of the faculty who has served the

institution at least six (6) years may be granted a developmental leave for re-training and /or professional development providing institutional resources are available and the workload is absorbed within the existing staff resources allocations. Prior to the leave being granted, a written proposal on the planned use of the leave must be presented identifying the activities to be carried forth with the useful contributions to be developed for the benefit to the Institution, to the State and to the individual. The proposal shall also include detail of the institutional source of funds for the stipend and an agreement signed by the individual to return to the system upon completion of the leave for a period of time at least equal to the leave time or to refund the Institution's stipend payment.

i. Developmental leave salary may be supplemented with non-institutional grants and /or aids which may bring the total stipend to an amount equal to but not to exceed the budgeted salary for the leave period.
ii. Grants providing for extensive travel expenses incurred during the leave shall not be considered a part of the total salary.
iii. Developmental leave may not exceed twelve (12) months, and the College stipend my not exceed fifty percent (50%) of annual salary.

b. Leave of Absence: Under certain conditions a leave of absence shall be granted to an instructor for the purpose of advancing ones education or to upgrade trade competency. Re-employment the year following the leave of absence may, under certain circumstances, be granted with no guarantee for re-employment.
c. Jury Duty: An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.
d. Military Leave: Annual leave for military training at full pay is permitted for up to twenty (20) working days.
e. *Honor Guard Leave* - Honor guard leave is an approved absence from work, with pay, of up to twenty-four working hours per calendar year for an employee to participate in an honor guard for a funeral service of a veteran. Honor guard means an individual with an essential ceremonial role in the funeral service of a veteran. An essential ceremonial role includes being a member of the flag bearers, a member of the flag folding team, a member of the firing party, the bugler, or the honor guard captain. Honor Guard leave is not considered annual or sick leave. The leave may be granted even if the absence interferes with the normal operations of the institution.
f. *Institution Closures* - An institution or part of an institution may be closed due to severe weather or other reason justifying closure.
    i. The institution president or officer delegated authority by the president has authority to close the institution. The action shall be communicated to employees, students and other interested persons through local media or other reasonable means.
    ii. When the institution remains open, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.
g. *Funeral Leave* - An approved absence from work, with pay, of up to twenty-four working hours, may be provided to an employee to attend or make arrangements for a funeral, as a result of a death in the employee's family, or in the family of an employee's spouse. Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

History

Administrative Council Approved 700.16 (3) 12/20/12
Administrative Council Approved 700.16 (3) Council 12/20/12
Administrative Council Approved 700.16 (3) 05/05/03
Administrative Council Approved 700.16 (4) 12/09/13
Administrative Council Approved 700.16 (5) 04/01/09
Administrative Council Approved 700.16 (3, b) 02/10/15
Administrative Council Approved 700.16 (3,4) 03/12/15
Administrative Council Approved 700.16 (e, f, g) 4/21/16

SECTION 700.17
TRAVEL

1. All faculty travel shall be approved in advance by the Vice President of Academic and Student Affairs.
2. The *Travel Authorization Request* form shall be used for recording all travel requests and approval thereof.
3. Reimbursement for official travel shall follow guidelines laid down by the College (See Chapter 400.06 Travel Policy)

History
Administrative Council Approved 700.17 (1) 08/21/01
Administrative Council Approved 700.17 (2) 04/21/16

SECTION 700.18
ACADEMIC FREEDOM

1. Lake Region State College shall foster a free and open academic community for faculty members, students, and all other employees who engage in scholarly work.
2. Academic freedom is the freedom, without institutional, political, or other outside pressure or restraint, to explore any avenues of scholarship, research, and creative expression, and to speak or write on matters of public concern, as well as on matters related to professional duties and the functioning of the NDUS and the institution. Faculty are entitled the freedom in designing and teaching their assigned courses. Faculty members shall be free to involve interested students or other professionals in their scholarship or research and pursue funding from internal or external sources to support it. Essential to this principle is the toleration of the conflict of ideas and the opportunity for the expression of diverse points of view. Faculty members and other NDUS employees who engage in scholarly work shall be subject to the full protections of speech and expression accorded to students under SBHE Policy 503.1 and 503.3.
3. Academic Responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make clear that when one is speaking on matters of public interest, one is not speaking for the NDUS or any of its institutions. In pursuing scholarly work, faculty and NDUS employees acknowledge the importance of intellectual integrity, accuracy in research and publication, and upholding the principles governing the free and open exchange of ideas, even where those ideas conflict.
4. Faculty at institutions under the control of the SBHE shall generally adhere to the 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments adopted by the American Association of University Professors, which provides that *"Teachers are entitled freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject."* As a result, no faculty member may face adverse employment action for classroom speech unless the speech is not reasonably germane to the subject matter of the class as broadly construed and comprises a substantial portion of classroom instruction. As a general rule, faculty shall not face discipline or adverse employment action based on classroom speech unless such speech violates other institutional policies or procedures. Institutions may provide additional protections for classroom speech and the speech of faculty in instruction-related activities, such as office hours, mentoring, advising, or other situations.

History
Adopted 08/16/19
Administrative Council Approved 06/30/21

SECTION 700.19
RESIGNATION

After a member of the faculty has signed a contract agreeing to its terms for the ensuing academic year, the faculty member and the College should expect to plan accordingly. A member of the faculty may request a release from the contract through the following procedure:

1. A letter of resignation shall be submitted to the President through the Vice President of Academic and Student Affairs.
2. Only under exceptional circumstances, and where a suitable replacement can be found, will such requests be considered after July 1st or after the faculty has signed the contract whichever come later. A faculty member has thirty days to sign a contract after its issuance.

History

SECTION 700.20
TENURED FACULTY TERMINATION RELATED TO A PROGRAM CLOSURE

The following is the "means by which faculty participation will be provided in resolving the following questions in cases where termination of tenured faculty is necessary" per Section 605.E2, a. b. c. of the North Dakota State Board of Higher Education Policy Manual:

1. Prior to the decision to terminate tenured faculty, the President shall meet with the Faculty Senate during the fall semester to demonstrate the need for the action.
2. The administrative proposal for reduction recommendation will then be forwarded to the Curriculum and Academic Standards Committee for study and then presented to the Faculty Senate for its recommendation. If the President does not concur with the Faculty Senate recommendations, the President has the authority to recommend a particular course of action. The President will first meet with the Faculty Senate to seek mutual understanding and support for the recommended proposal. If agreement cannot be reached and the President wishes to proceed, it will be necessary that the specific recommendations and justifications are prepared in writing and given to each member of the Faculty Senate. Examples of factors that may be considered are enrollment trends, size of department, and whether or not there are other departments in the state system of higher education.
3. After an individual department has been selected for a reduction in personnel, it shall be the responsibility of the Faculty Senate working in concert with the Vice President of Academic and Student Affairs to recommend to the President which appointment(s) will be terminated. Significant points to be considered are length of service and tenure status of faculty members within any affected unit or program area. Other factors to be considered, and which may be conclusive, include curriculum requirements, professional achievement, breath of competence, and equal employment opportunity. If desired, the faculty member(s) can apply for a review of this action as provided in the Board policy.

History

SECTION 700.21
CONFLICT OF INTEREST

1. No member of the professional staff shall be privileged to use the time or the facilities or the College for the personal gain or profit other than the salary which is received from the State for professional services. Included among the restricted activities are consulting, fabrication, printing, and work for pay during normal work hours.
2. No faculty, staff, facilities, or equipment shall be used for other than institutional purposes unless payment is made on the same basis as charged to commercial concerns or other outside groups or persons.
3. Faculty and Staff may engage in consulting activities so long as the work is of a purely professional nature and does not in any way interfere with the duties of the individual concerned.
4. Permission to engage in consulting practice is obtained in advance from the appropriate administrative officer. (See NDUS Policy Manual 611.4)
5. A faculty member who receives grant monies from external sources for the purposes of producing scholarly research may on his/her own time outside from normal work hours use the facilities and equipment of the College for those purposes so long as the research is of a professional and scholarly nature and does not interfere with the duties of the individual concerned. The College may collect a fee of up to but not to exceed ten percent (10%) of the total grant monies received by the faculty member as compensation for the use of such facilities and equipment in accordance with an agreement to be arranged by consultation between the faculty member and the President before the research project itself is begun. A faculty member may use College facilities and equipment to prepare and submit grant applications to external sources free of charge.

History
Administrative Council Approved 01/25/00

SECTION 700.22
FACULTY GRIEVANCE PROCEDURE

1. Definition of "grievance"
   "GRIEVANCE" means: an allegation of a violation of a specific Board or institutional policy, procedure or practice pertaining to the employment relationship. This includes the terms of the grievant's employment contract and this policy. The discretionary actions of salary adjustments and performance evaluations may not be grieved, except to determine:
   a. Whether the discretionary action was made in accordance with relevant Board or institutional policies, practices, procedures, or criteria.
   b. Whether the action constitutes clear abuse of discretion. Complaints involving any matters covered under NDUS Policy Manual Sections 605.3 or 605.4 are not grievances under this policy.

   Grievances cannot be filed against written Board and institutional policies per se.
   a. Purpose: It is the policy of Lake Region State College that all faculty of the college are provided specific and equitable procedures which afford due process for resolving grievances.
   b. Application: This policy only applies to faculty as defined in section 605.1 (NDUS Policy Manual). It does not apply to classified staff or to administrators or coaches.
2. The Informal Process:
   Faculty have the right to present grievances to their supervisors and are assured academic freedom, freedom from discrimination, coercion, restraint or reprisal in presenting grievances. If the concern is not resolved informally, the faculty member has the right to file a formal written grievance or attempt to resolve though mediations. All references to work days shall be to actual days worked at the normal work site by the person required to respond. The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:
   a. The faculty member should attempt to discuss the complaint with the person who appears to be the source of the grievance (the respondent).
   b. If the problem is not resolved at the first step, the faculty member should take the complaint to the respondent's supervisor.
   c. If the problem is not resolved to the satisfaction of the faculty member through the informal process with the Vice President of the Academic and Student Affairs, then the faculty member may enter the Formal Grievance Process by filing a written grievance for a hearing within 20 working days of the initiation of the informal process.
3. The Formal Process:
   a. A faculty employee shall explain in writing the grievance to the Vice President of Academic and Student Affairs. A copy of each step should be submitted to the Personnel Director who shall keep official records of the progress of a grievance regarding specific time limits. The written grievance will include the cause of the grievance and provide a suggested remedy. A formal written grievance must be brought within five (5) working days after the Informal Grievance Process has been exhausted. The Vice President of Academic and Student Affairs shall reach a decision and communicate it in writing to the

faculty employee within ten (10) working days of their receipt of the written grievance. Every effort should be made to settle grievances at this stage.

b. If the grievance is not settled in step one of the Formal Process, the faculty employee shall file an appeal to the Faculty Rights Committee within five (5) working days of the receipt of the Vice President of Academic and Student Affairs decision. The Faculty Rights Committee shall hold a hearing with the persons concerned in the grievance within ten (10) working days. The Faculty Rights Committee shall determine whether the grievance has merit, deciding whether to accept or reject the proposed remedy of the faculty employee. The Faculty Rights Committee may prescribe alternative remedies to otherwise resolve the grievance. Within five (5) working days after completion of the hearing, the Faculty Rights Committee shall present its written decision to the Vice President of Academic and Student Affairs, the employee, and the institution's President.
c. If the grievance is not settled in either of the above steps of the Formal Process, the faculty employee or the Vice President of Academic and Student Affairs, within five (5) working days after receiving all information on the grievance, the President shall provide a written decision. The President's decision shall be final. Any disposition which is not appealed by the faculty employee within the time allowed at each level shall be considered settled and binding on the employee.

History

Administrative Council Approved 05/05/03

SECTION 700.23
PROGRAM REVIEW AND IMPROVEMENT

The purpose of the Program Review is to assess the strengths of each program examined and to discover areas for growth and improvement. The Program Review Report will be used by the Administrative Council to determine if a program/degree will be continued, restructured or discontinued as part of the Lake Region's curricula.

1. Year 1:
    a. In years ending with 3, 6, and 9 (for example: 2016, 2019 and 2023) The Vice President of Academic and Student Affairs, in collaboration with the President of the Faculty Senate, shall - at the First Faculty Senate meeting of the academic year - appoint a committee comprised of faculty members representing the Instructional Divisions (Business, Trade & Technical and Academic), and ex officio members: Vice President of Academic and Student Affairs, the current Faculty Senate President and one staff member to implement the Program Review Process utilizing the measures developed by the Program Review Committee in 2001-2002 and to prepare a Program Review Report.
    b. Each Program Review Report shall address the extent to which the program has successfully dealt with the concerns of a preceding Program Review and/or vocational evaluation.
    c. Program Review Reports will be completed and submitted Faculty Senate and to the Administrative Council by February 1 for evaluation.
    d. By March 30, the Administrative Council shall present to the Faculty Senate the program evaluation results and recommendations. The Council shall notify programs if they are under review for restructuring and/or possible program closure and outline the improvements or progress that is desired.
2. Year 2:
    a. During the summer and academic year following a Program Review, all notified programs shall take measures to improve in stated areas of concern and to carry out recommendations for improvement. At the end of this academic year, only the programs under review for possible closure and low enrollment programs shall complete a Program Review Follow-Up Report and submit it to the Faculty Senate and to the Administrative Council by April 15.
    b. At the May Faculty Senate meeting the Administrative Council shall present to the Faculty Senate its decisions and actions taken in response to the Program Review Follow-Up Reports, providing notification and justification for any proposed closure of specific programs.
    c. If the closure of a program impacts a tenured faculty member, Article 700.20 of the Lake Region State College Policies and Procedures Manual goes into effect.

History
Administrative Council Approved 05/01/06

Lake Region State College
Policy and Procedure Manual

SECTION 700.24
ANNUAL PROGRAM ENROLLMENT REPORT

1. The Vice President of Academic Affairs, in collaboration with the Director of Academic Affairs, shall produce a program enrollment report by October 15 of each academic year. The report will include an NDUS faculty load report and program enrollments by: freshmen, sophomore, full and part-time students.
2. Any CTE program with fewer than nine (9) full time students per FTE faculty will be reviewed as low enrollment program (part-time students credit hours will be totaled and divided by 12 and added to total). Liberal Arts departments with less than a 20:1 student-faculty ratio will also be reviewed for low enrollment.
3. Prior to an official designation as low enrollment, the Vice President of Academic Affairs, in cooperation with the program faculty, shall conduct a comprehensive review to identify the key indicators of program strength as they relate to enrollment. These indicators may include the ending enrollment numbers for at least the previous three terms, verification of all students in the program, any changes in the number of program faculty, the program's budget (not to include salaries and benefits), the number of program related courses delivered by part time instructors (and related enrollments), prior marketing efforts, employer partners or the lack thereof, and industry strength and hiring trends.
4. The Vice President of Academic Affairs shall make an official recommendation to the College Council as to whether or not the program will be officially listed as a low enrollment program for the current academic year, only after this comprehensive review has been completed.
5. Each year, faculty in a program officially designated as low enrollment will review their program and complete an action plan for improvement in collaboration with the Marketing Manager, Director of Academic Affairs, and the Vice President of Academic Affairs. The plan must be completed by December 30 with the implementation of the plan during the spring and summer terms.
6. Programs/departments listed on low enrollment status for two consecutive years will be notified in writing that the program may be considered for restructuring or closure during the next academic year.

History

Administrative Council Approved 03/22/2013
College Council Approved 10/31/2025

SECTION 700.25
OTHER PROVISIONS

1. Faculty members should familiarize themselves with the provisions contained in other chapters of this manual. There are many provisions (other than those contained in this chapter) which have bearing on their rights, duties, and responsibilities.
2. Lake Region State College policies that apply to all faculty, staff, students, and campus visitors can be found within this manual.

History

Lake Region State College
Policy and Procedure Manual

SECTION 700.26
COURSE MATERIALS

Lake Region State College (LRSC) is responsible for the overall quality and long-term stewardship of its academic programs. To support this responsibility, LRSC retains ownership of curriculum, including, but not limited to syllabi, course shells, modules, presentations, assignments, discussions, exercises, quizzes, and examinations. LRSC will retain and continue using online course materials to ensure uninterrupted delivery of academic programs. The college may update or modify any of its instructional materials at its discretion.

LRSC recognizes the professional expertise, creativity, and academic contributions of faculty in the development of courses and instructional materials. Faculty members are entitled to retain copies of the instructional materials they develop, provided that institutional branding, proprietary information, and confidential student information are protected. Faculty are also permitted to utilize and discuss these materials for evaluation and professional development purposes and may adapt these materials as appropriate.

LRSC does not claim ownership of other intellectual property except when ownership is otherwise governed by federal or state law, system policy, grant requirements, contractual agreements, or specific institutional arrangements.

History
College Council Approved 10/05/2026

Lake Region State College
Policy and Procedure Manual

SECTION 700.27
INSTITUTIONAL ASSESSMENT

The purpose of the Institutional Assessment Report is to accurately report and evaluate student learning across all aspects of education at Lake Region State College. The report will be used by the faculty, leadership, and the College Council to identify areas for the growth and improvement of student learning.

1. In years ending in an even number (zero included), the Director of Academic Affairs, in collaboration with the Athletic Director and Assessment & Accreditation Committee shall complete the institutional assessment report.
2. All assessments required in the college's approved Assessment Plan shall be documented.
3. The assessment report data will be completed by the end of the fall semester and shall be inclusive of all data for the previous two academic years.
4. The Assessment & Accreditation Committee shall review the information and include formal recommendations to ensure improvement in the assessment process and to enhance student learning.
5. The VP for Academic Affairs shall present the report to the College Council at the first meeting in January. The College Council shall act on the assessment outcomes and the recommendations contained in the report. Action items identified by the College Council shall be put into place for the next academic year.

History
College Council Approved 02/13/2026

Lake Region State College
Policy and Procedure Manual

SUBJECT: STUDENT AFFAIRS
SECTION: 800. Index

Section 800.01 General
Section 800.02 Admissions: Standards, Requirements, Access, Application Process
Section 800.03 Admissions: Special Categories and Exceptions
Section 800.04 Classification of Students
Section 800.05 Credit Hours and Contact Hours
Section 800.06 Tuition and Fees: Refund
Section 800.07 Student Criminal History Background Check
Section 800.08 Residence Life/Housing: Facilities, Contracts and Regulations
Section 800.09 Health Services
Section 800.10
Section 800.11 Student Insurance
Section 800.12 Standards of Satisfactory Progress for Financial Aid Eligibility
Section 800.13 Educational Rights/Access to Records
Section 800.13.01 Consumer Information
Section 800.14 Attendance
Section 800.15 Withdrawal from College
Section 800.16 Grading System
Section 800.17 Establishing Prior Credit
Section 800.18 Grade Point Average and Academic Progress
Section 800.19 Change of Registration
Section 800.20 Graduation Requirements
Section 800.21 Transcripts and Transferring
Section 800.22 Student Government
Section 800.23 Student Organizations
Section 800.24 Intramural Recreation Program

Section 800.25 Use of College Facilities
Section 800.26 The Den Recreation Room
Section 800.27 Weight Room
Section 800.28 College-Sponsored Field Trips and Activities
Section 800.29 Cares Team
Section 800.30 Student Conduct
Section 800.31 Student Complaint and Grievance Procedures
Section 800.32 Other Provisions
Section 800.33 Service Animals and Housing Accommodation Animals
Section 800.34 Disability Services Policy

Lake Region State College
Policy and Procedure Manual

SECTION 800.01
GENERAL

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

Students are required to familiarize themselves with the policies and procedures of the institution. The Policy and Procedure manual is available on the LRSC website.

History
Administrative Council Approved 12/07/15
Administrative Council Approved 05/31/2023

SECTION 800.02
ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

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

The following students are exempt from this admission requirement:

1. Early Entry students will need to submit an unofficial high school transcript.
2. Transfer students who have completed 24 or more semesters credits or 36 quarter hours of transferable credits are not required to submit a high school transcript.

iii. An official transcript of any previous college.

1. A transfer student on academic probation from another college will be admitted on academic probation.
2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Vice President of Student Affairs for enrollment if they can document circumstances contributing to academic difficulty.

6. Immunizations:
    a. Measles, Mumps and Rubella: Students enrolled at Lake Region State College must provide documentation of immunity to measles, mumps and rubella. Documentation of immunity means:
        1. Evidence of two doses of measles, mumps and rubella vaccine no less than 28 days apart from a licensed physician or health department official; or
        2. Blood testing which proves immunity exists; or
        3. A birth date prior to 1957.
    b. Meningococcal: Students aged 21 and younger must provide documentation of meningococcal immunity. Documentation of immunity means evidence of at least one dose of meningococcal conjugates vaccine at age 16 or older.
    c. The following students are exempt from providing proof of immunization to measles, mumps, rubella, and meningococcal:
        i. Students enrolled only as early entry,
        ii. Students enrolled only in distance learning or other courses taught off campus,
        iii. Students enrolled collaboratively when LRSC is the provider campus,
        iv. Students enrolled only in continuing education or non-credit courses,
        v. The student is a North Dakota University System benefitted employees.
    d. Exemptions to the policy may also be granted when a licensed physician certifies that a students should not be immunized for measles, mumps or rubella or if a student's beliefs prohibit immunization.
    e. Any individual who has been exempted from any of the immunization requirements may be required to stay off campus, including exclusion from campus activities, in the event off an outbreak of a communicable disease until the danger is over.
    f. Evidence of immunization may be shared with another institution of higher education or other entity upon request of the student and with public health authorities during a public health emergency.
    g. Tuberculosis: Testing is required of international students from high-risk countries as identified by the World Health Organization and any other student determined to be high risk for TB exposure.
7. Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to register in subsequent semesters or receive an official transcript until the admissions file is complete.

History
Administrative Council Approved 12/07/15
Administrative Council Approved 06/27/16
Administrative Council Approved 08/28/17
Administrative Council Approved 06/30/21
Administrative Council Approved 07/27/21
Administrative Council Approved 05/31/2023
College Council Approved 06/17/2026

SECTION 800.03
ADMISSIONS: CATEGORIES AND EXCEPTIONS

1. Special Groups: At times Lake Region State College may contract to train and educate special groups of students. In such cases, admissions requirements may be waived or altered and special requirements established with the approval of the President.
2. International Students:
    a. LRSC is authorized under federal law to enroll non-immigrant, alien student~~s~~.
    b. An international student seeking admission to LRSC must submit all admissions items as required of all new or transfer students.
    c. All transcripts, including high school or postsecondary transcripts for institutions not located in the US, must be submitted for evaluation to the foreign credentials service of America (FCSA) or member organizations of the national association of credential evaluation services (NACES) or the association of international credit evaluators (AICE) if evaluation cannot be provided by trained admission staff.
        i. Official Secondary and Official Postsecondary transcript criteria are defined in SBHE Policy 411. Where official transcripts are necessary, LRSC will comply with those criteria.
        ii. Non-degree seeking students participating in a J-1 cultural exchange program, not exceeding two semesters in length, are exempt from the transcript evaluation requirement in 2.c above.
    d. Additional health requirements, such as tuberculosis testing for students originating from high risks countries, may apply.
    e. International students are required to live in campus housing throughout their entire course of study at LRSC. International students are also required to purchase a meal plan. For the first semester, international students are required to purchase the most comprehensive meal plan. For subsequent semesters, students may choose an alternate meal plan, unless they are a member of an athletic team.
    f. International students are required to provide the International Student Advisor with the following before the I-20 Form may be issued.
        i. A picture of your passport biographic page.
        ii. A form I-20 Application with evidence of adequate funding as required by SEVP.
        iii. If English is not the student's native language, students must submit evidence of English proficiency as required by NDUS procedure 411.5.
3. Additional identification of prospective students will be required when the following conditions exist:
    a. Permanent Residents will be required to provide a copy of their Permanent Resident card.
    b. Names which appear to be probable errors will require the student to supply additional documentation for proof of identity such as a copy of a government issued identification card (social security card, passport, etc.)
4. Home educated students must provide the following:
    a. A high school transcript, complete with graduation date, a listing of classes completed, performance score or grade (with key explaining grading) in each class in grades nine

through twelve, which must be verified by the parent or the instructor; and additional information that may be required such as providing course syllabi and/or description of course content; or

b. a GED transcript.

5. LRSC is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In conformance with the Crime Awareness and Campus Security Act of 1990, and State Board of Higher Education Policy 402, the following policy applies:
    a. LRSC, in accordance with SBHE policy 511 and NDUS procedure 511, will require the applicant to answer the safety and security questions on the admissions application.
    b. LRSC may place conditions on the enrollment of applicants, and the return of former students if LRSC determines such person represents a safety risk to students, employees, or property. Criteria for determining if an applicant or former student represents a safety risk may include but is not limited to: 1) a criminal background that includes crimes involving injury or threat of injury to others or property damage, 2) prior disciplinary actions at LRSC or another institution, 3) status as a sex offender or offender against children, 4) prior or continued substance abuse, 5) the totality of criminal behavior which may indicate a likelihood to reoffend, and 6) other like indicators of risk. Behaviors that may mitigate risk include evidence of treatment, duration of sobriety, acceptance of responsibility, and the amount of time that has passed since the most recent offense. The Vice President of Student Affairs will review applicants that may pose a risk and determine if any enrollment conditions are necessary.
    c. Applicants will be notified in writing of any enrollment conditions imposed by the Vice President of Student Affairs. Applicants have the right to appeal that decision to the Vice President for Academic Affairs within 10 calendar days of the date the notice was received. Appeals must be in writing, include a statement of reason why the decision should be reconsidered, and shall include supporting documentation. In evaluating the appeal, the Vice President for Academic Affairs may ask for a review and recommendation from the LRSC Cares Team. The decision of the Vice President for Academic Affairs is final.

History

Administrative Council Approved 12/07/2015

Administrative Council Approved 05/31/2023

College Council Approved 10/08/2025

College Council Approved 09/03/2026

SECTION 800.04
CLASSIFICATION OF STUDENTS

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

History
Administrative Council Approved 07/30/08
Administrative Council Approved 12/21/15

SECTION 800.05
CREDIT HOURS AND CONTACT HOURS

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

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

History
Administrative Council Approved 12/21/15

SECTION 800.06
TUITION AND FEES: REFUND

The information below is based on the North Dakota University System Refund Policy, which can be found at http://www.ndus.edu. Policy and Procedure 830.2.

1. Refunds for Class Drops
   Students who drop a class or classes prior to completing 8.999% of the period of enrollment for the class or classes shall receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. There shall be no refund for partial drops after completing 8.999% of the period of enrollment. Students who totally withdraw from all classes during the term or period of enrollment shall receive a prorated refund.
2. Calculating Refunds for Dropping a Class
   a. Count the total number of days in the term or session (8-week course, semester-long course) that the class is being held. This means all days including days class does not meet and weekends. For example: First 8-week term started August 24th and goes until October 16th or 53 days.
   b. Count the number of days that passed from the first day of class to the day you officially dropped the class. For example: You officially dropped the class on September 2nd. Nine days passed from the day class started until you dropped.
   c. Divide the number of days that you were enrolled (Step 2) by the total of days in the term or session (Step 1). This will give you a percentage of course completion .
   For example: Your nine days of class prior to the drop divided by the 53 total days in the term equals 17 percent. Since 17 percent exceeds 8.999 percent, you are not eligible for a refund.
3. Refunds for students who officially withdraw from the college: The amount of unearned institutional charges is based on the student's withdrawal date. The following schedule shall be used to establish the percentage of unearned intuitional charges to the sixty percent point in the enrollment period and for unearned board charges from that point to the end of the term. In a term that has a scheduled break of 5 or more calendar days, the unearned institutional charges during that break shall be based on the percentage of unearned institutional charges on the last day of classes before the scheduled break. After the break, the percentage of unearned institutional charges shall resume based on the percentages set forth in the definition of "Refund of Institutional Charges"
   a. Refund Categories: All Sessions

Percent of Enrollment Period Completed	**% of Refund**	**Refund Date**	**% of Refund**
0 to 8.999%	100%		
9.000% to 34.999%	75%		
35.000% to 59.999%	50%		
60.000% to 100%	No Refund		

History
Administrative Council Approved 08/09/16

SECTION 800.07
STUDENT CRIMINAL HISTORY BACKGROUND CHECKS

In accordance with SBHE Policy and NDUS Procedures 511, Lake Region State College requires FBI checks or criminal history check be completed for specific programs.

The criminal history background check shall be completed before the student is formally admitted to the program or before they participate in a formal internship, practicum, field placement, or a clinical experience sponsored and arranged by the institution. Students who fail to provide evidence of a criminal history background check will not be allowed to participate in such activities as part of their program of study.

Criminal history background checks are required for students who have applied for admission to or are in enrolled in the following programs. This criminal history background check shall be conducted as a nationwide FBI check, North Dakota BCI Criminal History check, or by a LRSC approved vendor as indicated for each program.

12. Peace Officer Training Program – FBI check required
13. Nursing – Criminal History Background or FBI check

If a criminal history report received from the FBI, North Dakota BCI, or an approved vendor is used to make a determination of suitability of a student for acceptance to their program of study, the institution must:

1. Notify the student that has been fingerprinted (if applicable) that the fingerprints will be used to check the criminal history records of the FBI.
2. Provide the student the opportunity to complete or challenge the accuracy of the information contained in the record.
3. Advise the student of the procedures for obtaining a change, correction or updating of an identification record as set forth in state law.
4. Refrain from making an adverse decision with respect to the student based on information in the record until the student has been afforded a reasonable time to correct or complete the record; or has declined to do so.

FBI criminal history reports received from the FBI or BCI are confidential according to federal law and FBI regulations, and may not be disseminated outside of the institution, and may be disseminated within the institution only for the purpose requested. Other criminal history information relating to enrolled students is subject to provision of FERPA.

The results of student background checks are considered educational records under FERPA and will be handled by institution recordkeeping policies. Information will only be shared pursuant to those rules and on a need-to-know basis. Background check results must be secured and kept separate from other background check information. These results must be retained pursuant to NDUS retention policies. The FBI audits how FBI check records are handled.

History
Administrative Council Approved 12/03/2020
Administrative Council Approved 05/31/2023

SECTION 800.08
RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS

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 resident hall rooms are provided with digital cable service.
    b. 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.
    c. 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.
    d. Laundry rooms are equipped with R-card operated washers and dryers.
    e. Each room is provided with a student mailbox. Mail service will be provided Monday through Friday.
    f. Contact either the RA (Resident Assistant) or AD (Assistant Director) and fill out the proper form for needed repairs for maintenance.
    g. 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.
    h. Refrigerators are allowed in student rooms. Students need to bring their own. Size limit is four cubic feet unless other arrangements have been made.
    i. All Resident Halls are alcohol and tobacco free.
    j. No soliciting is allowed in the residence halls. This includes representatives of businesses as well as door-to-door salespersons.
    k. 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.
   b. 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
    The process for filing complaints and student grievances can be found in 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.

History

Administrative Council Approved Updates 08/17/2015

Administrative Council Approved Updates 09/28/2015

Administrative Council Approved (800.08,14) 08/09/2016

Lake Region State College
Policy and Procedure Manual

SECTION 800.08.01
MISSING STUDENT NOTIFICATION

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 Vice President of Student Affairs.
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 Vice President of Student Affairs 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 Public Affairs 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, who shall consult with the Director of Public Affairs.

History

Administrative Council Approved 5/11/2015

SECTION 800.09
HEALTH SERVICES

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

History
Administrative Council Approved 12/07/15

Lake Region State College
Policy and Procedure Manual

SECTION 800.11
STUDENT HEALTH INSURANCE

1. Athletic Team members: Lake Region State College students on athletic teams are required to show proof that they are covered by individual or family health insurance.
2. International Students: LRSC international students are required to have health insurance as specified by ND SBHE Policy 505.

History
Administrative Council Approved 12/21/15

SECTION 800.12
FINANCIAL AID

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

History
Administrative Council Approved 08/25/11
Administrative Council Approved 12/07/15

SECTION 800.13
EDUCATIONAL RIGHTS/ACCESS TO RECORDS

1. Educational Rights – The disclosure of students' educational records is governed by policies developed by LRSC in compliance with state law and the Family Educational Rights and Privacy Act (FERPA). For the purpose of this policy, a student is defined as an individual who has enrolled for classes at Lake Region State College.
2. LRSC maintains the following educational records which contain information directly related to students:
    a. Application paperwork submitted by the students or sent to Lake Region State College at the student's request.
    b. Financial aid paperwork submitted by the student or sent to Lake Region State College at the student's request.
    c. Account payment information and receipt.
    d. Records pertaining to academic or training achievement, including transcripts and grade reports.
    e. Instructor recommendations.
    f. Student conduct and disciplinary records.
3. Student records on file in appropriate LRSC offices are accessible only to persons having legitimate interests as defined in Public Law 98-380. The content of each record falls into one of two categories: public directory information and non-public information. Non-public student record information may not be released without written consent from the student or from a parent of a dependent student. As allowed by law, the college may release the public directory information listed below:
    a. Student legal name (not to include preferred name)
    b. Hometown (city, state)
    c. Campus e-mail address
    d. Major field of study (all declared majors)
    e. Minor field of study (all declared majors)
    f. Class level
    g. Dates of attendance
    h. Enrollment status (withdrawn, half-time, full-time)
    i. Names of previous institutions attended
    j. Participation in officially recognized activities and sports (released as part of a team roster)
    k. Height, weight, and photos of athletic team members (released as part of a team roster)
    l. Honors/awards received (academic honors/awards released at the end of a term and graduation released at the end of a term or part of graduation/commencement events)
    m. Degree earned (all degrees earned)
    n. Date degree earned (dates of all degrees earned)
    o. Directory photos, photographs, and video recordings of students in public or non-classroom settings (photographs from classrooms or class-related activities are NOT directory information).

4. Directory information concerning a particular student will be removed from release upon written request from the student involved within fourteen (14) days of the beginning of a semester. Education records concerning a student may be reviewed upon request by the student. Education records, including but not limited to a student's academic transcript may be released by a North Dakota University System (NDUS) institution to a second institution without prior written consent, provided the student applied for admission. Additional information on student records management may be obtained by contacting the Student Affairs Office.
5. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:
    a. The right to inspect and review the student's education records within 45 days after the day LRSC receives a request for access. A student should submit to the Registrar, Vice President of Student Affairs, Vice President of Academic Affairs, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
    b. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
        i. A student, who wishes to ask LRSC to amend a record, should write LRSC clearly identifying the part of the record the student wants changed and specify why it should be changed.
        ii. If LRSC decides not to amend the record as requested, LRSC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
    c. The right to provide written consent before LRSC discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
        i. LRSC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by LRSC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of LRSC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the LRSC.
        ii. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

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

History
Administrative Council Approved 05/22/2009
Administrative Council Approved 12/07/2015
College Council Approved 02/11/2026

SECTION 800.13.01
CONSUMER INFORMATION

The U.S. Department of Education has mandated that schools must provide a notice to all enrolled students, prospective students, employees and prospective employees describing the availability of consumer information. This consumer information must be disseminated annually and include procedures for obtaining this information. Schools must promptly make this information available to any student upon request.

1. Below is a list and brief description of the required disclosures and information on how to obtain them at Lake Region State College. Much of the information is available in the college catalog, Student Handbook and online at www.lrsc.edu. Financial Aid information is available to assist students with college-related expenses. Information concerning tuition refunds or a return of Title IV funds is available from the Financial Aid Office or Business Office. Students are required to complete Entrance Loan Counseling and notified of the need to complete Exit Loan Counseling at www.studentaid.gov Financial aid and scholarship information is available from the Financial Aid Office or online at: www.lrsc.edu
2. General information, including school academic programs, costs, facilities and policies, about LRSC is available in Student Affairs Office, college catalog, Student Handbook or online at www.lrsc.edu.
3. LRSC discloses annual student completion, graduation, transfer, retention and placement rates as required by the Student Right To Know and Campus Security Act. This information is available from the Academic Affairs Office and online at www.lrsc.edu.
4. LRSC discloses athletic participation rates and financial data related to athletics as required by the Equity in Athletics Disclosure Act. This information is available from the Athletic Department or Academic Affairs Office.
5. LRSC complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100-690, the Drug-Free Schools and Committees Act Amendments of 1989, and Public Law 101-226. Drug and alcohol abuse prevention information is available from the Counseling Office. The Drug-Free Workplace and Alcohol and Drugs (1500.15) policy shall be distributed annually.
6. LRSC complies with The Clery Act, a federal law requiring the college to disclose information about campus crime and safety policy statements to the public. LRSC publishes an Annual Security and Fire Safety Report. The report includes three years' worth of Clery crime statistics and details about efforts taken to improve campus safety. A copy of the report is published and updated annually on the college website. A printed copy is available upon request from the Academic Affairs office.
7. LRSC complies with the Stop Campus Hazing Act, a federal law requiring the college to publicly report hazing incidents and policy statements in the campus Annual Security and Fire Safety Report, and maintain campus hazing transparency reports. Campus hazing transparency reports are updated on the campus website biannually and published annually in the Annual Security and Fire Safety Report.
8. Family Educational Rights and Privacy Act (FERPA) afford certain rights to students concerning their education records. Primary rights afforded are the right to inspect and review education

records, the right to seek to have records corrected and the right to have some control over disclosure of information from records. FERPA policy (800.13) is included in the LRSC catalog. Additional information is available from the Registrar's Office.

9. LRSC discloses required information about each of its gainful employment programs to prospective students. Gainful employment disclosures are available on our website.
10. LRSC provides verified textbook pricing information for both required and recommended materials for all classes (online and on-campus) on the bookstore website or through Campus Connection.
    All schools are required to have someone available during normal operating hours to help person's obtain consumer information. All Consumer information is available on the Lake Region State College's website.

History
Administrative Council Approved 12/21/15
Administrative Council Approved 05/19/25

Lake Region State College
Policy and Procedure Manual

SECTION 800.14
ATTENDANCE POLICY

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 absences 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.
4. 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.
5. Specific accommodations and excused absence protocol for students who are pregnant or parenting is outlined in the LRSC Pregnant and Parenting Policy (1500.09.01).
6. 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.
7. A student in any branch 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.
8. Academic Leave of Absence: The Vice President for Academic and Student Affairs may grant an academic leave of absence when made aware that a specific hardship exists, provided:
    a. The student provides, in advance, a written, 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 granting the leave of absence, the effects that failure to return may have on the loan 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 the 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.

History

Administrative Council Approved 12/21/15

Administrative Council Approved (4) 06/27/16

Administrative Council Approved (1,2) 11/07/16

Administrative Council Approved (4-8) 12/18/18

SECTION 800.15
WITHDRAWAL FROM COLLEGE

1. A student who voluntarily withdraws from college must first contact the Counseling Office to obtain a *Withdrawal from College* form.
2. The student must follow withdrawal procedure and will be considered officially withdrawn only after this procedure is completed.
3. Any tuition refund or credit will be determined by the date of *Withdrawal from College* form is completed and filed with the Registrar.
4. Neglect to officially withdraw from the College may result in a grade of F recorded on the transcript for all courses enrolled.

History

SECTION 800.16
GRADING SYSTEM

1. A traditional grading system using A, B, C, D and F, is used for credit courses. “A” indicates work of exceptional quality, “B” indicates above average work, “C” indicates average work, “D” work which is unsatisfactory but carries credit, and “F” unsatisfactory work carrying no credit. An Incomplete (“I”) is given when, for a valid reason, work cannot be completed as scheduled.
2. If a student withdraws from a course before the last ten (10) days of the course, his/her grade is recorded as “W”. If a student withdraws from a course within the first ten (10) days of the semester, no recorded “W” will appear on the transcript.
3. Quality of work is indicated by grade points calculated as follows:
   “A” – 4 honor pointes per credit hour
   “B” – 3 honor points per credit hour
   “C” – 2 honor points per credit hour
   “D” – 1 honor point per credit hour
   “F” – 0 honor points per credit hour
   “I” – Incomplete, not included in grade point average
   “P” – Satisfactory, not included in grade point average
   “S” – Satisfactory, not included in grade point average
   “U” – Unsatisfactory, not included in grade point average
   “W” – Not included in grade point average
   “AU” – Audit, not included in grade point average
4. Grade point average is determined by dividing the total number of honor points earned by the total number of semester hours with honor points. Credit with grades of “W”, “I”, “P”, “S” or “AU” are not included in computing the grade point average. Incomplete grades are computed into the final transcript as carrying no credit hours or honor points.
5. If a student repeats a course, the record of both the original and the repeated course will be retained on the student’s record, but only the honor points eared and credit gained in the last retaking will be used in computing the cumulative grade point average.
6. Students completing twelve (12) semester hours or more with no incompletes and receiving a 4.0 GPA are included on the President’s list each semester. Students completing twelve (12) or more semester hours with no incompletes and receiving a GPA of 3.25 or better but not 4.0 are included on the Dean’s list each semester.

History

SECTION 800.17
ESTABLISHING PRIOR CREDIT

Lake Region State College seeks to recognize and give credit for education and knowledge that students have acquired prior to enrolling at Lake Region State College. There are several means of establishing credits toward a certificate or degree as described below. A maximum of 15 semester credit hours will be accepted from alternate credit earning options such as approved subject examinations or life experience. Additional credit hours may be accepted for military service credit, or from other sources upon approval of Registrar.

1. Transfer of Credits to LRSC
   An official transcript from each of the student's former institutions must be submitted for review. International transcripts must first be evaluated by World Education Services (WES) and the WES evaluation submitted to LRSC. The Registrar's Office will determine which credits will transfer as well as how those credits will be applied toward LRSC's requirements. A credit summary, indicating only the number of credits transferred and institution of origin will be posted to the student's LRSC official transcript after the student has been admitted. A detailed listing of transferred courses will be available to both student and advisor. All of the student's previous undergraduate work becomes part of the student's permanent LRSC record. If necessary, credits will be converted to semester hour equivalencies.

   In general, all college-level credits attempted, including withdrawals, at a regionally accredited institution of higher education will be posted in transfer by LRSC. There are some exceptions including, but not limited to, the following:
   a. Credit granted for life experience by other institutions
   b. Institution-based credit by examination
   c. Non-degree continuing education courses

   Acceptance of transfer credits for specific programs or to satisfy degree requirements is governed by institution policies, the system-wide Common Course Numbering (CNN) system, the General Education Requirements Transfer Agreement (GERTA), and statewide articulation agreements.

   Students have the right to appeal transfer credit decisions following policy 800.31. Additional documentation may be required of the student.

2. College Level Examination Program (CLEP) and Advanced Placement Credit
   Nationally recognized examinations provide students an opportunity to obtain college recognition for their formal or informal academic accomplishments prior to attending college. LRSC may grant college credit to students who obtain the required minimum scores set by the North Dakota University System (NDUS) on approved college level examinations.

Students must be enrolled as degree-seeking at LRSC to receive CLEP credit. All accepted CLEP credits will be recorded as Satisfactory ("S") grades and will not be included in the student's GPA. Students may not take CLEP subject area exams after enrolling in the equivalent course.

Students who have completed certain College Entrance Examination Board (CEEB) or Advanced Placement courses in high school will be awarded college credit according to the policy of the NDUS.

A current list of exams eligible for credit by examination and required scores may be found at www.ndus.edu.

LRSC does not accept CLEP General Examinations.

3. Articulation Credit
   The intent of articulation is to provide students with previously completed secondary education career and technical course work the opportunity to receive credit at the post-secondary level. To articulate a high school course, a student must complete the course at an articulating high school, complete the articulation form obtained in the Academic Affairs Office and pay the associated fees for articulation. Articulated credits are posted to the student's academic record after the student has completed one semester as a degree-seeking student at LRSC. All articulated coursework must be requested within 12 months of high school graduation. Articulated credits may not transfer to other post-secondary institutions.

4. Armed Service Credit
   LRSC may grant college credit to students who completed courses while on active duty in the armed services. Credit granted will be based on the recommendations set forth in the American Council on Education's (ACE) "Guide to Evaluation of Educational Experiences in the Armed Services."
   Two types of credit may be granted:
   a. Courses or activities accepted by LRSC, but are not equivalent to specific courses in the current LRSC catalog, will be posted in bulk as "free elective credit" toward the minimum number of credits required for the degree being sought, up to a maximum of 10 credits
   b. Courses or activities determined as equivalent to specific courses in the LRSC catalog will, with appropriate departmental approval, be posted as equivalent courses on the student's transcript.

5. Challenge Credits
   The Challenge Program is designed to grant credit for mastery of the material included in selected courses. . Students enrolled at Lake Region State College and in good standing may request to challenge certain courses listed in the college catalog. The Vice President of Academic and Student Affairs and the course instructor will determine whether a challenge is appropriate and the type of examination to be given. Challenge credits may not be accepted as transfer to another college.

a. A non-refundable fee is assessed for each challenge. Credit is granted for courses successfully challenged at the "C" level or better.
b. The procedure for challenging a course is:
    i. The student must submit in writing a request to challenge the selected course and submit to the Academic Affairs Office.
    ii. The Director of Academic Affairs and/or the Registrar will determine if the course is appropriate for challenge.
    iii. If approved, the Director of Academic Affairs will secure an instructor to prepare and administer the examination or other education activity.
    iv. Present the approved request to the Administrative Affairs Office and pay fees due.
    v. Student will make arrangements with the approved instructor to take the examination.
    vi. The instructor forwards the grade to the Registrar. Credit is given if an examination grade of "C" or better is reported and is recorded as "S" on the academic record.

6. Life Experience /Experiential Learning Credit

Students with documented work experience or industrial training that can be directly related to a specific, existing course in the LRSC catalog may request an evaluation to determine if college credit can be approved. It is the student's responsibility to provide documentation of learning experiences that is complete and sufficient for assessment. Credit will be awarded based on a determination made by the Registrar and appropriate departmental representative. The amount of credit will be equivalent to the designated course in the catalog. Life experience credits are limited to 15 credits for all degrees with the exception of Technical Studies which has a limit of 22 credits. Life experience credits may not be accepted as transfer to another college.

History

Administrative Council Approved 12/21/15

SECTION 800.18
GRADE POINT AVERAGE AND ACADEMIC PROGRESS

1. All students must meet or exceed the following cumulative grade point average standards to remain a student in good standing:

Period of Enrollment	Cumulative GPA	Term GPA
End of first semester	1.50	1.50
End of second semester	1.60	1.50
End of third semester	1.75	1.50
End of fourth semester	2.00	1.50

2. Students who fail to maintain the above minimum cumulative grade point average will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to twelve (12) credit hours and will be assisted by an advisor to determine an appropriate schedule of classes. A student who fails to maintain the minimum cumulative grade point average for two (2) consecutive grading periods will be suspended for one semester, subject to student appeal. A student wishing to re-enroll after a period of suspension from this College or from any institution of higher education must petition for conditional reinstatement.
3. Failure to meet minimum grade point standards may affect financial aid eligibility.
4. Academic Forgiveness Policy
   A former student who has not been in attendance at LRSC for four (4) or more years, but who is presently enrolled at LRSC, may request to exclude for GPA calculations all grades earned in selected semesters completed at LRSC prior to the four-year interval.
   The following criteria must be met by the student:
   a. The student must be currently enrolled in class(es) at LRSC at the time the request is made.
   b. The student must have completed a minimum of 12 semester hours in one term or in consecutive terms (summer sessions excluded) with a minimum GPA of 2.25 immediately prior to the request.
   c. A student may exercise this option only one by submitting a written request to the Registrar. All academic work would continue to be shown on the student's transcript, but the entire semester(s) would be removed for GPA purposes. None of the credits earned in the excluded semester(s) can be used to satisfy any academic or graduation requirements. Once a semester(s) has been excluded, it can never be reinstated on the student's academic transcript at a later date.

History

SECTION 800.19
CHANGE OF REGISTRATION

Students wishing to make changes in their registration must obtain a *Drop/Add* form from the Student Affairs Office. A registration change is not official until the student presents the form to Student Affairs and the change is made. Students desiring to make changes in their registration should do so as early in the semester as possible because tuition and fee adjustments are determined by the date that changes occur. Classes may be added or dropped during the first ten (10) days of classes without the change appearing on the academic record. The last day a class may be added after this date will be determined by the nature of the course and the discretion of the instructor. Classes dropped prior to the last ten days of the semester will receive a "W" which indicates a withdrawal. Classes cannot be dropped or added during the last ten (10) days of the semester.

History

SECTION 800.20
GRADUATION REQUIREMENTS

1. All candidates for graduation must:
   a. File an *Intent to Graduate form* with the Registrar in the Student Affairs Office,
   b. Clear all College obligations,
   c. Earn the last 15 semester hours of credit from Lake Region State College, unless the final credits are earned at another institution and one of the following conditions are met:
      a. The credits are earned through the NDUS Reverse Transfer Policy (SBHE 407.0) and Procedure (NDUS 407.0);
      b. The credits are earned at another institution and transferred back to LRSC pursuant to a preapproved agreement with the LRSC Registrar's Office; or
      c. Upon application and approval of the LRSC Registrar.
   d. Complete all assessment obligations specific to the degree or certificate.

2. Associate in Arts (AA) Degree: An Associate in Arts Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communication Skills - COMM 110 is required	9 semester hours
Mathematics, Science and Computer Science - Minimum of 2 departments - Lab Science is required	10 semester hours
Health, Physical Education and Recreation	2 semester hours
Social Science - Minimum of 2 departments	9 semester hours
Arts and Humanities - Minimum of 2 departments	9 semester hours
Digital Literacy - Designated course or learning module	

3. Associate in Science (AS) Degree: An Associate in Science Degree will be granted to a student who has satisfactorily completed 60 semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Communications - COMM 110 is required	9 semester hours
Math, Science, and Computer Science - Minimum of 2 departments - MATH 103 or higher - 8 semester hours of lab science	16 semester hours

Health, Physical Education, and Recreation 2 semester hours

Social Science 6 semester hours
- Minimum of 2 departments

Arts/Humanities 6 semester hours
- Minimum of 2 departments

Digital Literacy
- Designated course or learning module

4. Associate in Applied Science (AAS) Degree: The candidate for the Associate in Applied Science must complete 60 semester hours (some programs require more) with an institutional grade point of 2.0 in a prescribed career and technical curriculum along with fulfilling the following:

English 110/111 and one of the following 6 semester hours
- ENGL 120/121, COMM 110, ENGL 105, BOTE 214

Humanities and/or Social Science 6 semester hours
- Art, Economics, Language, History, Music, Philosophy, Political Science, Psychology, Social Work, Sociology, Theater, Advanced courses in English, Humanities, Spanish

Science, Mathematics, and/or Computer Science 6 semester hours
- Biology, Science, Chemistry, Mathematics (other than MATH 100), Physics,

Computer Science/Computer Information Systems, Astronomy, Geology

Health, Physical Education and Recreation 2 semester hours

Digital Literacy
- Designated course or learning module

5. Diploma: The candidate for a Diploma must complete 60 semester hours with an institutional grade point average of 2.0 in a prescribed career and technical curriculum.

6. Certificate: The candidate for a certificate must complete a minimum of 16 semester hours with an institutional grade point average of 2.0 in a prescribed career and technical curriculum.

7. Certificate of Completion: The certificate of completion is granted to those students who have completed a customized training program, which is less than one semester in length.

8. Some programs may have a more rigorous GPA or credit requirement for graduation.

9. Double degrees: To earn two associate degrees, students must meet all requirements for both degrees and an additional 10 semester hours of credit above the minimum from one degree.

10. Digital Literacy: To earn an associate degree, students must complete the digital literacy requirement through one of the following:

- Successful completion of: CSCI 101, ENGL 105, NURS 224, or UNIV 101, OR a North Dakota University System (NDUS) Institution approved training module, OR a North Dakota University System (NDUS) Institution designated digital literacy course.

History

Administrative Council approved updates (01/21/16)

Administrative Council approved updates (10/25/16)

Administrative Council approved updates (06/03/2024)

SECTION 800.21
TRANSCRIPTS AND TRANSFERRING

1. Transcripts
   Lake Region State College subscribes to a transcript ordering service. This service allows students to order official transcripts securely via the internet. A fee is charged for this service. In addition to the automated ordering service, students can track order status, receive timely email notices regarding the transcript request and review order status history. Currently enrolled students may obtain an unofficial transcript free of charge anytime through Campus Connection.
2. Transfer Credits from LRSC
   a. Lake Region State College is accredited by the Higher Learning Commission. Credits earned from Lake Region State College are transferable to colleges and universities throughout the United States. Acceptance of transfer credits is based on the transfer policy of the receiving institution.
   b. Admissions Policy
      Students transferring to a North Dakota University System four year institution~~s~~ should refer to SBHE Policy 411 Admissions and NDUS Procedure 411.7 Transfer Applicants.
   c. North Dakota University System General Education Requirement Transfer Agreement (GERTA)
      The North Dakota University System~~,~~ (NDUS) Transfer Agreement was developed to assist students who transfer within the NDUS. This agreement states that students who transfer to a NDUS institution after completing their general education coursework at any other NDUS institution will be deemed to have met all lower division general education requirements at the transfer school. A minimum of 36 semester hours must be completed in the areas of communication; art and humanities; social sciences; and mathematics, science and technology. If all general education courses have not been completed before transferring, courses will be applied to the general education requirements of the NDUS institution being transferred to, on a course by course basis.

History
Administrative Council Approved 12/21/15
Administrative Council Approved 04/10/25

SECTION 800.22
STUDENT GOVERNMENT

1. Purpose:
   a. The student government provides for student involvement in College decisions and for communication between College administration and students.
   b. Student government provides for supervision of student activity funds.
   c. Student government provides for programs that meet the needs of the students in the areas of education, culture, social activity and student welfare. The Lake Region State College Student Senate is the governing body for students at the College. The purpose of this organization is to coordinate activities of student groups at the College, to act as an intermediary between students and administration and to accurately inform the student body of the distribution of the student activity fee. Information fee distribution will be available during the fall and spring semesters.
2. Student Activity Cards: The Lake Region State College I.D. card serves as an activity ticket for Lake Region State College student activities.
3. The updated Student Senate Bylaws are found in Chapter 14: Internal and Affiliated External Organizations.

History

SECTION 800.23
STUDENT ORGANIZATIONS

1. All organizations on campus must have an advisor from the College staff.
2. All organizations on campus must have the approval of the Student Senate and the appropriate administrator before campus facilities can be used for meeting purposes.
3. If an organization is sending a faculty member on a trip, it is expected to pay regular reimbursement rates for expenses as would be paid on an official trip.
4. Faculty members should not be expected to subsidize organizations by providing free transportation, etc.
5. The advisor to the group should direct it to request funds from the Student Senate in a sufficient amount to cover costs or should conduct fund-raising projects to raise needed funds. Fund-raising projects require approval of the President.
6. Student organizations may not be denied funding, or have their funding limited, based on the organization's political viewpoints, membership, or based on a requirement in the organization's constitution or bylaws that leaders or voting members of the organization shall (1) adhere to the organization's viewpoints or sincerely held beliefs; or (2) be committed to furthering the organization's viewpoints or mission.
7. LRSC may not deny student organizations funding from the student activity fee based on the viewpoints of the student organization; however, LRSC may create content-neutral criteria which permit the distribution of limited funds to student organizations. Student activity fee funding may not be reduced based on outside funding received by a student organization.
8. LRSC may not treat a student organization differently (i.e., more favorably or more negatively) than other student organizations with respect to the provision of any right, benefit, or privilege based on a requirement in the organization's constitution or bylaws that leaders or voting members of the organization shall (1) adhere to the organization's viewpoints or sincerely held beliefs; or (2) be committed to furthering the organization's viewpoint or mission.

History
Administrative Council Approved 06/30/21

SECTION 800.24
INTRAMURAL RECREATION PROGRAM

1. Schedules: Intramural Recreation Program schedules for each semester shall be available to students.
2. 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 Vice President of Student Affairs.
    c. Members of a team must play in at least 50% of the league games to be eligible for the final tournament.
3. 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.
4. Unsportsmanlike Conduct Statement
    a. Any manager, coach, 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 Vice President of Student Affairs to continue participation.
    b. Misconduct reports may be filed by the Intramural Director with the Vice President of Student Affairs for any unsportsmanlike conduct.
5. 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.
6. Postponements: No contest shall be postponed without approval of the Intramural Director.
    a. A contest that is postponed without 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.
7. 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 p.m. the day following the protested game. If the game is played on a weekend, the written protest must be filed by 4:00 p.m., 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.
8. Health and Injuries: Lake Region State College does not accept responsibility for injuries or health problems which may result from intramural competition.

History
Administrative Council Approved 12/21/2015

SECTION 800.25
USE OF COLLEGE FACILITIES

1. Campus and off-campus organizations may arrange for meetings in the Colonial Room adjacent to the Dining Room. See Chapter 10.6 “Studness Chautauqua Gallery, Heritage Hall Conference Room and Colonial Room Use and Rental” for proper procedure.
2. Student 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.
3. Reserving Space: Groups wishing to use college classroom space must be scheduled with the Administrative Assistant to the Vice President of Academic and Student Affairs. For other college space, obtain permission from the President’s Office. All activities must be scheduled on the official College Master Schedule located in the President’s Office and under the control of the Administrative Assistant.

History

SECTION 800.26
THE DEN RECREATION ROOM

1. The primary purpose of The Den is for student use. Students, faculty, staff and their families will be given first priority for use of the The Den. This facility is administered and funded by the Student Senate.
2. Requests for use of The Den which fall outside of the established recreation room usage must be submitted to the Student Senate for approval at least two (2) weeks prior to the date requested.

History

SECTION 800.27
WEIGHT ROOM

1. The primary purpose of the Weight Room is for student use. Students, faculty, staff and their families will be given first priority for use of the Weight Room.
2. Hours for the Weight Room are established at the beginning of each semester.
3. Scheduling responsibility rests with the Athletic Director. See Chapter 10.9: Weight Room Use and Rental.

History

SECTION 800.28
COLLEGE-SPONSORED FIELD TRIPS AND ACTIVITIES

1. The individual in charge of the activity has the responsibility of supplying the faculty and staff with a list of participating students.
2. This list can be reported to the Public Affairs Specialist, and it will be included in the weekly bulletin along with the schedule.
3. Excuses from class are the individual students' responsibility. Prior to going on a College-sponsored trip, the student should visit with his/her instructor and make arrangements for making up tests, class work, etc.
4. No student group, with the exception of NDSA delegates, will go out of town as a College group without faculty supervision (advisor, coach, etc.) or a suitable replacement approved by the Vice President of Academic and Student Affairs.
5. College dance procedures: Any College club or organization wishing to sponsor a dance must follow the procedure outlined below:
    a. Proposal: A written proposal must be submitted to the Student Senate requesting approval to sponsor a dance. The proposal must include club or organization name and proposed date and time for dance. This proposal must be submitted at least three (3) weeks prior to the dance. The Student Senate will consider the proposal, taking into account timing and scheduling policies. The Student Senate will notify the Vice President of Academic and Student Affairs if the dance is approved.
    b. Facilities: Upon Student Senate approval, the club or organization must reserve the Student Union on the College master schedule. This is done with the Administrative Assistant to the President.
    c. Chaperones: All dances must be chaperoned by faculty and/or staff. The sponsoring club or organization is responsible for chaperone arrangements. Two faculty/staff chaperones must be available at all times during the dance. Two persons, one of whom must be a chaperone, are required to be at the door at all times. Faculty/staff chaperones are generally scheduled for two-hour shifts. One chaperone must be asked in advance to take charge of the cash boxes after the dance. The list of scheduled chaperones must be submitted to the Student Senate President no later than one (1) week before the dance. The Student senate President will submit a copy of this list to the Vice President of Academic and Student Affairs.
    d. Police: Police security is required at all dances. The club or organization sponsoring the dance is responsible for contracting police services at the Law Enforcement Center. This arrangement must be made at least two (2) weeks in advance to ensure availability of officers. If police services have not been contracted, the dance will be cancelled.
    e. Payment of Band: At least one (1) full week must be allowed for a check to be processed. Further direction is available in the Administrative Affairs Office. A federal identification number or Social Security number must be obtained from the DJ, band/or agent prior to processing of a check for payment.
    f. Responsibilities on the Day of Dance:

i. One cash box and petty cash must be picked up in the Administrative Affairs Office. Fifty dollars ($50.00) of petty cash is generally used. Stamp pads and stampers must also be picked up.
ii. One person must be present when the DJ or band arrives to answer questions, etc.
iii. A club or organization representative must wait until the band/or DJ has left, making certain the buildings is locked before leaving.

History

SECTION 800.29
CARES TEAM

The LRSC Cares Team is a behavioral intervention team at Lake Region State College that works to ensure a safe and supportive campus environment. The team identifies and assesses concerning behaviors, coordinates appropriate responses, and connects individuals to resources. While not a disciplinary body, it brings together staff from across campus to intervene early, support those in need, and reduce potential risks to the community.

Mission
The LRSC Cares Team promotes a safe and healthy environment by proactively identifying, assessing, and responding to behaviors that may pose a risk to the safety and well-being of our community. The LRSC Cares Team utilizes a collaborative, interdisciplinary approach to ensure a coordinated response and provide appropriate support.

Scope
The LRSC Cares Team serves as the college's Behavioral Intervention Team, focusing on early identification and response to student and employee behaviors that may indicate a risk to the safety, health, or well-being of individuals or the campus community.

The team is responsible for:

- Reviewing reports of concerning, disruptive, or threatening behaviors
- Assessing potential risks using evidence-based tools and professional judgment
- Coordinating timely and appropriate interventions or referrals to campus and community resources
- Supporting individuals of concern while maintaining a focus on community safety
- Promoting awareness of behavioral concerns and reporting processes across campus

Using a research-based risk rubric, the team operates using a collaborative, interdisciplinary model that involves professionals from student services, academic affairs, human resources, counseling, security, and other relevant areas. The LRSC Cares Team is not a disciplinary body but works alongside existing conduct and support systems to provide a coordinated and compassionate response.

This scope includes all LRSC campus locations and programs, and the team meets regularly to review cases, monitor ongoing situations, and ensure continuity of care and communication.

Membership
The LRSC Cares Team consists of the Vice President of Student Affairs, Counseling, a representative from Student Success, Director of Housing and Student Life, a member of faculty, and is chaired by the Director of Human Resources. Membership is based on the functional area and not the individual. Members of the LRSC Cares Team have regular contact with the campus community, which helps them in their assessment and deployment of interventions. Other employees may be brought into a meeting if needed.

Authority

The authority of the LRSC Cares Team lies in its role as a centralized, advisory body that coordinates the college's response to behavioral concerns. While it does not have disciplinary or law enforcement power, the team is authorized by college leadership to:

- Receive and review reports of concerning behavior from any member of the campus community
- Access relevant information (within FERPA, HIPAA, and institutional policy limits) to assess risk and determine appropriate next steps
- Make recommendations for interventions, referrals, or accommodations that support the individual and promote campus safety
- Coordinate with campus departments (such as student conduct, academic affairs, counseling, HR, or security) to implement actions
- Maintain records and monitor ongoing cases to ensure continuity of care and risk management

The team operates under the authority of the college administration and in alignment with institutional policies. While it does not replace disciplinary procedures or clinical care, it works in partnership with those offices to respond proactively and responsibly to emerging concerns.

Reporting

All members of the campus community should report behavior that causes concern, is disruptive, or contains threats of harm to self or others. These behaviors may or may not constitute a violation of our student or employee code of conduct.

Non-emergency reports can be made by submitting the LRSC Cares Referral Form on our website. Emergency situations should be reported immediately to the Devils Lake Police Department by calling 911.

Function

The function of the LRSC Cares Team is to promote a safe, healthy, and supportive campus environment by identifying and responding to behaviors that may pose a concern to an individual's well-being or the safety of the broader campus community.

More specifically, the team's function includes:

- Monitoring and assessing reports of concerning, disruptive, or potentially harmful behaviors from students, employees, or others affiliated with the college
- Coordinating a proactive response through collaboration across departments (such as counseling, academics, student services, HR, and campus security)
- Providing support or intervention for individuals in distress or exhibiting signs of difficulty, while ensuring appropriate referrals to resources
- Deploying timely and appropriate interventions to address concerns and connect individuals with support systems. Mandated assessments are only considered when a person is rated at elevated or higher on the risk rubric.
- Reducing risk and preventing escalation through early identification and consistent follow-up
- Educating the campus community about recognizing and reporting behaviors of concern

The team serves as a centralized point of contact for behavioral concerns and functions as a non-disciplinary, problem-solving resource to maintain the well-being and safety of the LRSC community.

In some instances, the LRSC Cares Team will operate with limited available information. The LRSC Cares Team will exercise due diligence while balancing supporting the needs of individuals with the safety of the campus.

History

Administrative Council Approved 09/14/2016

Administrative Council Approved 05/31/2023

Administrative Council Approved 07/25/2025

SECTION 800.30
STUDENT CONDUCT

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, AI language models (i.e. ChatGPT), 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
      - Using AI to impersonate you in a classroom context, such as using the tool to compose discussion board prompts that were assigned to you or to complete group work assigned to you
      - Using AI to write entire sentences, paragraphs, or papers assigned to you

   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
- Submitting work generated by an AI tool and passing it off as the student's own.

c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit. This includes downloading course answers and writings uploaded online by previous students and uploading course assignments to websites outside of Blackboard and/or sharing course assignments/answers on external websites for the benefit of others.

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
     - submitting all or any part of an assignment statement to an AI online learning platform for iteration or improvement while incorporating any part of the AI generated response.

e. Consequences
   Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade, as stated in the course syllabus. Sanctions may include, but are not limited to, requiring an assignment to be redone, issuing a reduced or failing grade on an assignment or exam, or issuing a failing grade for the course.
   - A first-time, lower-stakes incident of scholastic dishonesty may be resolved solely by the instructor within the course. No additional sanctions will be issued beyond those determined by the instructor. Instructors may, at their discretion, submit the violation in writing to the Vice President of Student Affairs for a student conduct violation not more than 10 days after the assignment due date.
   - Reports of scholastic dishonesty shall be submitted only upon the instructor's determination that a violation has occurred, and not on the basis of suspected activity alone.
   - Appeals must be submitted in writing in accordance with the appeals procedure outlined 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. Has been found to have violated the academic integrity policy
      ii. Violates city ordinances or state or federal laws
      iii. Possesses or uses fireworks on College property

iv. Has conduct that interferes with the operations of the College
v. Takes or causes minor damages, to the property of another
vi. 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.
vii. Engages in behavior that disrupts the normal operations of the college and/or infringes on the rights of other members of the campus community, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the possession or consumption of alcohol and/or marijuana
ix. Misuses a student identification card
x. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
xi. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments
xii. Tampers with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
xiii. Violates the LRSC Computer Use Policy/agreement (900.09.01)
xiv. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct

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 (1500.15)
    iii. Violates the Sexual 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. Violates the Anti-Hazing Policy (1500.21)
xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct

xii. Fails to participate in a mandated risk assessment required by the CARE team

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 Vice President of Student Affairs against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.

History
Administrative Council Approved Updates 08/17/15
Administrative Council Approved Updates 09/15/15
Administrative Council Approved Updates 09/01/20
Administrative Council Approved Updates 11/16/24
Administrative Council Approved Updates 05/19/25
Administrative Council Approved Updates 07/25/25
College Council Approved Updates 05/06/26

Lake Region State College
Policy and Procedure Manual

SECTION 800.31
STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

1. Complaints and grievances from students will be handled consistently with the State Board of Higher Education policies and the North Dakota University System procedures.
2. Any college employee or student may file a verbal or written complaint with the Vice President of Student Affairs against any student for misconduct.
3. Students alleging improper, unfair, arbitrary, or discriminatory treatment should first discuss the grievance with the college official, who was involved in the disputed action. If the complaint is not resolved, the student may bring the concern to the Vice President of Student Affairs who will forward it to the appropriate supervisor.
4. Financial Appeals Procedure: The following procedure should be used to appeal a billing that a student believes is incorrect or unfair:
    a. Any student appealing a bill must first complete the *Student Billing Appeal* form and submit it to the Registrar's Office by no later than the end of the semester following the one in which the charge was incurred.
    b. The Vice President of Student Affairs will approve or disapprove the appeal based the circumstances presented and the research conducted.
    c. If approved, the Vice President of Student Affairs shall coordinate with the Registrar and Business Office for appropriate action to adjust the student's account
    d. The Vice President of Student Affairs will investigate and resolve the appeal within 15 calendar days and will notify the student of the decision.
    e. A student may appeal the decision of the Vice President of Student Affairs to the Vice President of Administrative Affairs.
5. Academic Appeals Procedure:
    a. Any student with an academic grievance (concerning grading, attendance, testing, incompletes withdrawals or transfer evaluation) should first discuss the grievance with the faculty person involved with the request or Registrar in the case of transfer evaluation to resolve the grievance. If the grievance is not resolved at the faculty level, the student should bring his/her concern to the Division Dean. If the grievance involves the division dean, a dean from another division will be assigned to the grievance. If the dean is unable to resolve the grievance, the student may request a formal review of the grievance by the Faculty Senate Curriculum and Academic Standards Committee. This grievance must be submitted to the committee in writing.
    b. The Curriculum and Academic Standards Committee will consider the grievance as formally presented by the student and will consult with all parties significantly involved in the grievance. The Committee will document its findings and render the disposition of the grievance within 20 class days upon receipt of the student's formal written grievance. The student will then be notified of the Committee's decision. It is the student's responsibility to initiate and advance the grievance.
6. Minor Misconduct Investigative, Adjudication and Appeal Process:
    a. The Vice President of Student Affairs shall designate the person responsible for the investigation of minor misconduct. A decision will be rendered within 10 calendar days of receiving the complaint, barring unusual circumstances. Sanctions can include verbal and written warnings, limited access to campus, mandatory counseling or treatment,

restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges and/or eviction.

b. Minor Misconduct Appeals Procedure:
    i. If the student chooses to appeal the finding or sanction, the student can appeal the decision to the Vice President of Student Affairs, within 10 calendar days of the date of the decision.
    ii. The Vice President of Student Affairs will review the investigation and recommended disciplinary action and issue a final decision within 10 calendar days from the date the written appeal was filed.

7. Major Misconduct Investigative, Adjudication and Appeal Process:
    a. The Vice President of Student Affairs or designee shall designate the person responsible for the investigation of major misconduct. Major misconduct investigations shall take no longer than 60 calendar days.
        i. Sanctions can include written warnings, limited access to campus, mandatory counseling or treatment, restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges, eviction, and/or suspension or expulsion.
        ii. If the major misconduct involves sexual misconduct or Title IX compliance, the adjudication and appeal process under LRSC Policy 1500.09 will be followed.
    b. During the investigation, the accused shall:
        i. Receive written notice:
            1. Identifying the allegation(s) against the student;
            2. Providing three days' notice to any requests for information or response from the student. The notice requirement can be waived if the accused consents to a shorter notice period. The notice process may also be waived during an emergency suspension process; and
            3. Of information about the right to have a support person, advocate or attorney, at the student's expensive and initiation, to fully participate in the process.
        ii. Have an opportunity to present evidence and respond to allegations, be provided with timely access to information,
        iii. Be informed of the outcome, the sanction (if any) and the right to appeal within 10 calendar days after the completion of the investigation.
    c. The Vice President of Student Affairs shall initiate interim measures for the safety and security of the campus. These may include, but are not limited to:
        i. Assistance moving safely between campus buildings,
        ii. Issuing a no contact order to the accused,
        iii. Moving the complainant and/or accused to different campus housing,
        iv. Altering the class schedule of the complainant and/or accused,
        v. Providing counseling services,
        vi. Providing academic support services, and/or
        vii. Placing student employees on leave or students on suspension pending the outcome of the investigation.
    d. Hearing Process
    The Vice President of Student Affairs shall:
        i. Make every effort to allow only relevant evidence to be considered and shall not consider evidence that is neither relevant nor probative.

ii. Determine whether policy was violated using a “preponderance of the evidence” standard. Communicate in person (when possible) and provide in writing the final decision to the accused.
iii. Decide the appropriate sanctions to be imposed.

e. Major Misconduct Appeals Procedure
   i. The accused has the right to appeal. An appeal must be made in writing to the Vice President of Academic Affairs and must be made within one year of receiving the written notification from the Vice President of Student Affairs. When the Vice President of Academic Affairs is also the investigator, the appeal should go to the Vice President of Administrative Affairs.
   ii. The original decision may be appealed only due to:
      1. Procedural Errors: The accused alleges that there was a deviation or change from the procedures outlined in the adjudication process or was not afforded due process which adversely impacted the outcome of the complaint.
      2. New Evidence: The accused alleges that new evidence became available which would have impacted the outcome of the complaint. The accused must (a) present the new evidence, (b) explain why it was unavailable prior to the original decision, and (c) prove that the new evidence may have altered the outcome.
      3. Severity of the Disciplinary Action: The accused believes that the disciplinary action issued was excessive.
   iii. The Vice President of Academic Affairs may grant a rehearing, order a new hearing, reduce or modify the suspension or expulsion, grant other appropriate relief, or uphold the original decision. Upon conclusion of all appeal activities, a final decision will be made within 21 calendar days.

f. If the appeal results in the reversal of the decision or a change to the sanction, the institution may reimburse the student for any tuition and fees paid to the institution for the period of suspension or expulsion which had not been previously refunded.

History

Administrative Council Approved 800.31 (2) 08/21/01
Administrative Council Approved 800.31 (5) 08/21/01
Administrative Council Approved 800.31 (5) 08/27/01
Administrative Council Approved 800.31 Updates 08/17/15
Administrative Council Approved 800.31 Updates 12/21/15
Administrative Council Approved 800.31 Updates 04/10/25
Administrative Council Approved 800.31 Updates 09/12/25
College Council Approved 06/17/2026

SECTION 800.32
OTHER PROVISIONS

Lake Region State College policies that apply to all faculty, staff, students and campus visitors can be found within this manual.

History

SECTION 800.33
SERVICE ANIMALS AND HOUSEING ACCOMODATION ANIMAL

Introduction
Lake Region State College is committed to providing equal access and opportunity to qualified individuals with disabilities while maintaining a safe, healthy, and supportive campus environment. This policy establishes standards and procedures regarding service animals and housing accommodation animals on campus and in college-owned housing.

Nothing in this policy shall be interpreted to limit rights afforded under applicable federal or state disability laws.

Definitions
Service Animal - A service animal is a dog that is individually trained to perform work or tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The work or task performed by the service animal must be directly related to the individual's disability.

Examples include, but are not limited to:
- Guiding individuals who are blind or have low vision.
- Alerting individuals who are deaf or hard of hearing.
- Pulling a wheelchair.
- Assisting during a seizure.
- Retrieving items.
- Providing balance or mobility assistance.
- Performing trained tasks that mitigate the effects of a psychiatric disability.

Animals whose sole function is to provide comfort, emotional support, companionship, well-being, or a sense of security are not considered service animals.

Housing Accommodation Animal - A housing accommodation animal is an animal approved by LRSC as a disability-related housing accommodation for a student residing in college-owned housing.

To qualify as a housing accommodation animal, the student must demonstrate:
1. The student has a documented disability.
2. The animal is necessary to afford the student an equal opportunity to use and enjoy campus housing.
3. There is a clear relationship between the student's disability and the disability-related assistance provided by the animal.
4. The animal performs work, tasks, or disability-related functions that support the student's ability to access and use campus housing.

Approval of a housing accommodation animal shall be determined on an individualized, case-by-case

basis. LRSC will evaluate each request based on applicable law, available documentation, and the specific circumstances of the accommodation request.

Areas of Access

Service Animals

Service animals may accompany their handler in all areas of campus where members of the public, participants in services, programs, or activities, or invitees are allowed to go, except where the presence of an animal would create a legitimate health or safety risk or fundamentally alter a program or activity.

Housing Accommodation Animals

Housing accommodation animals are approved solely as a housing accommodation and are generally limited to:

- The student's assigned residence hall room or apartment.
- Designated outdoor areas for exercise and waste disposal.
- Other locations specifically approved by the Housing Office.

Housing accommodation animals must be spayed or neutered unless a licensed veterinarian determines that the procedure is medically inadvisable. Documentation supporting any exception must be provided to the Housing Office. The requirement applies equally to all housing accommodation animals approved for campus housing.

Housing accommodation animals are not permitted in classrooms, offices, dining facilities, libraries, laboratories, athletic facilities, or other campus buildings unless otherwise authorized.

Student Responsibilities

The owner or handler of a service animal or housing accommodation animal is responsible for:

1. Compliance with all applicable federal, state, and local laws and ordinances.
2. Maintaining current license, vaccinations and veterinary care.
3. Students must provide documentation verifying that the animal has been spayed or neutered, or documentation from a licensed veterinarian supporting an exception to this requirement.
4. Maintaining control of the animal at all times.
5. Proper feeding, grooming, and care of the animal.
6. Immediate cleanup and proper disposal of animal waste.
7. Preventing excessive noise, aggressive behavior, or disruption to the campus community.
8. Not leaving animal alone for more than 6 hours.
9. Ensuring the animal does not pose a direct threat to the health or safety of others.
10. Allowing LRSC to inspect residence for cleanliness, damage, or pest concerns related to the animal without notification.
11. Preventing damage to LRSC property.
12. Providing emergency contact information for an off-campus caretaker.
13. Assuming full financial responsibility for any damage, injury, cleaning costs, pest treatment, or other expenses resulting from the animal.

Housing Requirements

Students approved for a housing accommodation animal must:

1. Register the animal with the Disability Services Coordinator and Housing Office.
2. Provide documentation of required vaccinations and veterinary care.
3. Notify the LRSC if the animal is no longer needed or resides elsewhere.

4. Submit a new request if seeking approval for a replacement animal.
5. Comply with all housing and residence hall policies.

Housing assignments involving approved animals will be evaluated on a case-by-case basis. LRSC may assign a single room or make other housing adjustments when necessary to address health, safety, or accommodation concerns.

Request Procedure
Students seeking approval for a housing accommodation animal must submit a written request to the Disability Services Coordinator.

Students are encouraged to submit requests at least sixty (60) days prior to the desired housing occupancy date. Requests submitted with less notice will still be reviewed but may delay implementation of the accommodation.

Requests must include:
1. Documentation from an appropriately licensed healthcare professional.
2. Verification of the student's disability when not readily apparent.
3. Information describing the functional limitations caused by the disability.
4. Documentation explaining the disability-related need for the animal.
5. Information regarding any work, tasks, training, or disability-related functions performed by the animal.
6. LRSC may request additional information reasonably necessary to evaluate the disability-related need for a housing accommodation animal. Such information may include, but is not limited to:
   a. Documentation from a licensed healthcare provider explaining the disability-related need for the animal.

   b. A description of the specific work, tasks, training, or disability-related functions performed by the animal.

   c. Information regarding any training, conditioning, or disability-related functions performed by the animal.

   d. Veterinary records, including vaccination and health records.

   e. Behavioral records or other information relevant to evaluating the animal's suitability for campus housing.

Documentation purchased solely through an online certification, registration, identification card, vest, patch, or website without sufficient individualized information from a qualified healthcare professional may be given less weight in the accommodation review process.

The Disability Services Coordinator will evaluate all requests on an individualized, case-by-case basis and will only request information reasonably necessary to determine whether the requested accommodation meets applicable legal and institutional requirements.

Denial or Removal of an Animal

LRSC may deny or revoke approval of an animal when:

1. The animal poses a direct threat to the health or safety of others.
2. The animal causes significant property damage.
3. The animal is not under the control of the owner.
4. The animal is not housebroken.
5. Required documentation is not provided.
6. The student's disability-related need for the animal cannot be established.
7. The animal's presence would create an undue administrative burden or fundamentally alter a LRSC program, service, or operation.
8. The student fails to comply with this policy after receiving notice and an opportunity to correct the issue.

When feasible, LRSC will attempt to resolve concerns before requiring removal of an animal.

Confidentiality
Information concerning a student's disability shall be treated as confidential and shared only with LRSC officials who have a legitimate educational need to know.

Appeal Process
Students may appeal decisions regarding service animals or housing accommodation animals through LRSC's disability accommodation grievance procedure.

History
Administrative Council Approved 08/18/14
College Council Approved 06/17/2026

SECTION 800.34
DISABILITY SERVICES

Lake Region State College (LRSC) is committed to providing access to academic and campus programs and services for students with disabilities by providing reasonable accommodations. To fulfill this commitment, LRSC has established the following guidelines and expectations:

1. In order to receive disability accommodations, students are responsible for identifying themselves to the LRSC Disability Services Coordinator as having a disability requiring reasonable accommodation. Students must complete the Disability Services Application packet. Parents may be involved in requesting services, but it is the student's responsibility to initiate the request.
2. The Disability Services Coordinator has the responsibility to make recommendations for eligible students by completing the Disability Services Notification of Student Accommodation form listing the specifically approved accommodations.
3. Current and prospective students may request reasonable accommodations (e.g. for testing, campus tours or freshman orientation) at any time. Requests may be submitted verbally or in writing. Whenever possible, accommodation requests should be made at least three months in advance. Accommodations are only provided for the semester in which they are requested.
4. Unless both the disability and the need for accommodation are obvious, the student must provide documentation.
    a. Documentation provided by the student should include the following:
        i. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis;
        ii. A description of the diagnostic criteria and/or diagnostic test used;
        iii. A description of the current functional impact of the disability;
        iv. A description of the expected progression or stability of the impact of the disability over time should be included; and
        v. The relevant credentials of the diagnosing professional
    b. If the documentation provided is not sufficient to make an accommodation decision, the Disability Services Coordinator may require the student to provide additional information.
    c. Any costs related to the college's request for documentation as noted in section 4 will be the responsibility of the student.
5. LRSC is committed to protecting the privacy of students with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Family Educational Rights and Privacy Act of 1974 (FERPA). This commitment to confidentiality includes the following safeguards:
    a. The Disability Services Coordinator has the responsibility of collecting and maintaining disability-related documentation on students. Any written documentation regarding a student's disabilities will be securely filed in a manner determined by the Director of Student Success; who may grant access to personnel as necessary.
    b. Disability-related information will only be shared with staff or faculty on a "need-to-know" basis. The information shared shall not be repeated nor shared with other faculty or staff, unless deemed necessary by the Director of Student Success.
    c. After three years of inactivity, Disability Services files will be destroyed.

6. The student will meet with the Disability Services Coordinator to discuss reasonable accommodations and agree on a plan of services.
    a. The Disability Services Notification of Student Accommodation form will be completed by the Disability Services Coordinator and reviewed as necessary by the Director of Student Success.
    b. The student is responsible to take the Notification of Accommodation form to his/her instructors to make arrangements for the accommodations. The Disability Services Coordinator may help facilitate these student/faculty meetings.

History

Approved by Administrative Council 01/03/18

Approved by Administrative Council 04/10/23

Lake Region State College
Policy and Procedure Manual

SUBJECT: ACADEMIC AFFAIRS
SECTION: 900. Index

Section 900.01	Curriculum - Approval of New Programs
Section 900.02	Course Approval
Section 900.03	Continuing Education
Section 900.04	ND IVN - North Dakota Interactive Video Network
Section 900.05	Dual Credit
Section 900.06	Budget Process
Section 900.07	Online Courses
Section 900.08	Library/Media Center
Section 900.09	Computer Services
Section 900.09.01	Computer Usage
Section 900.09.02	Student Email
Section 900.10	Dual Credit and Hometown University
Section 900.11	Types and Levels of Programs
Section 900.12	Additional Educational Opportunities

Lake Region State College
Policy and Procedure Manual

SECTION 900.01
CURRICULUM - APPROVAL OF NEW PROGRAMS

New programs are developed in response to an identified and documented need. Data from a needs assessment must be included in the new program request. New programs must receive campus, North Dakota University System, and the State Board of Higher Education approvals as follows:

1. Discussions with program and division faculty
2. Discussion with the Director of Academic Affairs and Vice President of Academic and Student Affairs
3. Curriculum approval by the Curriculum and Academic Standards Committee
4. Approval by Administrative Council
5. Approvals obtained as necessary by NDUS procedure and SBHE policy

---

History
Approved by Administrative Council 09/13/05
Approved by Administrative Council 05/11/15

Lake Region State College
Policy and Procedure Manual

SECTION 900.02
COURSE APPROVAL

Requests for new courses, course modifications, and course deletions require campus approval as follows:

1. Consultation with the program and division faculty
2. Consultation with the Director of Academic Affairs
3. Approval by the Curriculum and Academic Standards consideration

---

History
Approved by Administrative Council 09/13/05
Approved by Administrative Council 05/11/15

SECTION 900.03
CONTINUTING EDUCATION

Lake Region State College has a Continuing Education program located in the Academic Affairs Office. Continuing Education will coordinate these activities, but the accounting procedures will follow the applicable state requirements. All Continuing Education, faculty teaching credit courses must be approved by the Vice President of Academic and Student Affairs. Pay for Continuing Education credit courses will follow the campus per credit guidelines and any course taught will count as part of faculty load.

History
Approved by Administrative Council 09/13/05

SECTION 900.04
ND IVN - NORTH DAKOTA INTERACTIVE VIDEO NETWORK

1. Since 1990, Lake Region State College has been part of the ND Interactive Video Network. ND IVN provides two-way, real-time, audio and video. Courses and programs have been delivered to other member communities by Lake Region State College. Credit courses delivered must have approval by the Vice President of Academic and Student Affairs at Lake Region State College and the Vice President of the Academic Affairs at the receiving campus.
2. The Continuing Education Director at Lake Region State College acts as the Site Coordinator for ND IVN. To schedule courses, meetings or other events, contact the Site Coordinator.

History

SECTION 900.05
DUAL CREDIT

Lake Region State College's Dual Credit and Hometown University Policy can be found in Chapter 900.10.

History

Lake Region State College
Policy and Procedure Manual

SECTION 900.06
BUDGET PROCESS

1. Each Spring the Director of Academic Affairs seeks employee input on the budget for the upcoming fiscal year utilizing the *Budget Request Form.* The Director of Academic Affairs and Vice President of Academic and Student Affairs allocates funds to achieve campus goals and objectives.
2. Changes to the budget must be approved by the Director of Academic Affairs or Vice President of Academic and Student Affairs.
3. Equipment and supply funds must be expended by April 15. Funds not expended by this date may be allocated to meet campus needs. Extensions to this deadline must be approved by the Director of Academic Affairs or Vice President of Academic and Student Affairs.
4. Employees are expected to be fiscally responsible and to ensure funds are used appropriately.

History
Approved by Administrative Council 05/11/15

SECTION 900.07
ONLINE COURSES

Lake Region State College is offering courses online. Special registration and fees apply.

History

SECTION 900.08
LIBRARY/MEDIA CENTER

1. The Paul Hoghaug Library serves as a reference, audiovisual and research center for students, faculty and the community. The library brings together various electronic and paper resources with divergent point of views that support and enhance the curriculum offered at the College. As an integral part of the College mission, the library staff will lead library patrons (students, faculty, staff and the community) to these resources by teaching information skills (literacy) that will not only meet the immediate needs of the library patrons but also their life-long learning needs.
2. The library will promote its identity through the quality of its resources and the service it provides. Collection development, acquisitions, (processing and cataloging) access services, (i.e. library usage, interlibrary loan) theft and mutilation policies and archival management are the components that lead to quality resources and services.
3. The library belongs to several library networks (JORD, ODIN, LaND, MINITEX and OCLC.) These networks assist the library in providing access in both print and electronic sources of information. The library maintains agreements with these networks. The requirements of these memberships play a role in the development of the College's bibliographic control and access service policies. For example: providing inter-library loans, following prescribed cataloging guidelines, allowing network patrons to use our library and adhering to network licensing agreements.
4. Collection Development Policy: The library will strive to maintain a collection of materials which reflect the curriculum needs of the college. Whenever possible the reference collection will reflect a broader perspective that provides resources that serves both the needs of the College and the community.
    a. Materials will be chosen for their quality, diversity, currency and relevance to the curriculum and to the community where applicable. Selection will be based upon the Library Bill of Rights as published by the American Library Association.
    b. The Library will develop and maintain a local history collection, to be housed in the Collinson Room. The development of this collection will follow the guidelines established by the College in 1997.
5. Bibliographic Control and Acquisitions: Once materials are selected, they will be processed according to the guidelines established for the library. Items will be cataloged using OCLC marc records and will follow the guidelines established by the ODIN library network.
    a. All gifts to the library will be evaluated using the Collection Development policy before being accepted. Once accepted they become the property of the College. Donors names or a memorial will be placed in the front cover of the book or placed in a prominent place on the gift.
    b. Reconsideration of materials will follow the guidelines established by the American Library Association. Specifically, the librarian will convene a committee of three (3) faculty, one (1) community person and one (1) student who will read the material and make a recommendation to the librarian.

    c. De-selection of materials will be based on the needs of the curriculum, taking into account maintaining divergent points of view, accessibility of the information at other libraries and in other formats.
6. Access Services: Circulation or Library usage policies will be outlined on the library website (See http://lrsc.edu/library/index.html) for all library patrons. Details regarding check out, usage, fines will be found in the library patrons. Details regarding check out, usage, fines will be found in the library and the library website.
    a. Patrons are students, faculty, retired staff and faculty and any citizen of North Dakota. Some form of ID will be required to obtain a library card (student ID, registration sheet, and State ID or driver's license.)
    b. Interlibrary loan services are available to all patrons. The library will adhere to all copyright laws governing use of material through interlibrary loan. In addition, the library adheres to its interlibrary loan agreements as a direct access library with the State Library and with the library networks of ODIN and MINITEX (regional service provider.)
7. Theft and Mutilation Policy: If the library staff observed a patron mutilating library material or if a patron is discovered leaving the library with mutilated library materials or if a patron is discovered leaving the library with mutilated library materials that are not charged out to him/her, said patron will be fined replacement cost of that material and a fine of twenty-five ($25.00) plus suspension of library privileges until the matter has been resolved by the Vice President of Academic Services.
8. Archival Management: The library will house the College archives in the library and will maintain a basic index and access to these materials.
9. Audio Visual Equipment and Materials: The library maintains and houses all audio visual resources and equipment. The library provides limited production services for instruction and maintains publishing equipment for the campus.

History

SECTION 900.09
INFORMATION TECHNOLOGY SERVICES

The primary function of Information Technology Services (ITS) is to support campus data processing needs and to act as a liaison between campus users and the North Dakota University System Core Technology Services (CTS).

1. Administrative information processing is handled via Core Technology Services. Providing product and technical support is accomplished by evaluation of new products, coordination and distribution of appropriate training, demonstrations, and assistance on use of the products. Good ideas and techniques are shared which ensure reduction of duplicated efforts. Technical problems are resolved on a timely basis.
2. Information Technology Services is responsible for assessment of user requirements and recommendation of appropriate hardware and software solutions.
3. Purchase and maintenance of information technology equipment, supplies and software is the responsibility of Information Technology Services. Refer to Chapter 400 Administrative Affairs for further details of institutional purchasing and equipment maintenance policies.
4. Issuance and enforcement of security for all campus data processing capabilities is the responsibility of Information Technology Services. Appropriate security forms must be completed when requesting clearance. Security violations will result in loss of privileges.
5. Computer Usage: Information Technology Services will not support the use or distribution of unauthorized copyrighted software. All students and College employees will be apprised of the proper use of campus and NDUS computing facilities. (See “Lake Region State College Computer Usage Policy.” Chapter 1500.12) and for the “NDUS Computing Facilities Policy” (Section 1901.2)

History
Administrative Council Approved Update 06/11/15

SECTION 900.09.01
COMPUTER USAGE

Students
The privilege of using the Campus Area Network (CAN) and attached computer resources is extended to Lake Region State College students, faculty, staff and authorized users. The LAN is designed and intended to serve the institution's academic and administrative computer purposes. Users must also comply with the NDUS computer policy 1901.2

In order to ensure responsible, secure, legal and ethical use the following conditions shall apply:

Access to computing and networking resources, computer accounts, passwords and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services. Users are encouraged to change passwords frequently to ensure privacy and security. Passwords will also change on a predetermined schedule.
The Campus Area Network is shared by faulty, staff and students, no one may use excessive bandwidth which interferes with service to others.

Users are prohibited from using, inspecting, copying, storing and redistributing copyrighted material and computer programs in violation of copyright laws. Software subject to licensing must be properly licensed and all users must strictly adhere to all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) Users shall not install or use software on the Campus Area Network in a manner contrary to law or this policy.

Users shall not participate in activities that may alter the integrity, function or security of the Campus Area Network or computer resources. This includes physical misuse, alteration of software or download executable files from the internet (unless instructed by faculty or staff) or creation or installation of user-owned software programs onto Lake Region State College computer equipment. This includes all forms of computer games not approved for use.

Users shall respect the privacy and personal rights of all other users. Users will refrain from intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials. Users shall not use computing equipment, software and/or services for any illegal purpose.

Use of computing resources for business, profit or in a manner contrary to institutional, academic or administrative purposes is prohibited. Use of computing facilities to commit acts of academic dishonesty will be handled through existing campus procedures which address allegations of academic dishonesty.

Harmful activities are prohibited. Examples include, but are not limited to, IP spoofing; creating and propagating viruses; port scanning; disrupting services; damaging files or intentional destruction of or damage to equipment, software or data. Authorized users may not use computing resources for unauthorized monitoring of electronic communications.

Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Users should be aware that logs are created tracking Internet and e-mail use. These logs are primarily used for security purposes but may also be used to enforce computer usage policies.

Violation
Use of Lake Region State College's computer equipment contrary to this policy may result in:
1st Offense: Limitation of privileges for one (1) to two (2) weeks and/or a fine up to $50.
2nd Offense: Limitation of privileges for one (1) to (2) weeks and/or a fine up to $100.
3rd Offense: Limitation of privileges and forwarded to Vice President of Student Affairs for disciplinary action which could include suspension and a fine up to $150.

Students may appeal disciplinary action by following the Student Appeals Procedure. The acceptance and use of a User ID and password implies you have read and agreed to this computer policy. Students, not Lake Region State College, will be held liable for illegal computer related activities.

Staff
The privilege of using the Campus Area Network (CAN) and attached computer resources is extended to Lake Region students, faculty, staff, and authorized users. The Computer Area Network is designed and intended to serve the institution's academic and administrative computer purposes. Users must also comply with the NDUS computer policy 1901.2

In order to ensure responsible, secure, legal, and ethical use, the following conditions shall apply:

Access to computing and networking resources, computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services. Users are encouraged to change passwords frequently to ensure privacy and security. Passwords will also change on a predetermined schedule.
The (CAN) Campus Area Network is shared by faculty, staff and students; no one may use excessive bandwidth which interferes with service to others.

Users are prohibited from using, inspecting, copying, storing, and redistributing copyrighted material and computer programs in violation of copyright laws. Software subject to licensing must be properly licensed and all users must strictly adhere to all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.). Users shall not install or use software on the Campus Area Network in a manner contrary to law or this policy.

Users shall **not** participate in activities that may alter the integrity, function, or security of the Campus Area Network or computer resources. This includes physical misuse, alteration of software or download executable files from the Internet or, creation or installation of user-owned software programs onto Lake Region computer equipment. This includes all forms of computer games not approved for use.

Users shall respect the privacy and personal rights of all other users. Users will refrain from intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials. Users shall not use computing equipment, software and/or services for any illegal purpose.

Use of computing resources for business, profit, political purposes or in a manner contrary to institutional, academic or administrative purposes is prohibited.

Harmful activities are prohibited. Examples include, but are not limited to, IP spoofing; creating and propagating viruses; port scanning; disrupting services; damaging files; or intentional destruction of or damage to equipment, software, or data. Authorized users may not use computing resources for unauthorized monitoring of electronic communications.
Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Users should be aware that logs are created tracking Internet and e-mail use. These logs are primarily used for security purposes but may also be used to enforce computer usage policies.

Violation
First and minor incident may be resolved informally by your supervisor in conjunction with the Campus Information Technology Security Officer. Minor infractions are those in which the impact on the computer or network resource is minimal and limited to the local network.
Subsequent and/or major violations may result in immediate loss of computer access privileges or the temporary or permanent modification of those privileges, including dismissal. More serious violations include, but are not limited to, unauthorized use of computing equipment, attempts to steal passwords or data, distribution or copying of licensed software, or other copyrighted materials, use of another's account, harassment or threatening behavior, obscene material, or crashing the system.

The acceptance and use of a User ID and password implies you have read and agreed to this computer policy. Users, not Lake Region State College, will be held liable for illegal computer related activities

---

History
Administrative Council Approved Updates 06/11/15

Lake Region State College
Policy and Procedure Manual

SECTION 900.09.02
STUDENT 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 communication with students.

Limits and Regulations:
Students who have applied to Lake Region State College are assigned an email address, username, and password.

1. The campus email address will be considered the "official email address" of LRSC and will be the primary contact the college may use to inform students of important campus information. Some of this information may include deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, as well as other useful information from the Administration and/or Academic departments on campus.
2. The student will be responsible for the information conveyed to their official email address. The college will not be responsible for the handling of the email by outside vendors or unofficial servers. When students do not use their LRSC assigned email account, or they forward email from that account to another account, vital information may not be conveyed if the email is unopened or the associated attachment is not forwarded. Unopened email or having email redirected does not relieve a student of the responsibilities associated with communication sent to their official LRSC email address.
3. Students are expected to check their official LRSC email on a frequent and consistent basis in order to stay current with College events, dates for submitting materials and other campus communications. It is recommended that the students access their email account daily.
4. This email account is free of charge and is active as long as the student remains enrolled at the college.

Reference:
Portions of this policy are drawn from those developed by the University of Colorado at Boulder, Virginia Commonwealth University, University of Minnesota Medical School, University of North Dakota, Bismarck State College and the Eastman School of Music.

History
Administrative Council Approved 08/02/06
Administrative Council Approved Update 06/11/15

SECTION 900.10
DUAL CREDIT AND HOMETOWN UNIVERSITY

Outreach Program Information
The Office of Continuing Education coordinates outreach credit programming for Lake Region State College's Devils Lake campus. This includes all courses delivered via distance technology, such as online and video conferencing, as well as courses delivered off-campus. In addition, the Office coordinates all non-credit courses.

Lake Region State College employs an outreach coordinator at the Grand Forks Air Force Base Educational Center to coordinate courses housed on the Air Force Base and the Cavalier Air Station. This coordinator works closely with the Director of Continuing Education.

This Policy Manual will cover procedures and policies, specifically for the Hometown University and Dual Credit programs.

Hometown University
Hometown University is an opportunity for students to take entry-level college courses within or near the local or hometown community. Adults who wish to continue or begin a college career or high school students who have completed 14 hours of high school credit may enroll. Offerings depend on availability of qualified faculty and enrollment.

Dual Credit
The dual credit program allows eligible high school juniors and seniors to take college courses and earn high school credit once the college work has been completed. The student who successfully completes College Composition I will earn 3 college credits and ½ high school unit. There are approximately 54 high schools partnering with the College to offer dual credit to their students.

Students who are college bound and academically able can reap these benefits:
- More gradual transition into college
    - Investment of study time which serves two purposes
    - challenging course-work option for gifted students
    - Cost-effective way to invest in credits while still living at home
    - Potential to shorten the duration of campus-based study
    - Possible early registration privilege at degree-granting institution

Program Coordination
The Office of Continuing Education will work with a designated contact person to arrange all details of outreach courses. The designated contact person can be a high school administrator, area coordinator, or part-time instructor. The College assumes the high school principal is the main contact for administrative decisions, such as scheduling, textbook orders, etc., when setting up the details of courses taught in the high school for dual credit.

Outreach Course Approval

The Office of Continuing Education must approve all courses before offered through the Dual Credit or Hometown University Programs for Lake Region State College. The request for course approval can be initiated through the Office of Continuing Education.

- Dual Credit courses taught in the high school are initiated when the high school principal files a Dual Credit Program Course Request Form.
- Hometown University courses are initiated when an area coordinator, high school administrator or an instructor calls the Office of Continuing Education.

Course sections may not be combined. Each course section must be requested independently for approval and for scheduling purposes. Some course sections are limited to specific enrollment caps. If a course will exceed the recommended enrollment cap listed below, the administrator should contact the Office of Continuing Education to discuss circumstances. Please consider the following enrollment caps when scheduling courses:

COMM 110 Fundamentals of Public Speaking	21
ENGL 110 College Composition I	24
ENGL 120 College Composition II	24
All lab sciences	20
Computer Courses	Limited to number of computers/ one computer for each student enrolled

The instructor and person who initiated the request will be informed of the class number for the course. Enrollment can begin after approval has been granted and enrollment forms have been sent to the local contact person or notification that the class has been created in Campus Connection.

Dual Credit for Online or Campus Courses

Students who would like to earn dual credit for courses offered online, on the Devils Lake campus, Cavalier Air Station or Grand Forks Air Force Base must file all appropriate enrollment forms. The Office of Continuing Education and the high school administrator must approve dual credit enrollment prior to course registration. Standard registration and billing policies will be followed. Lake Region State College may not grant college credit to students who have not completed the appropriate forms with the College.

Dual Credit Restrictions

1. The Department of Public Instruction does not permit one-credit courses to be offered for dual credit.
2. The College may limit course offering to general education courses that are lower level courses. Exceptions to this policy will be granted by the Vice President of Academic and Student Affairs.
3. Dual Credit enrollees must verify that prerequisite requirements are met prior to enrolling.

High School Dual Credit Policy

LRSC Office of Continuing Education must have a copy of the school district's Dual Credit Policy on file prior to course approval and/or enrollment authorization. It is the responsibility of the high school principal to submit this form.

High School Dual Credit Memorandum of Understanding
A memorandum of understanding (MOU) will be mailed to the high school principal to verify the agreement of dual credit, college courses taught at the high school. The MOU must be signed by the principal and returned to the Office of Continuing Education within three weeks of the start of a Dual Credit class. The MOU can be amended if changes are made to the academic schedule.

Video Conferencing Courses
Outreach sites that would like to partner with LRSC to deliver courses (or other events) over the statewide network, STAGEnet, must have the following items in place prior to delivery:

Equipment
- T1 Line Access
- H.323 equipment (must be certified by ITD)
- Fax Machine
- Copy Machine
- Telephone access with long distance capability

Staffing
- Scheduling Contact Person-to handle all room and equipment scheduling
- Technical Coverage-to run equipment and troubleshoot during events or classes. For credit classes, the technician cannot be enrolled in the credit class.

Student Textbook Orders Made by the High School or Area Coordinator
If the school district is supplying the books for the students, the administrator must contact the Bookstore Manager directly. The school district's account will be charged and a bill sent directly to the school.

The Bookstore carries all textbooks needed for classes offered in Devils Lake, at the Grand Forks Air Force Base Campus, online, dual credit, and Hometown University. The Bookstore also supplies needed items, such as pens, pencils, notebooks, and art supplies. In addition, the Bookstore carries a large line of clothes and novelty items with the LRSC logo.

Students enrolled in any course at LRSC can order books by phone, email, online, or in person through the LRSC Bookstore. Simply contact the Bookstore Manager at 1-800-443-1313 ext. 1538 or (701) 662-1538. LRSC Online Bookstore is available at www.bookstore.lrsc.edu.

Instructor Leave of Absence
If the instructor of a college course must be away from the classroom for more than one week, the high school principal, area coordinator, or the instructor must call the Director of Continuing Education to discuss the circumstances and make arrangements for suitable substitution during the time of leave. In some cases, the substitute instructor may need to apply for approval to teach for LRSC and must meet with a departmental faculty member from the Devils Lake campus. Meetings may be arranged by phone or videoconferencing.

Instructional Stipend
The instructional stipend is $590 per credit.

In order for LRSC to reimburse the full amount, the course must meet the minimum enrollment requirements:

Minimum Enrollment Requirements for Full Stipend

2 Credit Course	6 Enrollees
3 Credit Course	5 Enrollees
4 Credit Course	5 Enrollees
5 Credit Course	5 Enrollees

Minimum Enrollment Requirements to Run a Class

2 Credit Course	2 Enrollees
3 Credit Course	1 Enrollee
4 Credit Course	1 Enrollee
5 Credit Course	1 Enrollee

Please refer to the Instructional Stipend Worksheet for more detailed calculations.

A partial stipend will be granted for courses with fewer than the minimum number of enrollees for full stipend. The partial stipend schedule is based on tuition revenue minus the $400 administrative fee.

A part-time instructor or a high school administrator may opt to deny a contract with a partial stipend. The Office of Continuing Education must be informed immediately when the decision is made. The decision must be made no later than the first day of class. The Office of Continuing Education will send official notification to all students registered for the course. We have adopted this process to accommodate communities with smaller enrollments.

Hometown University Area Coordinator Reimbursement
Area coordinators for the Hometown University program will be paid according to original agreement, once official course enrollments are completed.

Student Eligibility, Enrollment & Payments
The Dual Credit and Hometown University Programs are designed for students in grades 11 and 12, who are interested in pursuing a higher education certification or degree, and are academically able. High school students must hold a 2.0 GPA or higher in the high school courses taken in the selected course area, in order to register for dual credit. Students may not register for more than 11 credits per semester.

High school administrators may make exceptions for students who do not meet the criteria by completing the Dual Credit Program Special Permission to Register Form available from the Office of Continuing Education. The form requires the approval of both the high school principal and the instructor teaching the course.

Each student must submit all enrollment forms and payments to the Office of Continuing Education. This includes the following:

- An application for admission, unless previously submitted to LRSC
- To register, a signature on the Batch Registration Form or through Campus Connection
- To drop, a Continuing Education Registration Form
- The North Dakota Dual Credit Enrollment Application, if applicable

- Payment for application fee, tuition and course fees
- Special permission form, for students who do not meet listed eligibility requirements

All forms must be complete and contain the appropriate signatures or they will be returned for completion. This will likely delay official registration.

The principal or superintendent may invite adult students to enroll in a college class taught at the high school; however the course will not be advertised to the public. Hometown University courses are open to the public, as well, and will be advertised and promoted as such.

Please remind students an official college transcript is generated from registration in any LRSC credit course and the grade will be a permanent part of the student's college academic record.

High School Students Not Enrolled for Dual Credit
The college does not encourage students who are not registered for college credit to participate in college courses. It is recommended that high school administrators set up a schedule that encourages only the enrollment of students who wish to earn college credit.

If this is not possible, we require the high school to collect a Dual Credit Waiver Form from each student who chooses not to enroll for college credit. The form requires the student, parents and instructor to recognize the student will not earn Lake Region State College credit for the course, even though the student will be expected to meet all college requirements and use college texts. The Waiver Form should be sent directly to the Office of Continuing Education.

History
Administrative Council Approved 07/31/24

SECTION 900.11
TYPES AND LEVELS OF PROGRAMS

1. The College awards the following degrees, diplomas, certificates and certificates of completion subject to completion of requirements prescribed by the North Dakota University System to the requirements prescribed by the State Board of Higher Education:
    a. Associate in Arts
    b. Associate in Science
    c. Associate in Applied Science
    d. Diploma
    e. Certificate
    f. Certificate of Completion
2. The College is approved to offer the following types of programs:
    a. Academic
        i. Associate in Arts
        ii. Associate in Science
    b. Career and Technical Education
        i. Agricultural Farm Business Management
        ii. American Sign Language
        iii. Associate Degree Nursing
        iv. Automotive Technology
        v. Business Administration
        vi. Certified Nurse Assistant
        vii. Early Childhood Associate
        viii. Fitness Trainer Technician
        ix. Information Technology
        x. Law Enforcement
        xi. Marketing
        xii. Peace Officer Training
        xiii. Practical Nursing
        xiv. Precision Agriculture
        xv. Simulation Technology
        xvi. Speech Language Pathology Paraprofessional
        xvii. Technical Studies
        xviii. Wind Energy Technician

History
Administrative Council Approved 09/15/15
Administrative Council Approved Moving from 100.04 to 900.11 09/15/15
Administrative Council Approved 07/15/21

SECTION 900.12
ADDITIONAL EDUCATIONAL OPPORTUNITIES

1. Continuing Education: Lake Region State College Continuing Education strives to provide rewarding and enriching non-traditional educational opportunities for residents of the Lake Region and the surrounding area. Credit and non-credit classes and workshops are offered for professional and workforce development, personal growth, or personal enrichment. Students range from children enrolled in fun-filled art classes to adult, life-long learners seeking to expand their horizons.
2. Workforce Training: Workforce Training is designed to provide business and industry in North Dakota with the most competitive workforce in the nation. The state legislature defined four distinct services regions with Lake Region State College assigned to the northeast quadrant. Lake Region State College has partnered with the Work Force Development program of the University of North Dakota to jointly provide quality workforce training throughout this northeast quadrant. A workforce training unit was developed to do Business and Industry Needs Assessment, Workforce Training, Customized Curriculum and Corporate University Certificate programs.
3. Cooperative Education: Cooperative Education provides the option of work experience in several areas of study at Lake Region State College. Cooperative Education credits are based on the learning objectives and the number of hours worked per semester. Credits earned are determined by the faculty coordinator/supervisor and student. A minimum of ninety (90) hours at a worksite are required to earn one (1) credit. Students may arrange to complete a Cooperative Education placement in either of three formats; Parallel Plan, Alternating Plan and or Summer Plan.
4. Early Entry: Lake Region State College allows students who are currently enrolled in high school to begin college level work. Early entry provides an opportunity for high school students with junior status and the approval of the school superintendent to take entry level college courses within the community or a nearby community.
5. Dual Credit: The North Dakota Legislature enacted Senate Bill 2033 to allow juniors and senior in North Dakota high schools to enroll in post-secondary academic and vocational courses from regionally and nationally accredited colleges across the country and receive both high school and college credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Students who maintain a 2.0 grade point average or who have received permission from the school superintendent may enroll in any course approved by both the cooperating college and the high school.
6. Hometown University: Hometown University is a Lake Region State College opportunity for adults who wish to continue or begin a college career. Early entry high school students may also enroll in Hometown University. (See Early Entry)
7. External Campus: Lake Region State College has a satellite site at the Grand Forks Air Force Base. Courses and programs at the Grand Forks Air Force Base and other external sites are similar to programs offered on campus. Students must meet the same standards and programmatic requirements. The American Association of Community Colleges has identified

Lake Region State College as a Servicemember's Opportunity College (SOC) providing educational assistance to active duty servicemembers.

8. North Dakota Interactive Video Network (IVN): The North Dakota Interactive Video Network (IVN) uses state-of-the-art V-tel Technology video to transmit live audio and video between 25 sites located at the North Dakota Universities and North Dakota Tribal College. The North Dakota IVN is dedicated to enhancing educational opportunities in North Dakota through distance education. University credit classes have first priority for scheduling; however, organizations and individuals are encouraged to use the system for meetings, conferences and workshops as the schedule permits.
9. Academic Skills Center: The Academic Skills Center is a resource which provides a wide range of services to students. The services include developmental and remedial assistance in reading, spelling, grammar, mathematics, and basic study skills. Assistance is also available to students on an individual basis on a wide range of subjects. Instruction is available to students who are studying English as their second language.
10. Adult Learning Center: Lake Region State College provides the opportunity for individuals that do not have a high school diploma to advance themselves through the General Educational Development (GED) testing program. The Adult Leaning Center has free day and evening classes in which students learn basic reading, math and English by studying materials that emphasize life skills and job seeking skills. Classes improve academic levels and self-concepts of displaced workers, JTPA students and anyone looking for a better future.
11. Testing and Resource Center: The Testing and Resource Center, located in the Erlandson Building, provides service to support alternative instructional delivery systems such as Competency Based Instruction. The audio-visual equipment and material required by such programs are catalogued and housed in the Testing and Resource Center. Personnel are employed to ensure the accessibility of various audio-visual hardware for instructors and students. The coordinator is also available to assist in the production of teaching materials for classroom, workshop or seminar use. Work areas are provided for individuals and small groups to view video and slide presentations, take tests, or study. The Testing and Resource Center also offers residual ACT, CLEP, GED, ASE, OTIS, Choice, and special testing for individual faculty.

History

Administrative Council Approved Moving from 100.05 to 900.12 09/15/15
Administrative Council Approved 07/08/24

Lake Region State College
Policy and Procedure Manual

SUBJECT: FACILITIES USAGE
SECTION: 1000. Index

Section 1000.01	Use of College Facilities: Speech, Expression, and Assembly
Section 1000.02	Approval Process for Use of College Facilities
Section 1000.03	College Master Schedule
Section 1000.04	General Regulations
Section 1000.05	Robert Fawcett Auditorium Use and Rental
Section 1000.06	Studness Chautauqua Gallery, Heritage Hall Conference Room and Colonial Room Use and Rental
Section 1000.07	Classroom and Computer Labs Use and Rental
Section 1000.08	Gymnasium Use and Rental
Section 1000.09	Weight Room Use and Rental
Section 1000.10	Residence Hall Use and Rental
Section 1000.11	Food Service Use and Rental
Section 1000.12	Alterations to College Facilities

SECTION 1000.01
USE OF COLLEGE FACILITIES: SPEECH, EXPRESSION, AND ASSEMBLY

I. General Definitions

1. "Academic or administrative unit" means any office or department of Lake Region State College.
2. "Amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting, group chanting, and acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound but are subject to general rules on disruption.
3. "College/University person or organization" includes academic and administrative units, student, faculty, and staff organizations, and individual students, faculty members, and staff members; this phrase describes the most inclusive category of potential speakers on campus; every person and organization of any kind is either an "off-campus person or organization" or a "College/University person or organization."
4. "Day" means 7:45 a.m. to 4:45 p.m. daily and excludes weekends, College/University holidays, and days on which regularly scheduled classes are suspended due to emergency situations. If a deadline defined in this chapter falls on a Saturday, Sunday, or College/University holiday that deadline will be moved to the next day.
5. "Event" means something that occurs in a certain place during a particular interval of time; events include but are not limited to guest speakers, exhibits, tables, distribution of literature, signs, and public assemblies.
6. "Faculty member" includes any person teaching credit-bearing courses employed by Lake Region State College.
7. "Guest speaker" means a speaker or performer who is not a student, faculty member, or staff member, but who is invited to speak by a Lake Region State College person or organization.
8. "Off-campus person or organization" means any person, organization, or business that is not an academic or administrative unit, a student, faculty, or staff organization, or a student, faculty member, or staff member.
9. "Publicly assemble" and "public assembly" include any gathering of persons, including discussions, rallies, and demonstrations.
10. "Room or space" includes any room or space, indoors or outdoors, owned or controlled by Lake Region State College.
11. "Staff member" includes any person who is employed by Lake Region State College and does not qualify as a faculty member.
12. "Student" means an individual enrolled in one or more courses at an institution. For the purposes of this Policy, a student who is acting in a paid role, such as a graduate

student instructor or teaching assistant, is not a student for the purpose of this policy while they are engaged in that paid work.

II. General Provisions.

1. Lake Region State College (LRSC) recognizes that students and faculty have a fundamental right to free speech and expression under the First Amendment to the United States Constitution and Article I, Section 4 of the North Dakota Constitution, and as a result the SBHE and institutions under its control shall ensure that students have the freedom to speak, write, listen, challenge, learn, and discuss any issue, subject to reasonable and constitutionally-recognized limitations.
    a. Staff members of LRSC are also free to exercise their right to free speech and expression, as set forth above, provided that such activities do not substantially interrupt or inhibit their duties, and such exercise of free speech and expression shall be subject to the Political Activities Policies of the SBHE and LRSC.
2. Lake Region State College will not engage in viewpoint- or content-based discrimination or suppression of speech, and will, to the greatest extent possible, permit and facilitate the open discussion and debate of ideas and issues, regardless of the content of those issues.
3. As a general rule, LRSC will not use the concept of civility or mutual respect as a basis to suppress or limit the discussion of ideas, regardless of content, except as reasonably necessary to an educational activity.
4. Lake Region State College and its faculty and employees shall generally not seek to shield individuals from the free speech or expression of others, except as reasonably necessary to an educational activity.
5. Except as set forth elsewhere in this policy, the generally accessible, open, outdoor areas of the campus are traditional public fora for free speech by both LRSC and off-campus persons and organizations, subject to reasonable and constitutional time, place, and manner restrictions.
6. Lake Region State College designates the following areas as restricted or designated forums:

    a. those areas inside buildings which have not otherwise been treated as traditional public fora;
    b. areas within a 100-foot radius from residential buildings during evening and overnight hours;
    c. areas within a 100-foot radius from academic buildings during times when classes are held in that building;
    d. areas which must be restricted due to reasonable safety and security concerns, as designated by Vice President of Academic & Student Affairs;
    e. areas which must be restricted to enable the flow of pedestrian or vehicle traffic, as designated by Vice President of Academic & Student Affairs;
    f. areas within a 50-foot radius from building entrances and exits to provide for safe and convenient ingress and egress from those buildings; and

g. areas to include: Leevers Welcome Center, Learning Commons, classrooms/labs, Bergstrom Technical Center lobby, Student Union, Dining Room, Precision Ag Center, courtyard, Robert Fawcett Auditorium, gymnasium, and public meeting rooms.

Lake Region State College requires reservations or permits for the exercise of free speech or expression, including assemblies, within these restricted or designated forums.

7. Lake Region State College designates the following areas as closed to free speech, expressive activity, and public assembly: Gilliland Hall, North Hall, South Hall, wind turbine location and surrounding property within 1,000 feet of the wind turbine. Receiving and within 100 feet of loading dock area, weight room, faculty and staff offices, restrooms, and hallways in all LRSC buildings are also closed.

III. Prohibited Items at Assemblies

1. Dangerous weapons, as defined by N.D.C.C. § 62.1-01-01(1) as any switchblade or gravity knife, machete, scimitar, stiletto, sword, dagger, or knife with a blade of five inches or more; any throwing star, nunchaku, or other martial arts weapon; any billy, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slingshot; any bow and arrow, crossbow, or spear; any weapon that will expel, or is readily capable of expelling, a projectile by the action of a spring, compressed air, or compressed gas, including any such weapon, loaded or unloaded, commonly referred to as a BB gun, air rifle, or CO2 gun; and any projector of a bomb or any object containing or capable of producing and emitting any noxious liquid, gas, or substance.
2. Firearms, except as permitted by law. See N.D.C.C. § 62.1-02-05.
3. Body-armor or makeshift body-armor, helmets and other garments, such as sporting protective gear, that alone or in combination could be reasonably construed as weapons or body-armor, without written permission from Vice President of Academic & Student Affairs
4. Open flame, unless approved in advance by Vice President of Academic & Student Affairs.

IV. General Rules on Means of Expression

1. Disruption
   a. No speech, expression, or assembly may be conducted in a way that disrupts or interferes with any teaching, research, administration, or other authorized activities on the campus; free and unimpeded flow of pedestrian and vehicular traffic on the campus; or signs, tables, exhibits, public assemblies, distribution of literature, guest speakers, or use of amplified sound by another person or organization acting under the rules in this chapter.
2. Except in the most extreme cases, interference and disruption are unavoidably contextual. Intentional physical interference with other persons is nearly always disruptive in any context. Interfering with traffic depends on the relation between the volume of traffic and the size of the passageway left open. Disruptive noise is the most contextual of all, because it depends on the activity disrupted. Any

distracting sound may disrupt a memorial service. Any sound sufficiently loud or persistent to make concentration difficult may disrupt a class or library. Occasional heckling in the speaker's pauses may not disrupt a political speech, but persistent heckling that prevents listeners from hearing the speaker does disrupt a political speech. These illustrations may be helpful, but none of them includes enough context to be taken as a rule. We cannot escape relying on the judgment and fairness of LRSC authorities in particular cases. In this context where difficult enforcement judgments are unavoidable, it is especially important for administrators to remember that their judgements must not be influenced by the viewpoint of those claiming disruption or of those allegedly disrupting.

3. Potentially disruptive events can often proceed without disruption if participants and administrators cooperate to avoid disruption without stopping the event. In cases of marginal or unintentional disruption, administrators should clearly state what they consider disruptive and seek voluntary compliance before stopping the event or resorting to disciplinary charges.

V. Damage to Property

1. No speech, expression, or assembly may be conducted in a way that damages, defaces, marks, discolors, or alters in any way property of LRSC or of any person who has not authorized the speaker to damage or deface their property.

VI. Amplified Sound

1. General Rule on Amplified Sound
   a. Lake Region State College academic or administrative units and student, faculty, or staff organizations may use amplified sound on campus at designated times and locations, with advance permission from Vice President of Academic and Student Affairs, subject to the following restrictions.
2. Location and Times of Weekday Amplified Sound Areas
   a. The Vice President of Academic & Student Affairs may prescribe rules concerning scheduling, sound levels, the location of speakers and the direction in which they are pointed, and other rules to facilitate the use of amplified sound areas, to mediate any conflict with LRSC functions and other nearby activities, and to manage environmental impact. All such rules will be reasonable and nondiscriminatory.

   b. The Vice President of Academic & Student Affairs may limit the number or frequency of reservations for each student, faculty, or staff organization or academic or administrative unit to ensure reasonable access for all persons and organizations desiring to use amplified sound.
   c. Lake Region State College persons and organizations using amplified sound are responsible for maintaining a passageway for pedestrians that is adequate to the volume of pedestrian traffic passing through the area.

VII. Public Assemblies without Amplified Sound

1. General Rule on Public Assemblies
    a. Lake Region State College persons and organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be. No advance permission is required. If the expected attendance at an event with a program, guest speaker, or performer is twenty-five or more people, advance notice of no less than two weeks is required.
    b. The buildings owned or controlled by LRSC are not open for demonstrations, assembly, or speech. In furtherance of LRSC's educational mission, the buildings owned or controlled by LRSC are limited for and open only to faculty, staff, and students and their organizations.
    c. Off-campus persons and organizations may not engage in expressive activities at LRSC except in accordance with these rules.

2. Reservation of Space
    a. Persons, organizations, and academic or administrative units who wish to publicly assemble in a particular room or space at a particular time may reserve the room or space by following the established procedure. Individual faculty, staff, and students may not reserve an indoor space, except as related to an educational activity. Off-campus persons or organizations may only reserve a particular room or space for a public assembly by following the established procedure.
    b. Reservation requests from recognized student, faculty, and staff organizations or academic or administrative units shall receive precedence over requests from individual persons, unrecognized organizations, or any off-campus persons or organizations.
    c. An LRSC person, organization, or academic or administrative unit with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any person, organization, or academic or administrative unit with a reservation to begin using the room or space promptly at the beginning of its reserved time. Reservations for outdoor spaces are not required but are strongly encouraged. Reservations for indoor spaces are required, although this requirement may be waived by the President, Vice President of Academic and Student Affairs, Vice President of Administrative Affairs, and program directors with responsibility for specific campus locations.

3. Fees for Reserving Space.
    a. Lake Region State College prescribes a fee schedule for reserving specified campus spaces. The schedule shall be made available at the information window on request and shall be based on the actual expenses incurred by

the campus in making the space available. The schedule must not be wholly or partially based on viewpoint- or content-based criteria but may include security and logistic fees based on the venue, the anticipated attendance, historical protest activity at events of similar attendance, and other content-neutral factors. The criteria used to establish the fee schedule shall be made publicly available.

b. Lake Region State College does not retain funds beyond its actual expenses unless the reserving party or group charges admission to the event. The fee schedule must be applied equally to all persons or organizations, without reference to the content or viewpoint of the proposed assembly, except as otherwise governed by campus policies.

c. The President may waive any applicable fee for an assembly contributing to the educational mission of the institution or engaging in charitable work.

d. Academic and administrative units are not subject to the fee schedule.

e. LRSC may not impose fees on students, faculty, or student organizations, including with respect to invited guest speakers or groups, for the use of campus facilities based on the anticipated content or viewpoint of speech, expression, or the anticipated reaction thereto, but LRSC is not required to subsidize the free speech and expression of students, faculty, or student organizations or their guests. As a result, LRSC may, in its discretion, impose facility use fees based on venue, anticipated attendance, and other non-content-based factors. Such fees may not exceed the actual costs incurred by LRSC, and LRSC must refund any overpayment. LRSC shall set forth empirical and objective criteria for calculating such fees, and such criteria shall be made publicly available. LRSC may not consider the potential reaction to speech, including but not limited by potential protest activity, when calculating facility use fees.

4. Notice and Consultation

a. Lake Region State College persons or organizations may publicly assemble on campus in any place where, at the time of the assembly, the persons assembling are permitted to be.

b. Students or student organizations planning a public assembly with a guest speaker and expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide advance notice of no less than two weeks to the Vice President of Academic & Student Affairs. Students or student organizations planning smaller assemblies or large assemblies without a guest speaker are encouraged to consult the Vice President of Academic & Student Affairs if there is uncertainty about applicable LRSC rules, the appropriateness of the planned location, or possible conflict with other events. The Vice President of Academic & Student Affairs can help the planners avoid unintended

disruption or other violations that may result in subsequent discipline or subsequent interference with the assembly by campus authorities.

c. Faculty, staff, and related organizations that are planning a public assembly with a guest speaker and an expected attendance of more than twenty-five participants, including potential counter-demonstrators, are required to provide notice of no less than two weeks to the Vice President of Academic & Student Affairs.

d. The notice and consultation requirements of this subchapter do not apply to academic or administrative units.

e. The notice and consultation requirements of this subchapter may be waived by the President.

VIII. Guest Speakers

1. Who May Present

a. Lake Region State College persons and organizations and academic and administrative units may present guest speakers on LRSC property with advance permission from the Vice President of Academic & Student Affairs.

2. Location and Form of Presentation

a. A guest speaker may present a speech or performance, or lead a discussion of specified duration, at a time announced in advance, in a fixed indoor location or in a fixed outdoor location approved by the Vice President of Academic & Student Affairs.

b. A guest speaker may not accost potential listeners who have not chosen to attend the speech, performance, or discussion.

3. Application

a. All students, faculty members, staff members, student organizations, faculty organizations, and staff organizations that wish to present a guest speaker must request permission from the Vice President of Academic and Student Affairs at least two weeks before the scheduled event or prior to the publication of any planned advertising for the event, whichever is earlier.

b. Students, faculty, and student organizations shall be permitted to invite guest speakers or groups to campus regardless of the anticipated content or viewpoint of the speaker or group's speech or expression. LRSC may not prohibit any invited speaker or group from speaking on campus and may not retract (or pressure or require students, faculty, or a student organization to retract) an invitation to speak based on the anticipated content of viewpoint of the speech or expression.

4. Obligations of Presenting Person or Organization

a. An LRSC person or organization that presents a guest speaker must make clear that:
   i. the person or organization, and not LRSC, invited the speaker; and
   ii. the views expressed by the speaker are their own and do not necessarily represent the views of LRSC, the North Dakota University System, or the State of North Dakota.

b. The person or organization that presents a guest speaker is responsible for paying any fees.

c. Institutional funds provided to a recognized LRSC organization may not be used to pay for any costs or expenses related to the presentation of a politically-oriented guest speaker unless approved in advance by an organization's faculty advisor and the President in consultation with LRSC's legal counsel.

5. Equal Treatment
   a. Guest speakers reserving space at LRSC facilities may be subject to the same terms and conditions governing the use of the facilities for other outside groups. If a room, space, or facility is made available to any guest speaker invited by a LRSC person or organization, then that room, space, or facility must be made equally available to all such speakers or groups.
   b. If an LRSC person or organization complies with this policy when presenting a guest speaker, LRSC may not prohibit or disinvite that guest speaker based on the anticipated content or viewpoint of the guest speaker's speech, performance, presentation, or other form of expression.

IX. Responding to Speech, Expression, and Assembly

1. General Rule on Responding
   a. Lake Region State College persons and organizations may respond to the speech, expression, or assembly of others, subject to all the rules herein.
   b. Responders may not damage or deface signs or exhibits, disrupt public assemblies, block the view of participants, or prevent speakers from being heard.
2. Means of response that are permitted in many locations and without advance permission or reservation, such as signs, tables, distribution of literature, and public assembly without amplified sound, may be used immediately and in any location authorized in this policy.
3. Means of response that require advance permission or reservation, such as banners, exhibits, and amplified sound, may be used as soon as the needed permission or reservation may be arranged. Banner space and some amplified sound areas may be unavailable on short notice because of earlier reservations, but the Vice President of Academic & Student Affairs will expedite approval of exhibits and available banner space and amplified sound areas where necessary to permit appropriate response to other speech, assembly, or expression.

4. Means of response that are confined to authorized locations, such as banners and amplified sound, may be used only in those locations. It is not permissible to respond to amplified sound with amplified sound in the same location; similarly, if an exhibit or public assembly is in a location where amplified sound is not permitted, it is not permissible to respond with amplified sound in that location. In either case, it is permissible to respond with amplified sound in another location and to use signs or distribution of literature to advertise the response at the other location.

History
Administrative Council Approved 08/26/2019
Administrative Council Approved 06/30/2021

SECTION 1000.02
APPROVAL PROCESS FOR USE OF COLLEGE FACILITIES

1. Approval for use of all College Facilities is the prerogative of the President.
2. The primary purpose of College Facilities is for College functions which shall be given first priority.
3. A "Facilities Usage Contract" form must be completed and authorization obtained prior to usage. This contract is applicable to all college groups and outside organizations wishing to use College facilities for other than defined instructional or related activities.
4. All requests or use of College facilities must be made ten (10) working days prior to the desired date(s) so that necessary arrangements and adjustments can be made. Arrangements should also be made at this time for special equipment needs, e.g. cords, overheads, special lights.)
5. A written copy of this "Facilities Usage Contract" specifying the scheduled dates(s), arrangements, and fees shall be provided to the organizations or group making the request. The event will be posted on the Happen Schedule located in the College 'public' file.
6. The Physical Plant Director shall be informed of all events scheduled in any College facility.
7. Fees may be assessed for use of College facilities and equipment (See "Rental Charges" Article 1000.04.4)

History

SECTION 1000.03
COLLEGE MASTER SCHEDULE

All scheduled College and non-College events, activities and facilities usage must be recorded on the official College Master Schedule. This Schedule is maintained by the Administrative Assistant to the President. The primary purpose of the Schedule is to prevent conflicts as well as unauthorized use of facilities.

History

SECTION 1000.04
GENERAL REGULATIONS

1. Liability Insurance: When appropriate, rental agreements for use of College facilities shall require the renter to provide evidence of liability insurance for personal or property injury. If this is not possible, the person responsible for the event, by signing the rental agreement, agrees to indemnify and hold harmless Lake Region State College regarding any and all claims for loss, injury or damage.
2. Damage to College Property: Organizations or groups utilizing the facilities shall agree to reimburse the College for the cost of any damage that occurs. The College administration is authorized to assess and charge the responsible party for repair and replacement.
3. College Liability: Lake Region State College assumes no responsibility for theft, injuries or damages of any kind suffered by any groups (or individuals) using College facilities at any time.
4. Rental Charges: The College shall periodically establish, and the Vice President of Administrative Affairs and the Physical Plant Director shall administer, a "Schedule of Rental Fees and Other Charges" for use of College facilities and equipment. This "Schedule" is available in the Administrative Affairs Office. Waivers may be negotiated with the President.
5. All concessions shall be operated by the College.
6. Security Provisions/Additional Service
    a. Security personnel must be on duty when any College facility is used after normal working hours and on weekends. The Physical Plant Director will make the necessary job assignments. If the activity is a College-sponsored event held after hours, a staff member may substitute for the security person
    b. When additional security is required security personnel will be remunerated at a rate specified by the Physical Plant Director. Should it be necessary for the College to provide additional maintenance/custodial personnel or other qualified personnel to operate special equipment, it shall be necessary for the renter to pay for services ate the prevailing College rate in addition to any other fees.
    c. The College reserved the right to furnish these services and personnel at its discretion. The Physical Plan Director shall be responsible for administering these provisions.
7. Posting of Policy: All organization requesting use of College facilities shall be provided with a copy of this policy document and the Schedule of Rental Fees and Other Charges. This document shall be deemed to be incorporated in all facilities usage contracts.
8. Regulations Regarding Signs, Posters, Handbills and Other Promotional Material: All bulletin boards are under jurisdiction of designated departments or administrative offices. No posters or publicly distributed materials shall contain obscene, vulgar or libelous material. All items should be placed only on bulletin boards, free-standing display boards or wall tack strips. Do not use sticking tape or adhesive on painted surfaces. All items must be removed the day following the event.

History

SECTION 1000.05
ROBERT FAWCETT AUDITORIUM USE AND RENTAL

1. Scheduling responsibility: Administrative Assistant to the President.
2. There shall be no charge for any recognized College group for approved activities. This applies to clubs or organizations recognized by the Student Senate.
3. All posted rules and regulations must be followed, and food and drink are not permitted in the auditorium.
4. Utilization of the auditorium by non-College organizations for the express purpose of making money shall pay a fee.
5. In no case will unauthorized personnel be permitted to access to the sound system, state rigging, light control panels or dressing rooms without approval of the Physical Plant Director/designee.
6. Non-profit organizations or groups requesting use of the auditorium may be required to pay a fee.
7. Groups that require access to the facility to build scenery, rehearse or perform any other advance preparation shall do so in a manner that does not interfere with normal operations of the College.
8. The stage area of the auditorium is reserved for actual performances/rehearsals and for the set construction immediately before a performance for both College and non-College groups.
9. In no case will access to the costume and make-up room be permitted without approval of the College Director of Drama.

History

SECTION 1000.06
STUDNESS CHAUTAUQUA GALLERY, HERITAGE HALL CONFERENCE ROOM, AND COLONIAL ROOM AND RENTAL

1. Scheduling responsibility: Administrative Assistant to President
2. There shall be no charge for any recognized College group for approved activities. This applies to clubs or organizations recognized by the Student Senate.
3. Non-profit organizations or groups requesting use of the Studness Chautauqua Gallery, Heritage Hall Conference Room or the Colonial Room may be required to pay a fee. Requests will be considered on a case-by-case basis.

History

SECTION 1000.07
CLASSROOM AND COMPUTER LABS USE AND RENTAL

1. Scheduling responsibility: Administrative Assistant to the Vice President of Academic and Student Affairs.
2. There shall be no charge for any recognized College group for approved activities. This applies to clubs or organizations recognized by the Student Senate.
3. Non-profit organizations or groups requesting use of classrooms and Computer Labs may be required to pay a fee. Requests will be considered on a case-by-case basis.

History

SECTION 1000.08
GYMNASIUM USE AND RENTAL

1. Scheduling responsibility: Athletic Director
2. There shall be no charge for any recognized College group for approved activities. This applies to clubs or organizations recognized by the Student Senate.
3. Requests for facility use by groups not affiliated with the College will be considered on a case-by-case basis.
4. All posted rule and regulations must be followed.
5. For use of the gymnasium for tournaments in which a renter sponsors the tournament and retains the profits, a rental feel will be charged along with a fee for custodial/security personnel.
6. For rental of the gymnasium by organizations or groups for the express purpose of making money through gate receipts at an athletic event, a rental fee will be charged along with a fee for custodial/security personnel.
7. For use of the gymnasium for other than athletic events, the rental policy will depend on the organization putting on the event and the purpose for which the money so obtained will be used. This will be determined by the President.

History

SECTION 1000.09
WEIGHT ROOM USE AND RENTAL

1. Scheduling responsibility: Athletic Director
2. There shall be no charge for any recognized College group for approved activities. This applies to clubs or organizations recognized by the Student Senate.
3. The weight room will not be rented to individuals for any purpose. Requests for the weight room use by groups not affiliated with the College will be considered on a case-by-case basis.
4. All posted rules and regulations must be followed.
5. For rental of the weight room for tournaments in which a renter sponsors the tournament and retains the profits, a rental fee will be charged along with a fee for custodial/security personnel.
6. For rental of the weight room by organizations or groups for the express purpose of making money through gate receipts at an athletic event, a rental fee will be charged along with a fee for custodial/security personnel.
7. For additional information about the weight room, see Chapter 800.27.

History

SECTION 1000.10
RESIDENCE HALL USE AND RENTAL

1. Residence Halls may not be rented to individuals for any functions or external events during the months the College is in session without approval of the Vice President of Academic and Student Affairs and the President.
2. Vacant space in the Residence Hall may, however, be leased to groups by the Vice President of Academic and Student Affairs and the President upon approval of the North Dakota University System of Higher Education.
3. Residence Halls or sections thereof may be rented to groups or individuals during summer months.
4. Authorization and rental rates will be determined by the Vice President of Academic and Student Affairs.

History

SECTION 1000.11
FOOD SERVICES USE AND RENTAL

1. There shall be no rental charge for groups using the facilities for banquets catered by the College Food Service operations.
2. Scheduling of banquets and other such functions shall be handled by the Director of Food Services. The Director of Food Services shall inform the President's Administrative Assistant about such event for inclusion in the College Master Schedule.
3. For additional information about Food and Vending Services, See Chapter 400.31.

History

SECTION 1000.12
ALTERATIONS TO COLLEGE FACILITIES/WORK ORDER

1. No alterations or modification work of any kind may be carried out on College facility/property without permission from the Physical Plant Director.
2. Any requests for alterations or modification work must be submitted to the Physical Plant Director. Exceptions are routine repairs such as maintenance and custodial operations.

History
Administrative Council Approved to move from 400.19 to 1000.12 04/21/16

Lake Region State College
Policy and Procedure Manual

SUBJECT: RECRUITMENT OF PERSONNEL
SECTION: 1100. Index

Section 1100.01	Position Authorization Procedure
Section 1100.02	Application, Recruitment and Appointment Procedure
Section 1100.03	Application, Recruitment and Appointment Procedure for Part-Time and Adjunct Faculty
Section 1100.04	Post-Search Procedure for all Employees
Section 1100.05	Position Authorization Procedure: Application, Recruitment and Appointment of Volunteers
Section 1100.06	Employee/Volunteers Criminal History Background Investigations
Section 1100.07	Staff and Faculty Recruitment and Expenses

SECTION 1100.01
POSITION AUTHORIZATION PROCEDURE

Procedures to be used in determining and filling vacancies in a position (except work-study or adjunct faculty):

1. If a new position is desired or an existing vacant position is desired to be filled, the supervisor involve, through his/her appropriate vice President, shall complete section one of the *Position Authorization* form and forward one copy to the President's Office and one copy to the Vice President for Administrative Affairs.
2. The Vice President for Administrative Affairs shall review and recommend the Broadbanding classification. Requests for filling existing vacancies are forwarded to the President's Office. Requests for new positions are analyzed by the Vice President for Administrative Affairs to determine full budget impact and then forwarded to the President.
3. The President shall ensure that all options are discussed, including position modification. A decision will be made by the President, after consultation with the Administrative Council. If a new position is to be approved or an existing position is to be modified and if no modification is to take place, the President may decide to fill the position or leave it vacant. The completed Position Authorization form for new or existing positions will be distributed appropriately by the President's Office.
4. If approved for filling, either as requested or as modified, the Vice President for Administrative Affair Office will prepare an announcement of position opening.
5. The advertisement shall state job description, time frame, starting salary range, and statement of affirmative action. The job description on file shall be reviewed and updated as needed to be available to candidates upon request.

History

SECTION 1100.02
APPLICATION, RECRUITMENT AND APPOINTMENT PROCEDURE

1. Office/Service Staff positions
    a. All applications will submit a written *Application for Employment* from supplied by the Vice President of Administrative Affairs to be reviewed for general qualifications. The Administrative Affairs Office will also include in its review any applications it may have "on file".
    b. A matrix of qualifications will be created by the Vice President/President based on the job descriptions. The Administrative Affairs Office will complete the qualification matrix to assist the search committee in the screening process.
    c. Copies of application of position candidates and the completed matrix will be sent to the search committee to be appointed by the respective divisional Vice President. This Vice President will also serve on the Search Committee. The Committee will screen the applications and will inform the Vice President for Administrative Affairs Office of the applicants to be notified for personal interviews.
    d. The committee and the Vice President for Administrative Affairs will jointly schedule interviews, keeping the President's Office informed.
    e. The committee will recommend the top ranked prioritized candidates to be hired to the respective divisional Vice President.
    f. In consultation with the President, the Vice President will select the candidate. A *Salary Determination Broadbanding Staff* Form will be completed by the Administrative Affairs Office. Information will be provided to the Vice President. The Vice President will determine a fair salary from that information. If none of the priority candidates accepts the position, the Vice President will reconvene the search committee to decide if the position should be re-opened or if a candidate of lower ranking should be offered the position.
    g. The Vice -President will finish completing the Salary Determination Broadbanding Staff Form with the agreed upon salary, start date and his/her signature.
2. Full-Time Faculty, Administrative and Professional Staff
    a. All applicants will submit written applications and resumes to the Administrative Affairs Office. The Administrative Affairs Officer will also include in its review any appropriate applications that it may have "on file". At least three (3) letters of recommendation and college transcripts must be submitted by each applicant.
    b. Candidates for Vice President positions will be screened by a search committee appointed by the President who will also serve on the committee. Candidates for mid-management or full-time faculty positions will be screened by a search committee appointed by the respective divisional Vice President who will also serve on the search committee.
    c. A matrix of qualifications will be created Vice President/President based on the job descriptions. Administrative Affairs Office will complete the qualification matrix to assist the search committee in the screening process.
    d. Copies of applications of position candidates and the completed matrix will be sent to the search committee to be appointed by the respective divisional Vice President. This

Vice President will also serve on the search committee. The President may also serve on the search committee. The committee will screen the applications and will inform the Vice President for Administrative Affairs Office of the applicants to be notified for personal interviews.

e. The search committee's purpose is to screen applications, invite finalists, interview them and make a recommendation to the President. The recommendation may be one of the following alternatives:
    i. A list of candidates in priority ranking by the committee.
    ii. A listing of candidates without priority.
    iii. A rejection of all applicants with the recommendation to continue the screening process.
f. The search committee is reminded that its recommendation is not a final selection but an advisory recommendation which may be used in the final decision by the President.
g. The President in consultation with the respective divisional Vice President and/or the Administrative Council shall make the final selection and determine the appropriate salary.
h. The President will set the conditions of employment, including salary in accordance with College Policy. The President will complete the *Salary Determination* form and forward it to the Administrative Affairs Office.

History

SECTION 1100.03
APPLICATION, RECRUITMENT AND APPOINTMENT PROCEDURE FOR PART-TIME AND ADJUNCT FACULTY

Part-time and adjunct faculty are recruited on an as-needed basis for On-Campus, Outreach Programs/Community Education, and Grand Forks Air Force Base courses. The procedures are as follows:

1. Advertisements are made periodically for part-time and adjunct faculty pools with the areas of need listed. The pool of candidates is maintained by the appropriate supervisor. Applications are reviewed and interviews are conducted by the applicable supervisor.
2. Upon selection of a part-time or adjunct faculty member, he/she is given the necessary payroll forms. The supervisor initiates a contract and following established procedures for part-time compensation forwards it the the Administrative Affairs Office for processing.

History

SECTION 1100.04
POST-SEARCH PROCEDURE FOR ALL EMPLOYEES

Procedures to be followed after the search process is completed for all new appointments:

1. The new employee will complete all necessary payroll forms. Employees eligible for fringe benefits will also be given appropriate forms for this purpose. The new employee is than placed on the payroll system.
2. The Administrative Affairs Office will open a Personnel File on the employee incorporating the application materials, appointment materials, completed contract form, and any other payroll/personnel forms. Personnel files are kept and maintained by the Administrative Affairs Office.
3. The Administrative Affairs Office sends letters to the non-interviewed candidates informing the search has been completed. The respective divisional Vice President call the unsuccessful interviewees and informs them the search has been completed.

History
Administrative Council Approved 04/25/00

SECTION 1100.05
POSITION AUTORIZATION PROCEDURE: APPLICATION, RECRUITMENT AND APPOINTMENT OF VOLUNTEERS

1. A Lake Region State College volunteer who is required by policy to undergo a criminal background check shall also be trained in fraud prevention, sexual harassment, and/or other topics as directed by human resources. Employees utilizing a volunteer on a regular basis shall (1) complete the volunteer application form, (2) obtain approval from the supervising Vice President, and (3) secure workers compensation insurance by notifying human resources.

History
Administrative Council Approved 12/20/12

SECTION 1100.06
EMPLOYEE/VOLUNTEERS CRIMINAL HISTORY BACKGROUND INVESTIGATIONS

1. Lake Region State College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors and to protecting its funds, property, and other assets. Well-informed hiring decisions contribute to this effort. To assist in this endeavor, Lake Region State College will conduct a criminal history check on new hires for faculty, staff, students hired for positions, and volunteers as indicated in this policy.
    a. New hires include:
        i. Individuals never before employed by the institution.
        ii. Rehires, if the individual's break in service exceeds 12 months or unless the new position or newly assigned duties indicate that different checks or verifications are required.
        iii. Transfers from another NDUS institution.
        iv. Transfers and promotions within the same institution if an individual has never completed criminal history records check or criminal history check and sex offender registry check.
2. This policy has been adopted to implement SBHE Policy 602.3 and NDUS Procedure 602.3 for job applicants and current employees at Lake Region State College.
    a. A nationwide FBI criminal history record check is required before the beginning of work for the following positions:
        i. Police Officer
        ii. Security Guard
        iii. College police dispatchers and call center operators
    b. A criminal history check and sex offender registry check are required before beginning work for the following:
        i. All benefitted positions; and
        ii. Non-benefitted positions, including volunteers who:
            1. have access to confidential or proprietary information;
            2. have master keys;
            3. have assess to cash, credit, debit or other financial transactions;
            4. are resident hall and/or apartment managers, directors or assistants;
            5. are childcare employees and other employees who have unsupervised contact with minor children;
            6. are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
            7. are instructional faculty and staff, including graduate teaching assistants; and
            8. are counselors and coaches.
3. Criminal history check and sex offender registration checks are required every 24 months for volunteers and temporary hires for camps and other activities that involve minors.
4. The criminal history check shall, at the minimum include:
    a. All names/aliases for the past seven (7) years;

b. All addresses for the past seven (7) years;
c. Federal criminal background check using primary source;
d. County criminal background check using primary source; and
e. Nationwide sex offender registry check.

5. The criminal history check and sex offender registry checks must be completed before beginning employment. If there is an urgent documented need to start employment; within seven working days of selection and prior to the completion of the check, the employee may begin work as scheduled, under proper supervision; however, continued employment is subject to successful completion of the checks.
6. Procedure:
    a. Position Announcements: Position announcements for positions requiring a check will include this statement: "*LRSC does require a successful background check for the selected candidate prior to beginning employment*."
    b. Offer of Employment: An offer to the finalist, for which a criminal history check and sex offender registry check is required or requested, may be made "contingent upon successfully completing a criminal history check and sex offender registry check." Employment will not begin until results of the required or requested checks are received.
    c. Upon approval for hire, HR will email a criminal history check link to the finalist for processing with a licensed vendor. The fee for the background check will be paid by Lake Region State College.
7. Background Check Result Handling:
    a. After all requested background investigation reports are received and reviewed, the HR Director will notify the supervisor of the results and begin processing the finalist for employment.
    b. If the record is not clear, a review will be conducted by the HR Director and the division vice president. A previous criminal conviction does not automatically disqualify an applicant for consideration. Candidates' eligibility will depend on a variety of factors, such as the nature, severity, and frequency of the offense or offenses; the time elapsed since conviction and the rehabilitation including the individual's subsequent work history; the truthfulness and completeness of the candidate's disclosure of the conviction(s); whether a criminal conviction has a direct bearing on the individual's ability to fulfill job duties and responsibilities; the risk to the safety and welfare of employees, student, general public, or Lake Region State College property; and any other relevant information.
    c. A discovery of falsification will disqualify a candidate from employment consideration. If the candidate is a current employee, falsification may also subject the individual to disciplinary action, up to and including termination.
    d. The criminal history check records will be maintained in accordance with North Dakota open records laws and records retention policies of Lake Region State College.
8. Denial of Employment
    a. If employment is denied or an offer of employment is withdrawn based on the criminal history check, the finalist/employee has no right of appeal. A letter of adverse action will be processed by the licensed vendor that performed the criminal history check. The individual has the right to challenge any of the information on the criminal history record. The challenge must be made directly to the licensed vendor. If the finalist/employee challenges the information on his/her criminal history record, the decision by LRSC to deny or to withdraw an offer of employment is suspended for one

week. If the challenge results in no changes in the background record or changes which do not cause the employment decision to be changed, the LRSC decision on employment for this individual is final.

b. Anyone denied employment based on the criminal history check made through a licensed vendor is afforded certain rights under the Fair Credit Reporting Act (FCRA). The HR Director will provide the appropriate notification to the finalist/employee.

History
Administrative Council Approved 12/20/12
Administrative Council Approved 12/03/20

Lake Region State College
Policy and Procedure Manual

SECTION 1100.07
STAFF AND FACULTY RECRUITMENT AND EXPENSES

In Exceptional circumstances, and with the approval from LRSC's President, vice presidents or their designee may negotiate reimbursement of:

1. Recruitment travel expenses for a prospective candidate for faculty or staff and their spouse.
2. Moving expenses for faculty or staff. The moving expenses f employees transferring to a new work location with the same institution shall be governed by N.D.C.C. 44-08-04.3.

Reimbursements will be reported

History
Administrative Council Approved 5/13/19

Lake Region State College
Policy and Procedure Manual

SUBJECT: SYSTEM OF AWARDS AND RECOGNITION
SECTION: 1200. Index

Section 1200.01 General Objectives
Section 1200.02 College Employees: Recognition of Length of Service
Section 1200.03 College Employees: Recognition of Significant Achievement
Section 1200.04 Alumni and Citizens
Section 1200.05 Students

SECTION 1200.01
GENERALS OBJECTIVES

The objectives for devising and institutionalizing a system of awards are as follows:

1. To recognize the services of College employees at various stages of their careers at the College.
2. To recognize significant achievements on the part of employees either within the College or in their involvement with activities of benefit to the community and to society in general.
3. To recognize and honor alumni and other citizens for outstanding contributions towards collegiate advancement, for outstanding service to the community, and for significant achieves in various walks of life.
4. To recognize achievement on the part of students within the College and in community activities.

History

SECTION 1200.02
COLLEGE EMPLOYEES: RECOGITION OF LENGTH OF SERVICE

1. A suitable gift and accompanying certificate of recognition will be presented to all employees buy the President at the Annual Faculty and Staff Breakfast to mark the following:
    a. Five years of continuous service to the College
    b. Ten years of continuous services to the College
    c. Fifteen years of continuous service to the College
    d. Twenty years of continuous service to the College
    e. Twenty-five years of continuous service to the College
    f. Thirty years of continuous service to the College
2. Framed photographs of faculty employees going into learned retirement and past Presidents may be placed and prominently displayed (with an inscription indicating name, last position held and years of service) either in the Library or in some other suitable place on the College premises. Retiring employees will also be presented with a suitable gift, a commemorative plaque and a certificate at the new school year Annual Faculty and Staff Breakfast.
3. Employees who resign their positions and leave may be recognized by the suitably designed mementos and certificates presented on behalf of the College and the Community College Foundation.

History

SECTION 1200.03
COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT

1. Determination: The President and Council determine which achievements are significant. Input may be obtained from the Staff Senate and the Faculty Senate.
2. Recognition: The President will present a gift (plaque, chair, or other award) and accompanying certificate of recognition to the selected employee at the Annual Faculty and Staff Breakfast, or other appropriate event.
3. Excellence in Educating Award:
    a. The Community College Foundation instituted an Excellence in Educating Award in 1983. This award is presented by the Community College Foundation to one faculty member per year.
    b. Any full time benefitted faculty member, after their fifth year of service, who has not been presented the award within the previous ten years, is eligible for this award.
    c. The selection process shall be managed by the Faculty Senate and shall require written letters of nomination from faculty, staff, and/or students; an award selection committee that includes faculty, at least one staff member, and one student member; and deadline for nomination and selection.
    d. In addition to the award provided by the Community College Foundation, the institution will provide the recipient of the of the Excellence in Educating Award with $2,000 for travel to an approved conference, workshop or other professional development activity to be used within the next two academic years.
4. Excellence in Service Award:
    a. The LRSC Staff Senate requested an Excellence in Service Award in 2025 to recognize the important role that staff plays in achieving our mission. This award is presented by the Community College Foundation to one staff member per year.
    b. Any full-time benefitted staff member after their third consecutive year of service as of April 1st, who has not been presented the award within the previous five years, is eligible for this award.
    c. The selection process, nomination deadline, and selection deadline shall be managed by the Staff Senate. Nominations must be submitted in writing within the timeline specified by the Staff Senate. Staff Senate will form a selection committee of 5-7 individuals which must include at least one faculty member. No more than one individual from any individual office should be included on the selection committee.
    d. In addition to a recognition plaque and award package provided by the Community College Foundation, the recipient of the Excellence in Service Award will receive a professional development allocation of up to $2,000 for travel, registration fees, and related expenses to an approved conference, workshop, or other professional development activity to be used within the next two fiscal years.
5. Other achievements which merit recognition may be recognized by a letter of commendation from the President.
6. Emeritus Status

a. Achieving Emeritus status is to be viewed as the highest honor that Lake Region State College may bestow upon a retiring faculty member, administrator, or professional. The Emeritus status may be granted to retiring faculty, senior administrator or professional who have demonstrated leadership and service to the college and its communities.
b. Criteria for Emeritus status may include, but are not limited to length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline.
c. Any Faculty/Staff Senate member may nominate a individual for emeritus status. The documented nomination should include the following:
    i. A paragraph describing why the individual merits this distinction (i.e. significant contributions to the institution, the state, and/or service to the faculty member's academic discipline).
    ii. Date of initial appointment
    iii. Length of service
    iv. Date of retirement
d. The nomination will be submitted to the President of the Faculty/Staff Senate who presents the nomination for a vote of the Faculty/Staff Senate. The Faculty/Staff Senate makes a recommendation for Emeritus status by a majority vote and sends its recommendation to the LRSC President. The LRSC President makes the final decision in consultation with the appropriate supervisor. In the case of a senior administrator, any member of the College Council may send nomination directly to the LRSC President for approval.
e. Benefits for Emeritus Status
    i. Lake Region State Emeritus ID card
    ii. Retention of LRSC e-mail address
    iii. On-campus workspace, when available shall be provided.
    iv. Consistent with their roles and responsibilities, college computing privileges will be retained.
    v. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.
    vi. Free admission to all regular season athletic evens and theater performances.

7. Honorary Associate Degree: Lake Region State College may grant an honorary Associate degree according to NDUS policy (See Section 430.1).

History

Administrative Council Approved 1200.03 (3)

Administrative Council Approved 1200.03 (5) 06/27/16

Administrative Council Approved 1200.03 (3) (3,c) (3,d) 04/24/17

Administrative Council Approved 1200.03 12/03/18

Administrative Council Approved 1200.03 03/17/25

College Council Approved 06/17/26

College Council Approved 10/19/26

SECTION 1200.04
ALUMNI AND CITIZENS

Recognition of either meritorious service to the College and the community or of significant achievement in various walks of life.

1. Purpose: This award is to recognize and commend outstanding service and achievement. Individuals thus honored should either be alumni or have some past or present link to the College/community.
2. The nature of such awards is to be determined by the President and Administrative Council. Honorary diplomas are permitted by the North Dakota University System of Higher Education and require Board approval.

History

SECTION 1200.05
STUDENTS

Recognition system for academic, co- and extra-curricular and community service achievement.

1. The following are various awards and recognition systems that are in existence at Lake Region State College:
    a. Who's Who at Lake Region State College: Each year faculty and staff nominate students for this award. Nominees are students who will be remembered for the positive and lasting impact they made during their time on campus. Nominations should describe how the student influenced others, contributed to the campus community, and embodied the values of the institution through their actions and character. Impact may be demonstrated in many ways, including academic engagement, campus involvement, service, leadership, personal character, or everyday interactions that shaped the student experience. A faculty-staff committee selects recipients from the nominated students.
    b. President's and Dean's Lists: Requirements for the President's List are that a student be enrolled in a minimum of twelve (12) semester hours with a 4.0 grade point average. Requirements for the Dean's List are that a student be enrolled in a minimum of twelve (12) semester hours with a 3.25 grade point average.
    c. Richard D. Knoke Award: The Richard D. Knoke Award for outstanding leadership is provided through a memorial established in 1966 by his wife, children and parents. Richard D. Knoke, 1942-1966, attended Lake Region State College (Lake Region Junior College) in 1961 and 1962 and earned his baccalaureate degree at North Dakota State University. The recipient of each year's award will be selected by a faculty-staff committee on the basis of student leadership in the Student Senate or in student organizations.
    d. Glen H. Larson Memorial Drama Award: The Glen H. Larson Memorial Drama Award is presented to a student who is selected by a faculty committee as having made the greatest contribution to drama in the Lake Region during the previous year. Glen Larson, 1943-1965, from Leeds, displayed inspirational acting and singing abilities during his attendance at Lake Region State College (Lake Region Junior College) prior to his graduation in 1963. The memorial was established by his parents in 1965.
    e. Lloyd Jones Memorial Music Award: The Lloyd Jones Memorial Music Award is presented to the sophomore student who provides outstanding leadership in music. Preference is given to leadership provided in quartet arrangements. Lloyd Jones was a member of the original "Four Dads" a quartet singing group which provided unusual and talented entertainment at innumerable functions in the Lake Region from 1946 until his death in 1966.
    f. English Department Writing Excellence Award: The English Department Writing Award was established by the department in 1997 and is presented to any full-time or part-time student at Lake Region State College for excellence in writing. Students submit writings of any genre and length which are juried by a 3-person panel. The winner is presented with an award and makes a public presentation of the writing.

g. Endowed, honor and a variety of other scholarships are available to students. These applications are available at the Student Affairs Office.
    i. The Student Affairs Office will compile and analyze all Lake Region State College awards annually and determine if changes are necessary.

History
College Council Approved 03/04/2026

SUBJECT: PUBLIC AFFAIRS
SECTION: 1300. Index

Section 1300.01 General/Role of the Office
Section 1300.02 Publicity and Release of College Information
Section 1300.03 Faculty and Staff Publications/Activities
Section 1300.04 Advertising, Scheduling of Events and Sale of Tickets
Section 1300.05 Relationship with Media
Section 1300.06 Internal Publications
Section 1300.07 Political Activities

Lake Region State College
Policy and Procedure Manual

SECTION 1300.01
GENERAL/ROLE OF THE OFFICE

1. The President shall appoint an individual to supervise the Public Affairs functions of the College.
2. Roll: In broad terms, the mission of the Public Affairs shall be as follows:
    a. To provide a forum for communications/new on campus
    b. To present a favorable image of the College to the public
    c. To coordinate official news releases from the College
    d. To act as the clearing house for College publications

History

SECTION 1300.02
PUBLICITY AND RELEASE OF COLLEGE INFORMATION

1. Press Releases: For all news releases or announcements sent to the media about the College and College activities, a copy must be sent to Public Affairs located in the President's Office for prior approval and filing. This does not cover regular columns written by faculty/staff in their professional capacities. Student Senate and affiliated clubs will have releases approved by the advisor to the Student Senate.
2. Publications: Public Affairs will act as a clearing house for all College publications, and the press copy must be submitted for approval to this office.
3. Release of information to the public is governed by the appropriate state and federal laws. These laws are to be followed by the College employees. In case of any doubt, Public Affairs Specialist should be consulted.
4. Athletics: All news releases will be approved by the Athletic Director who will forward copies to Public Affairs for filing. Athletic publications will be reviewed by the Athletic Director and will be subject to final approval by the President prior to printing.

History

SECTION 1300.03
FACULTY AND STAFF PUBLICATIONS/ACTIVITIES

1. Faculty and staff members are free to write and publish either in their individual capacities as citizens or in their capacities as professionals.
2. Such materials need not be approved by any College official.
3. The only restrictions on such activities are those contained in the North Dakota University System of Higher Education Policy pertaining to academic freedom, political activities and consulting work as contained/interpreted in relevant sections of this Manual.

History

SECTION 1300.04
ADVERTISING, SCHEDULING OF EVENTS AND SALE OF TICKETS

1. Advertising/Flyers/Posters (College-wide, divisional, departmental activities and special programs, either on-campus or off-campus): These items must be approved by the faculty member/administrator in charge of such activities. The Public Affairs Specialist shall be notified in writing so news about these items may be included in College publications.
2. Scheduling of Events:
    a. On-campus: The Administrative Assistant to the President must be contacted for approval and scheduling of most College facilities. See Chapter 1000.05 - 1000.11 for the procedures in scheduling events in classrooms, computer labs, the gymnasium, the weight room, the residence halls and the food service facilities.
    b. Off-campus events sponsored by the Student Senate, clubs, divisions or departments: The President's Office must be contacted for prior approval.
3. Tickets and Raffles:
    a. Raffles or other fund-raisers sponsored by a College organization on-campus or off-campus: The President's Office must be contacted for approval. City and/or state permits may be required for such activities.
    b. Sale of tickets on-campus for College or external organizations: The Administrative Assistant to the President must be contacted for instructions.
    c. Raffles and other games of chance requiring city and/or state permit must have prior approval by the Club Advisor and Student Senate.

History

SECTION 1300.05
RELATIONSHIP WITH MEDIA

1. Inquiries from the media for news about the College should be directed either to the person/division asked for or to the Public Affairs Specialist.
2. It must be kept in mind that the President is the official spokesperson for the College in matters pertaining to the College, programs and personnel. Faculty and staff members expressing opinions no any official College matter to the media should clarify that these are their personal opinions, except when the official spokesperson role has been delegated to said individual by the President.

History

SECTION 1300.06
INTERNAL PUBLICATIONS

Lake Region State College Bulletin: The campus weekly bulletin will be published by Public Affairs located in the President's Office on Mondays. News items must be turned into the Public Affairs Office Prior to the deadline.

History

SECTION 1300.07
POLITICAL ACTIVITIES

Only a recognized College organization may sponsor activities on College property on behalf of a specific candidate for local, state or national office. Further information can be obtained from the Director of Student Activities/Director of Counseling.

History

Lake Region State College
Policy and Procedure Manual

SUBJECT: INTERNAL AND AFFILIATED EXTERNAL ORGANIZATIONS
SECTION: 1400. Index

Section 1400.01 Staff Senate Constitution
Section 1400.02 Lake Region State College Faculty Senate Constitution
Section 1400.03 Lake Region State College Student Senate Constitution
Section 1400.04

SECTION 1400.01
STAFF SENATE CONSTITUTION

Preamble:
The Lake Region State College (LRSC) Staff Senate is the representative body of LRSC Staff Employees. The Staff Senate serves with a foundation of spirit, cooperation and communication between staff and administration on issues of mutual interest. Staff Senate desires to partner with the LRSC Administration, Faculty and Student Body. Staff Senate will also represent the campus within the North Dakota State Staff Senate as part of the North Dakota University System for the betterment of the LRSC Campus. The Staff Senate hereby establishes this Constitution for the LRSC Staff.

Article I. Name
The name of this organization shall be Lake Region State College Staff Senate, referred to hereafter as Staff Senate.

Article II. Purpose
Section A: General Purpose
1. Staff Senate shall serve the staff employees of Lake Region State College. Staff Senate shall identify interests and issues shared among the staff, and it shall be a forum to consider matters, concepts and developing trends related to staff.
2. Staff Senate shall strive to promote communication among LRSC Administration, Faculty, Staff and Students.
3. Staff Senate provides staff representation. The Staff Senate President, or designee, shall advise and consult with the LRSC President with respect and clarity in purpose of issues concerning staff. The communication shall reflect discussion and approved motions by the Staff Senate.
4. Staff Senate shall be the formal liaison between LRSC College Council and LRSC Staff.

Section B: Specific Purpose
1. To foster a spirit of unity, pride and cooperation and to be an active communication link between staff, faculty, students and administration on relative issues of concern;
2. To provide open meetings to express, propose, present, research, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in LRSC affairs;
3. To advocate on behalf of staff and to advise the College Council of working conditions and employment practices.

Article III. Membership
Section A: Members
1. Members are all full-time or part-time benefitted staff who have satisfied a probationary period as defined in the NDUS HR Policy and may be elected to a Staff Senate position.
    a. Staff member must have their first evaluation completed after their probationary period has lapsed.

2. Members will elect Staff Senate representatives, consisting of six members and two alternates, from two organizational categories. Three representatives and one alternate from Administrative Affairs and/or Institutional Advancement & Community Relations and three representatives and one alternate from Academic and Student Affairs will be elected for three years with two new representatives elected each year.
3. One Leadership Council member, appointed by the College President, will participate as a liaison to the Staff Senate as a non-voting member.

Section B: Elected Representatives

1. Elected representatives shall act as a liaison between the Staff Senate and the LRSC Administration, Faculty and Students.
2. Representatives may serve two consecutive three-year terms.
3. Terms begin June 1.
4. They will be ineligible to serve for one year after the second consecutive term.
5. If any position is vacated during the term, the Staff Senate President will appoint the alternate representative to serve out the remainder of the vacated term. Should the alternate be unable to serve, the Staff Senate President shall appoint an interim representative from the staff at large.
6. President, vice president, and secretary will be elected each year for a one-year term. Officers may be re-elected for a second term. The past president will serve for one year unless a second term is necessary should the president be elected to a second term.

Section C: Alternates

1. Alternates may serve as a representative if the representative has stepped down from service. Alternates are non-voting members; however, they can be assigned to committees as needed.
2. Alternates have one-year terms.

Section D: Removal From Office

1. This section shall govern the removal process of elected members and shall be interpreted in such manner as to afford equality and fairness to all affected thereby.
2. An elected member of the Staff Senate may be considered for removal for failure to fulfill duties, violation of college policy, repeated unexcused absences, or loss of eligibility.
    a. Concerns must be submitted in writing to the Staff Senate President.
    b. The member will receive written notice and an opportunity to respond prior to any vote.
    c. Following review, removal requires a two-thirds vote of elected representatives present and voting.
    d. The affected member may submit a written appeal, limited to procedural concerns, within ten business days.

Article IV. Officers

Section A. Executive Committee

1. President
    a. Presides at Staff Senate meetings.
    b. Breaks ties in votes held at Staff Senate meetings.
    c. Has the authority to appoint such committees as are deemed necessary for the business of Staff Senate.

d. Ensures that all actions conform to the Staff Senate Constitution and Bylaws.
e. Represents Staff Senate at meetings and functions.
f. Must be an elected representative.

2. President-Elect / Vice President
    a. Presides at meetings in the absence of the President.
    b. Assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office.
    c. Carries out additional duties as assigned.
    d. Cannot be in 3rd year of term.
    e. Must be an elected representative.
3. Secretary / Treasurer
    a. Records and maintains a file of minutes of the Staff Senate meetings and distributes copies within two weeks after each meeting to all Staff Senate members and to the LRSC President.
    b. Keeps a record of membership and activities of the Staff Senate.
    c. Distributes the agenda to all Staff Senate members prior to each Staff Senate meeting.
    d. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions.
    e. Receives and keeps official communications and reports to and from the Staff Senate.
    f. Maintains permanent records of Staff Senate representatives and terms served.
    g. Maintains a roll of current members and their attendance at Staff Senate meetings.
    h. Keeps an account of all receipts and expenditures of the Staff Senate.
    i. Coordinates all fiscal activity with the Business Office.
    j. Must be an elected representative.
4. Past President
    a. Will serve as a non-voting member of the Staff Senate.
    b. Provides continuity in the administration of the Staff Senate.
    c. Serves as an advisor to current and proposed activities, using previous Staff Senate experience to give a historical perspective.

Article V. College Council

Section A. Attendance

1. Representatives of Staff Senate, as voted on by the elected representatives, will attend College Council meetings.
    a. Representatives may be selected yearly.
    b. Representatives must be approved by the LRSC President.
2. There should be *at least* one representative from the Administrative Affairs and/or Advancement & Community Relations group and *at least* one from the Academic & Student Affairs group.
3. The representative may select a substitute to attend meetings on their behalf, if the representative is unable to attend a meeting.

Article VI: Lake Region State College Staff Senate Ad Hoc Committees

Section A: Special Committees

1. Constitution Committee

a. Reviews, suggests, and makes amendments to the constitution.
b. Chaired by an elected representative of Staff Senate.
c. Any members of Staff Senate (benefited employees) may sit on the committee.

2. Election Committee
    a. Rules on questions relating to qualifications of voters and members.
    b. Nominates and receives nominations, presents a slate of nominees, and conducts the elections of staff senate members on an annual basis.
    c. Elections are to be held in early May of each school year, to ensure that all staff members are present on campus during the election.
    d. Chaired by a designated member of the Staff Senate.
3. Special Events Committee
    a. Promotes and coordinates special events and functions.
    b. Encourages staff participation in events and functions.
    c. Chaired by an elected representative of the Staff Senate.
4. Professional Development Committee
    a. Promotes and coordinates professional development of staff.
    b. Encourages staff participation in professional development opportunities.
    c. Chaired by an elected representative of the Staff Senate.
5. Policy & Procedure Committee
    a. Reviews suggested changes to LRSC policies and procedures.
    b. Chaired by an elected representative of the Staff Senate.

Article VII: Meetings

Section A: Meeting Times & Agenda

1. Meetings will be held on the LRSC campus on a regular basis during the calendar year.
2. The Staff Senate President and elected representatives shall determine a meeting schedule.
3. Meetings may be held via telephone, interactive video systems or other remote means to include distance.
4. Agenda items may be placed on the Staff Senate agenda for consideration by contacting the Staff Senate President.

Section B: Recall an Initiative

1. Any motion passed during a meeting by the Staff Senate may be rescinded by a majority of the Staff Senate members voting.

Section C: Rules of Order

1. Meetings will be conducted according to Robert's Rules of Order, latest edition.
2. Visitor/Guest Attendance
    a. All meeting minutes, records, documents, and communications of the Staff Senate are public records and must be released according to the requirements of the ND Century Code.
    b. If a visitor/guest wishes to make a presentation or statement before the Staff Senate, the Secretary shall be notified prior to the meeting.
3. Visitors/Guests may speak during the Open Forum agenda item. Unless visitors are recognized by the Staff Senate President during the meeting, they may not participate in Staff Senate debate or discussion.

Article VIII: Amendments to Constitution
The proposed amendment(s) must be presented in written form to the members of the Staff Senate at a regular meeting and voted on at the following regular meeting. Approval requires a two-third favorable vote of the members present and voting. When approved by the LRSC College Council, amendments will become effective immediately.

Article IX: History
Administrative Council Approved 11/04/2019
Staff Senate Approved New Constitution 03/05/2026

History
College Council approved to remove title/contents of 1400.01 (General). New title of Staff Senate Constitution approved 1/16/2026
College Council Approved 05/06/2026
College Council Approved 06/17/2026

SECTION 1400.02
LAKE REGION STATE COLLEGE FACULTY SENATE CONSTITUTION

Preamble:
The faculty of Lake Region State College has created this constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy. The faculty of Lake Region State College has the responsibility to express its concern for the welfare of the College, to discuss and develop ideas for College improvement, to contribute to the formation of general College policy and to provide for reliable channels of communication among all segments of the College community. To this end, the Faculty Senate accepts the responsibility of recommending policies to the President of the College affecting the educational activities of the College, subject to the laws of the Dakota University System of Higher Education. To fulfill its functions, the Faculty Senate will be free to study, to deliberate and to make recommendations on all matters of general faculty concern.

Article I. Name
The agency for the exercise of responsibilities as herein describes shall be known as the Lake Region State College Faculty Senate.

Article II. Purpose
Section A: General Purpose
The general purpose of the Faculty Senate in the organizational structure of Lake Region State College is to facilitate and coordinate faculty participation in the development and recommendation of educational policies and in the formulation of procedures for their implantation. Such policies shape the responsibility character of the Institution and define its future growth.
Section B: Specific Purpose
To provide for this continuing concern and policy review, it is the purpose of the Faculty Senate to:

1. Provide a forum for discussion of issues, problems and concerns relating to instruction in the College.
2. Promote a means to communicate between the College administration and the faculty.
3. Make decisions of educational and institutional policies as empowered by the North Dakota University of Higher Education.
4. Elect faculty representation to NDUS boards, Councils, etc… in accordance with the NDUS Policy Manual.
5. Elect faculty members to ad hoc committees and faculty representation to all College standing committees.
6. Hear standing committee reports, and take action as necessary.

Article III. Membership
Vice President of Academic and Student Affairs, Director of TRiO Support Services, faculty receiving annual faculty contracts of at least .5 teaching load, a faculty representative from the Grand Forks Air Force Base (GFAFB) as designated by the Vice President of Academic and Student Affairs and such other members as approved by the Faculty Senate.

Article IV. Meetings

The Faculty Senate shall meet monthly during the academic year. Special meetings may be called by the Executive Committee or at the request of any standing committee. A quorum shall consist of a majority of voting members. An agenda will be provided to all members as stipulated in Article V, Section A.4. If requested by any member, voting shall be by secret ballot.

Article V. Organization of the Faculty Senate

Section A: Officers

1. The elected officers of the Faculty Senate shall be a President, a Vice President and a secretary. The Vice President will be considered the President-elect. Nominations for the officers will take place in April, with elections at the May meeting. Terms of office will be one (1) year, with the term of office beginning July 1. Vacancies among the officers will be filled by election at the next regular meeting of the Faculty Senate.
2. The President will be the presiding officer of the Faculty Senate and of its Executive Committee and otherwise act as the chief executive office of the Faculty Senate.
3. The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as assistant to the President and carry out duties the President may deem necessary.
4. The secretary will prepare the minutes of the Faculty Senate and the Executive Committee meetings and distribute them to all members no later than seven (7) days following a meeting. The secretary will distribute a written agenda to all members of the Faculty Senate and one (1) class day in advance of a special meeting.

Section B: Executive Committee

1. The Executive Committee will consist of the officers of the Faculty Senate.
2. The following duties will be the specific responsibilities of the Executive Committee:
    a. Serve as the advisory group of the Faculty Senate when called upon by an officer of the administration.
    b. Refer to the appropriate committee any question of policy on which advice is sought.
    c. Bring matters recommended by the Faculty Senate to the attention of the appropriate administrative officer for action, and report to the Faculty Senate the action taken.
    d. Take such emergency action as appropriate to meet responsibilities of the Faculty Senate. Such action is to be presented at the next regular meeting of the Faculty Senate.
    e. Refer such matters as are approved by the Faculty Senate for study to appropriate committees or agencies.
    f. Prepare the agenda for meetings of the Faculty Senate.
    g. Insure that nominations and elections are carried out as specified.
    h. Appoint a parliamentarian, if appropriate.

Section C: Standing Committees

1. The Standing Committees of the Faculty Senate shall be:
    a. Curriculum and Academic Standards
    b. Professional Growth
    c. Faculty Rights
    d. Nominations
    e. Learning Commons Media
    f. Faculty Welfare
    g. Tenure
    h. Outreach Learning Committee
2. The General Committee Guidelines are:

a. The standing committees shall be in continuous operation. The term of office for faculty members is two (2) years, beginning July 1. No member shall serve on more than two (2) standing committees at any time.
b. Faculty representation to all committees included in this document will be nominated by the Nominations Committee at the April meeting. Additional nominations may be made from the floor. Elections will be held at the May meeting.
c. Any non-Faculty Senate member nominated by the President and confirmed by the Faculty Senate has voting privileges within that standing committee.
d. The chairperson is to be elected from among the members. The chairperson shall appoint an individual to serve as secretary of the committee. The secretary shall record the proceedings and circulate minutes to the committee members, the President, the Administrative Council and all members of the Faculty Senate.
e. The decisions of the President regarding any committee recommendation on issues or courses of action will be forwarded to the committee chairperson. The turn-around time for this process shall not exceed ten (10) class days from the time of the initial committee recommendation to the President. If the President disapproves of such committee recommendation, and the issue cannot be mutually resolved, the issue shall be presented to the full Faculty Senate for their consideration. If approval is maintained by the Faculty Senate, an appeal may be made in accordance with NDUS Policy.
f. Committees shall meet monthly. Special meetings may be called by the committee chairperson, three (3) members of the committee or the President. Notices to all meetings must be given at least one (1) class day in advance of the meeting.
g. Faculty Senate members are invited to submit, in writing, proposals to the appropriate faculty committee.
h. A quorum shall consist of a majority of the voting members.
i. All student representation shall be elected by the Student Senate and confirmed by the Faculty Senate for one (1) year terms. The Student Senate will submit to the Faculty Senate Nominations Committee by the end of April the names of all students elected to serve on the Faculty Senate committees for the following school year.
j. Initial faculty members of committees shall choose staggered terms by lot. Faculty representation on any standing committee shall be limited to two (2) consecutive terms, unless elected unanimously for a further term. Committee vacancies may be temporarily filled by committee chairperson appointment. Permanent election to fill the vacancy will be held at the next regular Faculty Senate meeting.
k. Each standing committee shall have the right to consider areas of concern not specifically listed as a function which logically falls under its jurisdiction.
l. Such other committees, standing or special, may be created by a two-thirds (2/3) majority vote of the Faculty Senate, if deemed necessary to carry on the work of the Faculty Senate. Membership of such committees shall initially be appointed by the chairperson of the Faculty Senate. Such committees shall in other ways be subject to the General Committee Guidelines.

Section D: Specific Committee Guidelines

1. Curriculum and Academic Standards Committee
    a. Membership: Two administrators nominated by the President and confirmed by the Faculty Senate; five (5) faculty members of the Faculty Senate; one non-Faculty Senate member representing the Grand Forks AFB campus nominated by the President and confirmed by the Faculty Senate; and two (2) student representatives.
    b. Functions:

i. To review, establish and recommend standards for student academic achievement, including such areas as probation, suspension and re-admission for academic reasons; grading policies and practices; and policies on admission and retention.
ii. To review, establish and recommend changes in vocational, transfer, community education and adult basic skills programs, including such areas as general education requirements, program changes, academic calendar, graduation requirements and instructional policies and procedures.
iii. To explore and evaluate other curriculum and instructional issues.
iv. To hear and act upon specific academic appeals.

2. Professional Growth Committee
    a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate, four faculty members nominated and confirmed by the Faculty Senate, and a non-voting secretary nominated by the Vice President of Academic and Student Affairs and confirmed by the Faculty Senate.
    b. Functions:
        i. To plan, develop and implement a faculty development program.
        ii. To implement in-service programs and/or faculty developmental leaves aimed at improvement of knowledge, skills and attitudes.
        iii. To design and recommend faculty and program evaluation systems, including recommendations for promotion and tenure.
        iv. To make recommendations on any faculty development funds.
3. Faculty Rights Committee
    a. Membership: The Standing Committee on Faculty Rights shall consist of three tenured faculty members elected for staggered terms by the Faculty Senate.
    b. Functions: The functions and responsibilities of this committee are outlined in the North Dakota University System of Higher Education Regulations on the Academic Freedom, Tenure and Due Process (See Section 605, NDUS Policy Manual) (See Section 605.2, Faculty Rights Committee) In broad terms, this committee has specified responsibilities in the areas of academic freedom, tenure and due process.
4. Nominations Committee
    a. Membership: Four faculty members of the Faculty Senate.
    b. Functions: To nominate faculty members for election to all Faculty Senate committees and to all other committees to which Faculty Senate representation is entitled.
5. Learning Commons Media Committee
    a. Membership: One (1) administrator nominated by the President and confirmed by the Faculty Senate; three (3) faculty members of the Faculty Senate; two (2) student representatives and librarian (non-voting, ex-officio).
    b. Functions:
        i. To serve as a liaison between the library, media services, faculty, students and College Administration.
        ii. To assist in the formulation of the library policies of instructional resources (library curriculum materials and audio visual service).
        iii. To promote interest in the development of use of the library and to promote effective use of materials for audio visual service.
        iv. To advise the librarian in the allocation of funds for acquisition of materials and equipment.
        v. To recommend policies regarding operation of the library and media center.

6. Faculty Welfare Committee
    a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four Faculty Senate members.
    b. Functions:
        i. To review and prepare basic guidelines and recommendations on instructional salary policy, teaching load and working conditions to the President, following the North Dakota University System of Higher Education guidelines.
        ii. To function as an advisory body to the President in preparation of instructional budgets and payroll
        iii. To act in an advisory capacity to any persons representing Lake Region State College on an inter-institutional faculty budgetary, salary or welfare matter.
7. Tenure Committee
    a. Membership: Five members of the Faculty Senate with tenure status, each member elected for a five-year term.
    b. Functions:
        i. The Tenure Committee shall elect its own chairperson and secretary annually.
        ii. Following procedures outlined under "Institutional Tenure Guidelines" of the Lake Region State College Policy and Procedure Manual, the Tenure Committee shall approve or disapprove the granting of the tenure to eligible faculty by majority vote or the Committee. Such decisions by the Committee are to be made in ample time for action by the Board of Higher Education in the spring of each year.
        iii. The Tenure Committee shall propose changes to "Institutional Tenure Guidelines" in the Policy and Procedure Manual.
        iv. Following procedures outlined under "Faculty Rank/Promotions" of the Lake Region State College Policy and Procedure Manual, the Tenure Committee shall approve or disapprove the granting of rank to eligible faculty by a majority vote of the Committee.
8. Outreach Learning Committee
    a. Membership: One administrator nominated by the President and confirmed by the Faculty Senate and four faculty members of the Faculty Senate and the Distance Education Director (ex-officio).
    b. Functions:
        i. To explore and evaluate other outreach (dual credit, on-line and distance education) curriculum and instructional issues.
        ii. Review, develop, and recommend compatibility between outreach and on campus salary and benefits policies, teaching load and working conditions to the President, following North Dakota University System of Higher Education guidelines.
        iii. Review, develop and recommend compatibility between outreach and on campus instruction.

Article VI. Amendments

The proposed amendments(s) must be presented in written form to the members of the Faculty Senate at a regular meeting and voted on at the next regular meeting. Approval requires a two-third favorable vote of the members present and voting. When approved by the North Dakota University System of Higher Education, amendments will become effective immediately.

Article VII. Parliamentary Authority

The rules contained in the current editions of Robert's Rules of Order, Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any specific rules of order that may be adopted.

History

Administrative Council Approved 1400.02 (Article V, Section C, 2, i) 04/09/09
Administrative Council Approved 1400.02 (Article V, Section D, 1, a) 04/24/00
Administrative Council Approved 1400.02 (Article V, Section D, 2, b) 12/18/12
Administrative Council Approved 1400.02 (Article V, Section D, 4, a) 12/16/08
Administrative Council Approved 1400.02 (Article V, Section D, 7) 05/01/01
Administrative Council Approved 1400.02 (Article V, Section D, 3, a) 03/10/14
Administrative Council Approved 1400.02 (Article V, Section D, 5, a) 05/10/23

SECTION 1400.03
LAKE REGION STATE COLLEGE STUDENT SENATE CONSTITUTION

We, the students of Lake Region State College, in order to establish a representative system of self-government, to ensure students of an effective role in University government, to encourage the development of leaders and participants for the community and the State of North Dakota, to stimulate an awareness of the rights and responsibilities of students in relation to the community and the world, to improve students cultural, social and physical welfare, and to promote the general welfare of this institution, do herby ordain and establish this constitution for Lake Region State College.

Article I. Organization
Name: The name of this organization shall be the Student Senate of Lake Region State College.
Membership: Shall consist of students that are interested or registered in Student Government.
Equal Opportunity Policy: The Lake Region State College Student Senate, in its programs, activities and appointments with not discriminate against persons on the basis of race, creed, national origin, sex, sexual preference, age, disability or marital status.

Article II. Executive Officers
Section A: Membership

1. The executive officers of the Student Senate shall be:
    a. Student Senate President
    b. Student Senate Vice President
    c. Student Senate Secretary
    d. Student Senate Treasurer/Parliamentarian
    e. Student Senate Activities Coordinator

Section B: Qualifications
No student may be considered eligible for the fore-mentioned offices unless he/she is a sophomore with at least a 2.0 grade point average at Lake Region State College.
Section C: Powers and Duties:

1. Student Senate President:
    a. The Student Senate President shall be the official representative of the general Student Body and the Student Senate.
    b. The Student Senate President shall be the representative to the Faculty Senate.
    c. The Student Senate President shall serve as an ex-officio member on all Student Senate Committees, and shall be able to vote in the case of a tie.
    d. The Student Senate President shall serve as the administrative head of the Student Senate, voting only in case of a tie.
        i. The Student Senate President shall have the power of executive veto over all actions of the Student Senate a two-thirds majority vote of the total membership of the Student Senate shall be necessary to override a Presidential veto.
        ii. The Student Senate President shall be responsible for the fiscal planning and the yearly budget for the Student Senate.

iii. The Student Senate President shall be authorized to call a special session of the Student Senate with at least one-third of the total membership present and with one (1) week prior notice.

2. Student Senate Vice President:
    a. The Student Senate Vice President shall assist the Student Senate President in the performance if his/her duties.
    b. The Student Senate Vice President shall be the chair in all committees excluding activities committees.
    c. The Student Senate Vice President shall set the agenda for the Student Government meetings. Communication will be up-held with the Student Senate President and Student Senate Secretary for agenda items.
    d. The Student Senate Vice President shall serve as the chair-person of the Student Senate, in case of the President's absence, voting only in case of a tie.
3. Student Senate Secretary:
    a. The Student Senate Secretary shall maintain accurate records of all meetings of the Executive Board and the Student Senate.
    b. The Student Senate Secretary shall call and record roll at every scheduled meeting.
    c. The Student Senate Secretary shall maintain a current roster of the officers and the senators with addresses and telephone numbers.
    d. The Student Senate Secretary shall prepare all official correspondence for the Student Senate.
    e. The Student Senate Secretary shall post a copy of the Student Senate minutes within one week of which the minutes reflect on the Lake Region State College website. A copy of the minutes shall also be filed in the Student Senate Office.
    f. The Student Senate Secretary Shall keep clubs informed of the Student Senate activities and notify the Student Senate of club activities.
    g. Club Point System
        i. The Student Senate Secretary shall establish a club point system. The Student Senate, with a simple majority vote will approve this point system.
        ii. The Student Senate Secretary shall keep documented records of club points.
        iii. The Student Senate Secretary shall approve points for club activities within the guidelines of the point system.
        iv. The Student Senate Secretary shall approve points for the club activities within the guidelines of the point system.
    h. The Student Senate Secretary shall coordinate and regulate the activities of the Student Body Organizations for the benefit of the entire Student Body.
    i. The Student Senate Secretary shall serve as the chair-person of the Student Senate, in case of the Vice President's absence, voting only in case of a tie.
4. Student Senate Treasurer/Parliamentarian:
    a. The Student Senate Treasurer/Parliamentarian shall maintain a current account of the Student Senate account.
    b. The Student Senate Treasurer shall be the chair of Campus Activities Board.
    c. The Student Senate Treasurer/Parliamentarian has the power to consider any act unconstitutional and/or against the by-laws.
    d. Any and all petitions to previous actions or motions by the Student Senate shall be handed to the Treasurer/Parliamentarian, two (2) weeks after it has taken place, excluding impeachment of the officers.

e. The Student Senate Treasurer/Parliamentarian is required to know “Roberts Rules of Order” and is able to use it in meetings.
f. The Student Senate Treasurer/Parliamentarian shall serve as the chairperson of the Student Senate, in case of the Secretaries absence, voting only in case of a tie.

5. Student Senate Activities Coordinator:
    a. The Student Senate Activities Coordinator shall serve as chair of all activity committees and as chair of the Host committee.
    b. The Student Senate Activities Coordinator shall approve activity committee members.
    c. The Student Senate Activities Coordinator shall approve any contracts with entertainers with a two-thirds (2/3) majority vote of the Student Senate.
    d. The Student Senate Activities Coordinator shall attend all activities.
    e. The Student Senate Activities Coordinator shall communicate with the Lower Deck Manager and the Intramurals Manager.
    f. The Student Senate Activities Coordinator shall work with other colleges for co-op booking entertainers.
    g. The Student Senate Activities Coordinator shall communicate with all agents.
6. Student Senate Association Advisor:
    a. The Vice President of Academic and Student Affairs shall appoint either a member of the college faculty or Student Affairs personnel to the position of “Advisor to the Student Senate Association”.
    b. The Student Senate Advisor shall have the right to attend all Student Senate Association meetings as a non-voting member and to participate in the proceedings.
    c. All expenditures of the student activity fees shall require the prior approval of the Student Senate Advisor.
    d. The Student Senate Advisor shall serve as an ex-officio member on all Student Senate Committees.

Succession: In the event that the Student Senate President Office is vacated, the Student Senate Vice President shall assume the duties of the Student Senate President. The Student Senate, by a two-thirds (2/3) majority vote of the current membership, shall choose a Senator from its membership to assume the duties of the Student Senate Vice President until the next scheduled Student Senate election.

Article III. Student Senate

Section A: Purpose

1. To provide the means whereby the members of the Student Body may express concerns effectively in matters of interest to them.
2. To serve as a liaison between the Student Body and the Faculty and Administration.
3. To represent and investigate all matters or concerns of the Student Body’s interests.
4. To affiliate with other student governments at state and national levels if and when possible.

Section B: The Student Senators

1. No student may be considered eligible for a Student Senate position unless he/she has a 2.0 grade point average at Lake Region State College.
2. Student Senators shall assume those prescribed or implied powers that enable them to carry out an effective role in representing the diverse student attitude on campus.
3. In the event of a Student Senate vacancy, the Student Senate shall fill the vacancy by special election or by appointment. If by appointment, the new appointee must be approved by a two-thirds (2/3) majority vote of the current total membership of the Student Senate. A vacancy shall be filled within three (3) weeks after the position became vacant.

Section C: Meetings

1. The Student Senate shall meet weekly during the academic year and each meeting time and place shall be posted.
2. Meetings of the Student Senate shall be open to the public.
3. Quorum at the Student Senate shall consist of a simple majority of the present total Student Senate membership.
4. Attendance at Student Senate meetings:
    a. All members are required to attend Student Senate meetings.
    b. The Student Senate Vice President shall notify any Student Senator who has three or more unexcused absences.
    c. Failure to attend three (3) or more meetings may be considered by the Student Senate as grounds for impeachment and removal from the Student Senate.

Section D: Powers and Duties:

1. The Student Senate shall have the power to approve appointments of all student representatives to standing student and faculty committees by simple majority vote fo the total membership of the Student Senate.
    a. Any Student Senate appointee being considered for removal shall be guaranteed due process.
    b. A resolution for removal is introduced by either the Student Senate President, or the chairperson of the committee under whom the appointee is serving.
    c. The appointee shall be notified in writing at least one week prior to the meeting at which the resolution is to be voted on. The right of the appointee to appear before and address the Student Senate prior to the vote shall not be infringed upon.
    d. The Student Senate shall have the power to impeach and remove any of its members by two-thirds (2/3) majority secret ballot vote of the current total membership for a reason deemed necessary by the Student Senate.

Article IV. Student Senate Committees

1. The Student Senate President shall have the power to create additional Student Senate Committees. Such committees will be subject to the regulations set forth by the Student Senate.
2. The Student Senate shall have the authority to provide direction, through resolutions and bylaws, for all Student Senate Committees. All committees operating guidelines or bylaws are subject to approval by the Student Senate.
3. Any provision in bylaws of any Student Senate committee that is inconsistent with this Constitution is void.

Article V. Elections

All elections shall follow Lake Region State College Student Senate code of elections.

Article VI. Limitations of Powers

Section A: Initiative and Referendum

The Student Body shall have the power to initiate any act within the power of the Student Senate or refer any act of the Student Senate, providing that ten percent of the Student Body sign petitions calling for an election on a bill, which shall be submitted in writing with the petitions to the Student Senate Secretary. The Student Senate President, if he/she determines the petition to be in good order and within the limitations of this Constitution, shall direct the Student Senate to conduct an election on the bill within two (2) weeks after the Student Senate President received that petition before the election. A simple majority of votes cast at the election shall be sufficient to pass the bill.

Section B: Recall

The Student Body shall have the power to recall the Student Senate President, Student Senate Vice President, Student Senate Secretary, Student Senate Treasure, Student Senate Club Coordinator, Student Senate Parliamentarian, Student Senate Activities Planner, or the Student Senator.

1. The incumbent has the right to be a candidate and may continue in office until the elections returns have been officially announced.
2. A majority of the votes cast is necessary to recall the Student Senate Official.

Section C: Impeachment and Removal from Office

1. A motion to commence impeachment proceedings against a Student Senate Official shall be represented by two (2) members at a Student Senate Meeting.
2. Charges against the Student Senate Official shall be stated in a written motion.
3. Impeachment offenses are:
    a. Poor attendance meaning more than three (3) unexcused absences.
        i. Unexcused meaning missing a Student Senate Meeting without notifying the Student Senate Secretary one (1) day prior to that scheduled meeting.
        ii. When removed from office for poor attendance the Student Senate Official may not resume membership for the remainder of that academic year.
    b. Flagrant neglect of duties designated by the Student Senate.
        i. When removed from office for flagrant neglect of duties the Student Senate Official may not resume membership for the remainder of that academic year.
    c. Misconduct at Student Senate Meetings.
        i. When removed from office for misconduct the Student Senate Official may not resume membership for the remainder of that academic year.

Article VII. Amendment to the Constitution

The Student Body must publish proposed amendments no less than two (2) weeks prior to the vote. An amendment shall be adopted by a two-thirds (2/3) majority vote of the current total membership of the Student Senate.

Article VIII. Bylaws

1. The Bylaws shall in no way conflict with the principles set forth by this Constitution.
2. Changes of the Bylaws may be proposed to the Student Senate.
3. The Student Senate shall publish proposed changes no less than one week prior to the vote.
4. To adopt a proposed change, a simple majority vote of those present and voting is necessary.

Article IX. Approval of the Constitution

This constitution shall become effective upon two-thirds (2/3) majority vote to the total membership of the Student Senate and ratification by a simple majority of ballots cast on constitutional issue in a campus-wide election.

This constitution was adopted by the Lake Region State College Student Body and Student Senate on January 26, 2007.

History

Lake Region State College
Policy and Procedure Manual

SECTION 1400.04

History
College Council approved to remove title/contents of 1400.04 (Residence Hall Association Constitution) 1/16/2026

Lake Region State College
Policy and Procedure Manual

SUBJECT: INFORMATION SECURITY
SECTION: 1500. Index

Section 1500.01 Information Security
Section 1500.02 PCI (Payment Card Industry) Compliance
Section 1500.03 Identity Theft Prevention Program (Red Flag)
Section 1500.04 Customer Information Safeguarding Program
Section 1500.05 Code of Conduct
Section 1500.06 Reporting and Investigating Theft and Fraud
Section 1500.07 Security Cameras
Section 1500.08 Harassment
Section 1500.08.01 Consensual Relationships
Section 1500.09 Title IX and Sexual Harassment
Section 1500.09.01 Pregnant and Parenting Students
Section 1500.10 Significant Infectious Disease
Section 1500.11 Bomb Threat
Section 1500.12 Crisis Communication Plan
Section 1500.13 Emergency Notification System
Section 1500.14 Key Control
Section 1500.15 Alcohol and Drugs
Section 1500.15.01 CDL Drug and Alcohol Testing
Section 1500.16 Equal Opportunity and Nondiscrimination
Section 1500.17 Commitment to Diversity
Section 1500.18 Campus Safety
Section 1500.19 Emergency Response
Section 1500.20 Workplace Violence
Section 1500.21 Anti-Hazing

Lake Region State College
Policy and Procedure Manual

SECTION 1500.01
INFORMATION SECURITY

Purpose:
Many departments and offices maintain files, both electronic and paper, of personal, biographical, academic, health, financial and admission records. These records may include personal billing information, Perkins loan records, student institutional loans and personal correspondence with employees, students and parents. The Information Security policy outlines how Lake Region State College will respond to an incident covered by the campus's policies to ensure compliance with Gramm-Leach-Bliley ACT (GLB), Family Education Rights and Privacy Act (FERPA), Payment Card Industry security standards (PCI), Identity Theft Prevention program (Red Flag). System and application security, and internal control procedures provide an environment where risks are mitigated.

Events that jeopardize the security and privacy of institutional and personal data will occur, in spite of the most vigilant efforts to minimize their occurrence. The Information Security Response Team responds to and investigates major incidents related to misuse or abuse of Lake Region State College information and information technology resources, regardless of the campus or department involved. This includes computer and network security breaches and unauthorized disclosure or modification of institutional or personal information. The role of the Information Security Response team is to coordinate a consistent and effective response to such events. Each member of the campus community should be watchful and prepared to report incidents.

The campus network, information systems, and data are critical resources for accomplishing the mission of Lake Region State College. All campus users have an interest in the security of these resources, and share in the responsibility for protecting them. Prompt and consistent reporting of and response to Information Security incidents protects and preserves the integrity, availability, and privacy of data and IT resources and helps the campus to comply with applicable law.

Scope of Policy:
This policy applies to all members of the Lake Region State College community.
The Information Security Response Team will be comprised of:

Department	Position
Administrative Affairs	Accounting Supervisor
Information Technology Services	Chief Information Officer
Student Affairs	Director of Financial Aid
Public Relations	Director of Marketing and Communications

Related Documents/Policies:

Gramm Leach Bliley Act	http://www.ftc.gov/privacy/privacyinitiatives/glbact.html

Lake Region State College Customer Information Safeguarding Program (Gramm Leach Bliley Act)	Lake Region State College Policy & Procedure Manual
Payment Card Industry Standards	https://www.pcisecuritystandards.org/standards/pci-dss/
Lake Region State College PCI (Payment Card Industry) Compliance Policy	Lake Region State College Policy & Procedure Manual
Lake Region State College Identity Theft Prevention Program (Red Flag)	Lake Region State College Policy & Procedure Manual
Family Education Rights and Privacy Act (FERPA)	https://studentprivacy.ed.gov/ferpa
"What To Do If Compromised" VISA USA Fraud Investigations and Incident Management Procedures	https://usa.visa.com/legal/privacy-policy.html.html
SBHE Policy 1901.2 Computing Facilities	https://ndus.edu/sbhe-overview/sbhe-policies/1200-heading-policies
NDUS Procedure 1200 Series	https://ndus.edu/sbhe-overview/sbhe-policies/1200-heading-policies

Definitions:

Confidential Information	Confidential Information, further defined in the SBHE policy 1901.2 and NDUS Procedure 1901.2, is information that is not to be publicly disclosed. The disclosure, use, or destruction of Confidential Information can have adverse effects on Lake Region State College and possibly carry significant civil, fiscal or criminal liability.
Personal Identifying Information (PII)	Information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual.
Campus Information Technology Security Officer	Individual designated by the Institution to fill this role.
Data Custodian	The individual who has ultimate responsibility and ownership for a particular set of data (e.g. a department head, V.P., or President)
Merchant Bank	The Merchant Bank for Lake Region State College is the Bank of North Dakota
Forensic Image	The process of making a duplicate of the computer system hard

	drive(s) using some form of hardware write protection, such as a hardware write blocker, to ensure no alterations are made to the original drive. There are two goals when making an image: 1. Completeness (imaging all of the information) 2. Accuracy (copying it all correctly)
Information Technology (IT) Incident	An activity or event that results in damage to, misuse of, or loss of an IT resource. Incidents include but are not limited to: • Loss of a computing device (misplaced, stolen, vandalized) • Detection of a malicious program, such as a virus, worm, Trojan horse, keystroke logger, rootkit, remote control bot, etc. • Detection of unauthorized users, or users with unauthorized escalated privileges. • Detection of a critical or widespread vulnerability or misconfiguration that might lead to a compromise affecting the confidentiality, integrity, or availability of university systems or data.
Major Incident	An IT incident which: • Involves a device or system containing confidential data • Threatens the business continuity of the college or department • Affects multiple systems or servers • Involves the violation of North Dakota state or U.S. federal law
Information Technology (IT) Resource	A computing asset provided by the College to further ITS' mission. Examples include, but are not limited to, network bandwidth, networking equipment, workstations, computer systems, SmartBoards, IVN equipment, data, databases, servers and printers.

Principles:
In the event of an Information Security incident concerning the possible exposure or loss of confidential institutional or personal data, you must take immediate action to report the incident to the Information Security Response Team as soon as the incident is suspected.

Procedures:

1. Reporting incidents involving confidential data (as soon as the incident is suspected)
    a. Immediately call, no matter what time of the day or night or weekday or weekend or holiday, until you get a human. Try in this order:
        i. Security Officer 701-662-1511
        Or 701-351-8547 (24x7)
        Or 701-662-8025 (after hours)
        ii. Information Security Response team at 701-662-1502 (during office hours)
        Or 701-351-3633 (after hours)

b. Please also e-mail lrsc.helpdesk@lrsc.edu with details of the suspected exposure. Please do not simply leave a voicemail or send e-mail - please ensure you reach a human, because it is critical that we begin response procedures immediately.

2. Safeguarding the compromised computer (if a computer is part of the incident):
    a. Step away from the computer.
    b. Do not touch it, or take any other action until advised by the Campus Information Technology Security Officer.
    c. Do not attempt to login, or alter the compromised system.
    d. Do not power it off. These actions will delete forensic evidence that may be critical to your incident.
    e. Do not discuss the incident with any other parties until you are authorized. This is critical to ensure that only accurate information is disseminated, rather than suppositions or guesses as to what happened.
    f. Begin writing a detailed description to be shared with the Information Security Response Team: what made you suspect the incident, what you know happened thus far, information on the machine and the data affected and what actions have been taken so far.

The information Security Response Team is charged with investigation and coordination of incidents where confidential institutional or personal data is suspected to have been exposed, and it has experienced forensic NDUS staff to assist.

When a Campus Information Technology Security Officer is notified, the Information Security Response Team will immediately be assembled to advise and assist in containing and limiting the exposure, investigating the attack, obtaining the appropriate approvals, and handling notification to the affected individuals and agencies. The incident still "belongs" to the department experiencing the exposure; the mission of the Information Security Response Team is to assist you.

Time is critical

Immediately containing and limiting the exposure is first priority. In certain situations, we must notify the NDUS Security Officer within two business days of becoming aware of the incident. In others, we must notify the Merchant Bank involved within one business day. Also, individuals involved in such incidents expect expeditious notification to them so that they can monitor their accounts. The most common complaints after an incident are about how long it took the organization to contain the exposure and to send notifications. At Lake Region State College, our goal is to notify the individuals affected within one week of our becoming aware of the possible exposure.

3. Reporting other types of suspected incidents
    a. For non-emergency reports of information and information technology security or abuse incidents, send email to lrsc.helpdesk@lrsc.edu or contact the ITS Department. If you are reporting an incident related to an email message you received do not delete the original email. It will be needed for the investigation.

Responsibilities:

All Employees	• Classify information; any data not yet classified by the custodian shall be deemed Private. • Report any IT or information security incidents to the Campus

	Information Technology Security Officer(s). • Follow the procedures for safeguarding a compromised computer involving confidential information .
Data Custodian/Department	• Work with the employee(s) to identify the scope of the incident, including users affected and the type of data compromised. • Notification to the affected individuals in case of a major incident with guidance from the Information Security Response Team. • Identify reasonably foreseeable internal/external risks to the security that could result in unauthorized disclosure or misuse of information. • Take the lead in minimizing the risks with assistance from the Information Security Response team.
Information Security Response Team	• In the case of major incidents, advise and assist in containing and limiting the exposure, investigating the attack, identifying the users involved, obtaining the appropriate approvals, and overseeing notification to the affected individuals and agencies which may include, but are not limited to, the Data Custodian, President, NDUS Security Officer and the Bank of North Dakota. • Work with Data Custodian/Department to minimize risks. • Design and implementation of the Information Security Education and Training program. • Regularly monitoring and testing the sufficiency of any safeguards in place to control risks in the following areas: ○ Employee management and training ○ Information systems ○ Managing system failures
Campus Information Technology Security Officer	• Determine if the incident is a major or minor incident. • In the case of a minor incident, work with ITS to contain the treat and restore the system. • In case of a major incident work with the Information Security Response Team.

History
Administrative Council Approved 05/09
Administrative Council Approved 07/14/09
Administrative Council Approved 06/11/15

SECTION 1500.02
PCI (PAYMENT CARD INDUSTRY) COMPLIANCE

Policy Statement:
Lake Region State College allows departments to accept credit/debit cards for purchases of goods or services only in accordance with the procedures outlined in this document.

Purpose:
The College recognizes that accepting credit/debit cards as payment for goods or services has become a common practice that improves customer service, brings certain efficiencies to Lake Region State College's cash collection process, and may increase the sales volume of some types of transactions. In addition, the use of technology, such as the World Wide Web, provides easy access for many, and the use of credit cards is essential when sales are conducted electronically.

Scope of Policy:
This policy applies to all members of the Lake Region State College community.

Related Documents/Policies:

Gramm Leach Bliley Act	http://www.ftc.gov/privacy/privacyinitiatives/glbact.html
Lake Region State College Customer Information Safeguarding Program (Gramm Leach Bliley Act)	Lake Region State College Policy & Procedure Manual
Payment Card Industry Standards	https://www.pcisecuritystandards.org/standards/pci-dss/
Lake Region State College Information Security Response Policy	Lake Region State College Policy & Procedure Manual
Lake Region State College Identity Theft Prevention Program (Red Flag)	Lake Region State College Policy & Procedure Manual
"What To Do If Compromised" VISA USA Fraud Investigations and Incident Management Procedures	www.usa.visa.com/download/merchants/cisp_what_to_do_if_compromised.pdf

Definitions:

Department	A Lake Region State College department that accepts credit cards to conduct business.
Gramm Leach Bliley Act	Key rules under the Act govern the collection and disclosure of customers' personal financial information.
Payment Card Industry Standards (PCI)	A multifaceted security standard that includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. This comprehensive standard is intended to help organizations proactively protect customer account data.
Credit Card Processing Machine	A machine or device used to process credit/debit card transactions. *Examples may include: Zon, Trans330, Trans380, Trans460, Omni3200SE.*

Principles:
Overview - Many departments on campus process credit/debit card transactions, either infrequently or in the course of daily business. It is the College's responsibility to protect the privacy of its customers, as well as maintain compliance with the Gramm Leach Bliley (GLB) Act and Payment Card Industry (PCI) Standards.
Departments that transact business by accepting credit cards for goods or services are expected to adhere to the attached procedures to help ensure the integrity and security of all credit/debit card transactions. Failure to follow the procedures may result in the revocation of departmental authorization to accept credit cards and departmental responsibility for paying all related penalties.

Acceptable Credit/Debit Cards - The College is required to process credit/debit card transactions through the Bank of North Dakota. Any exceptions must be approved, in writing, by the Bank of North Dakota. All requests to contract with a processer other than the Bank of North Dakota must be submitted to the Lake Region State College Vice President of Administrative Affairs.
Credit card types that departments may request to be accepted within the department for goods and services include MasterCard, VISA, and Discover.

Credit Card Fees - The College is charged fees on all credit card transactions. The fees vary and are based on the card type accepted and the method of acceptance (swiped versus manually entered). Merchant fees are generally charged to the funding source that the revenue is credited to at the time of the transaction. Fees will be charged to the departmental fund via journal entry/import on a monthly basis by the Business Office.
As departments are developing rates (fees for goods or services) they should recognize the credit card merchant fee as a cost of doing business. Should the department choose to recover the fee, they must build it into the overall rate structure. In other words, departments cannot assess an additional fee to the customer if the customer pays via a credit card.

SECURITY - If a department suspects that credit/debit card records may have been compromised in any way, whether through malicious intent or due to a weakness in the handling and processing of credit/debit card transactions, they are to notify the Business office immediately.
All security incidents will follow the Lake Region State College Information Security Response. The document "What to do if Compromised", VISA USA Fraud Investigations and Incident Management Procedures will be utilized as a reference for any security incident.

Contracts with Vendors/Internet Service Providers - Prior to entering into a new contract with a vendor/internet provider for acceptance of credit/debit cards, a department needs to take the following steps:

1. Submit a brief synopsis of the business rationale to the Business Office and Information Technology (IT). The rational needs to include:
    a. How it will interface with other campus/NDUS systems.
    b. Justification of the approach chosen.
    c. Description of any alternatives seriously considered and explanation of why those alternatives were not chosen.
2. The Business Office/IT will determine if existing credit card collection methods can accomplish the goal.
3. If existing methods can accomplish the goal, the Business Office and IT will work with the department to construct the set-up.
4. If existing methods cannot accomplish the goal, the department must:
    a. Have a secured website and must provide certification that the internet site/provider is PCI compliant prior to entering into a contract with the vendor/internet provider. This certification should be obtained from the vendor/internet provider and submitted to the Business Office Administration. Certification must be provided on an annual basis, or as requested.
    b. Have a written agreement that includes an acknowledgement that the service providers are responsible for the security of cardholder data the service provider possesses
    c. Maintain a program to monitor service providers' PCI DSS compliance status.
    d. Have the contract approved by NDUS Legal Counsel.

Procedures:
Obtaining Authorization to Accept Credit/Debit Card Payments - Departments must obtain prior approval from the Business Office Accounting Supervisor to accept and/or process credit/debit card transactions within the department. Requests should be made via e-mail to the Accounting Supervisor. If approved, the Business Office will assist the department in obtaining a credit card processing machine and will provide procedures that must be followed when processing credit card deposits. If a department has not obtained approval to accept credit/debit card payments, they must not be accepting credit/debit card information.

Methods of Processing Transactions - There are four accepted methods for processing credit/debit card transactions:

1. In person.

2. By telephone – must obtain the CVV code from the back of the card, but must be shredded after the transaction is processed; must verify the address if sending merchandise; may choose to have return receipt to confirm delivery of goods.
3. By mail.
4. Via a secured College-approved internet or firewall-protected and encrypted database application – a department accepting credit card information over the internet must provide a certification that the internet site/provider is PCI compliant prior to entering into a contract with the vendor/internet provider. This certificate must be submitted to the Business Office on an annual basis, or as requested.

Credit/debit card information cannot be requested or sent electronically (i.e. e-mail). If a cardholder sends credit card information electronically, departments are required to reply (deleting the card information) to the cardholder with the following verbiage:

"It is important that Lake Region State College protects the privacy of our customers, and therefore, does not accept credit/debit card information electronically, as the e-mail system is not a secured site. Because we have already received it, we will process this payment, but please discontinue sending credit card information electronically. You may contact the department providing the goods or services to request available payment options."

Departments must attach a copy of the response to the merchant copy of the transaction being processed and retain in accordance with the records retention policy.

Credit/debit card information needs to be kept confidential and must never be left lying in an area where unauthorized persons may view it.

When issuing credits to customers, the credit should be processed in the same payment method as the original charge.

Departments must not store any credit/debit card information, including CVV codes or PIN numbers, in a customer database or electronic spreadsheet. All CVV codes, PIN numbers, and other documents containing credit card information, must be shredded immediately after the transaction has been processed.

ATM Terminal - An ATM terminal is located at Lake Region State College. Lake Region State College works with ATM Network to provide the service. Lake Region State College is responsible to keep the machine filled with money. Money is transferred from the customer's bank to a Lake Region State College bank account. To reconcile these items, reports are run which include credit card numbers. Those reports are kept in a locked cabinet.

Refunds - When an item or service is purchased using a credit card, and a refund is necessary, the refund should be credited to the credit card from which the purchase was made. If a refund in the form of a check is necessary, it should be approved by the departmental head/manager on a case-by-case basis. No cash refunds will be issued for returned items originally purchased with a credit/debit card.

Disputed Charges / Chargebacks - Occasionally, the Bank of North Dakota will send notification to the College indicating a disputed charge. A copy of this chargeback notification will be forwarded to the appropriate department by the Business Office. The department is required to provide all requested

information in response to the notification by the due date indicated. Failure to provide requested information in a timely manner will result in the department being charged for the transaction in question and the department cannot appeal the chargeback.

Recording and Reconciling Transactions - When submitting deposits to the Business Office, please include the following:

1. Merchant copy of the sales slip, which includes the signature, should only include the last four digits of the credit card number.
2. Daily Totals Report - this includes only the totals for MasterCard, VISA, and Discover; no credit card numbers are included.
3. Daily Detail Report - this includes the entire credit card number for all transactions.
4. Batch Settlement Report - this indicates the amount settled successfully.
    a. Departments should transmit and settle their batches daily.

Retention Periods - Documents supporting the credit card transaction must be retained by the department according to the College's Records Retention Policy.

The Business Office should retain the following documents for receipts processed with a Tender Type selection of Credit Card:

1. The merchant copy of the sales slip, which includes the signature, should only include the last four digits of the credit card number.
    a. Retention period is current fiscal year plus two prior fiscal years.
2. Daily Totals Report includes only the totals for each card type (MasterCard, VISA, Discover, and American Express); not credit card numbers are included.
    a. Retention period is current fiscal year plus two prior fiscal years.
3. Daily Detail Report includes the entire credit card number for all transactions.
    a. Retention period is current fiscal year plus two prior fiscal years.
4. Daily Batch Settlement Report indicates the amount settled successfully.
    a. Retention period is current fiscal year plus two prior fiscal years.

All Transaction documents, as stated above, must be secured, for example, in a locked cabinet/room with limited access.

Network Scans - Departments using networks or servers for credit cards transactions must follow PCI standards. Additional scans may be requested by the Bank of North Dakota.

PCI Self-Assessment Questionnaire - The Business Office is required to complete a PCI Self-Assessment Survey on an annual basis for each method of accepting credit cards. This policy will be reviewed at that time for possible changes. Service providers will be monitored to assure PCI DSS compliance status.

Responsibilities:

• Business Office	• With the assistance of Information Technology, grants authorization to departments to accept and process credit/debit card transactions. • Provides procedures for daily reconciling of credit card transactions. • Retain documents supporting credit card transactions as required.

	• Reconciles transactions on a monthly basis.
• Department Accepting Credit Cards for • Goods or Services	• Request/obtain prior approval from the Business Office/Information Technology to accept and/or process credit/debit card transactions. • Credit/debit card information must never be left in an open area where unauthorized persons are able to view it. • Notify the Business Offices immediately if there is a suspicion that credit/debit card records may have been compromised in any way. • If accepting credit/debit card information over the internet, a department must provide certification that the internet site/provider is PCI compliant prior to entering into a contract with the vendor/internet provider. The certificate must be submitted to the Business Office on an annual basis, or as requested. • Should take merchant fees into consideration when determining rates for goods and services. • Must follow the procedures for processing credit/debit card deposits. • Must not store any magnetic stripe information, including security codes, CVV/CVC, PIN number, CVV2/CVC2. • Reconcile and transmit credit/debit card transactions on a daily basis. • Retain all required credit/debit card documents in a secured location according to the records retention policy. • Do not request credit/debit card information via e-mail. When credit/debit card information is received by the department via e-mail, departments are required to notify the sender to discontinue sending such information via e-mail, as it is not a secured location. The transaction can still be processed. • When disposing of credit/debit card information, all documents must be shredded.

Plan Responsibility, Review, Updates and Approval - Responsibility for Lake Region State College's PCI (Payment Card Industry) Policy is assigned to the Information Security Response Team (see Information Security Response Policy).
These positions will work together and be responsible for coordinating Lake Region State College's PCI (Payment Card Industry) Policy including the following:

1. Annual review of the policy.
2. Complete PCI Self-Assessment Questionnaires.
3. Oversee scans of equipment.

History
Administrative Council Approved Update 06/11/15

SECTION 1500.03
IDENTITY THEFT PREVENTION PROGRAM (RED FLAG)

Purpose:
To establish an Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with Part 681 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Scope of Covered Activities/Business Processes, Rules:
Any account or financial service that Lake Region State College offers or maintains for which there is reasonably foreseeable risk to customers or to the safety and soundness of Lake Region State College from identity theft, including financial operational, compliance, reputation, or litigation risks.

Related Documents/Policies:
SBHE Policy 1901.2 Computing Facilities
SBHE Policy 1912 Public Records
Lake Region State College PCI (Payment Card Industry) Policy
Lake Region State College Information Security Response Policy
Lake Region State College Customer Information Safeguarding Program
NDUS Policy 511 Student Criminal History Background Checks and corresponding Procedure 511
NDUS Policy 602.3 Job Applicant/Employee Criminal History Background Checks and corresponding procedure 602
NDUS Policy 1912 Public Records; Procedure 1912.1 Information Security Procedures
NDUS Procedure 1912.2 Student Records – Directory Information
NDUS Procedure 1912.3 Employee Personal Information
SBHE Policy 802.7

Definitions:
Identity Theft - Fraud committed or attempted using the identifying information of another person without authority.
Covered Account - An account that Lake Region State College offers or maintains primarily for personal or business purposes that involves or is designed to permit multiple payments or transactions. Covered accounts includes but is not limited to Student ID Card, credit/debit card processing, financial aid information, student loan information, business accounts, payroll account information; and any other account that Lake Region State College offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of Lake Region State College from identity theft, including financial operational, compliance, reputation, or litigation risks.
Red Flag - A pattern, practice, or specific activity that indicates the possible existence of identity theft.
Service Provider - A third party engaged in performing an activity in connection with one or more covered accounts.

Detecting Red Flag Activity

1. Alerts, Notifications or Warning from a Consumer Reporting Agency
    a. A fraud or active duty alert is included with a consumer report.
    b. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
    c. A consumer reporting agency provides a notice of address discrepancy as defined in §41.82(b) of this part.
    d. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
        i. A recent significant increase in the volume of inquiries.
        ii. An unusual number of recently established credit relationships.
        iii. A material change in the use of credit, especially with respect to recently established credit relationships.
        iv. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
2. Suspicious Documents
    a. Documents appear to have been altered or forged.
    b. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
    c. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
    d. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.
3. Suspicious Personally Identifiable Information (PII)
    a. Personal identifying information provided is inconsistent when compared against external information sources used by the financial institution or creditor.
        i. Examples: the address does not match any address in the consumer report; or the Social Security Number has not been issued, or is listed on the Social Security Administration's Death Master File.
    b. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer, e.g., there is a lack of correlation between the SSN range and the date of birth.
    c. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the institution.
        i. Examples: The address on an application is the same as the address provided on a fraudulent application; or the phone number on an application is the same as the number provided on a fraudulent application.
    d. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the institution.
        i. Examples: The address on an application is fictitious, a mail drop, or a prison; or the phone number is invalid, or is associated with a pager or answering service.
    e. The SSN provided is the same as that submitted by other persons opening an account or other customers.
    f. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons opening accounts or other customers.

g. The person opening the covered account or the person fails to provide all required personal identifying information on an application on in response to notification that the application is incomplete.
h. Personal identifying information provided is not consistent with personal information that is on file with the institution.
i. For financial institutions and creditors that use challenge questions, the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.
j. Unusual Use of, or Suspicious Activity Related to, the Covered Account.
k. Shortly, following the notice of a change of address for a covered account, the institution receives a request for new, additional, or replacement cards, or the addition of authorized users on the account.
l. The covered account is used in a manner commonly associated with known patterns of fraud.
    i. Example: The customer fails to make the first payment or makes an initial payment but no subsequent payments.
m. A covered account is used in a manner that is not consistent with established patterns of activity on the account.
    i. Examples: Nonpayment when there is no history of late or missed payments; a material increase in use of available credit; a material change in purchasing or spending patterns; a material change in electronic fund transfer patterns in connection with a deposit account; or a material change in telephone call patterns in connection with a phone account (can be cellular or landline).
n. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
o. Mail sent to customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
p. The institution is notified the customer is not receiving paper account statements
q. The institution is notified of unauthorized charges or transactions in connection with a customer's covered account.

4. Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection with Covered Accounts Held by the Institution

All Employees Procedures for the Rule

1. Access data in Lake Region State College's ConnectND system is restricted to those employees of the College with a need to know and for proper performance of their duties. These employees receive training related to FERPA and "Red Flag" regulations. Social Security numbers and Date of Birth are not used as authentication numbers and should be protected.
2. Every effort is made to limit the access to personal non-directory information to employees on campus with a legitimate need-to-know. Employees, who have been approved access to the administrative information databases, understand that they are restricted to using the information obtained only in the conduct of their job functions. The inappropriate use of such access and/or use of administrative data may result in disciplinary action up to, and including, dismissal from the University.
3. All paper files containing personal non-directory information are required to be in a secure location when not in use. All offices, when not occupied, are to be locked.

Student Administration Procedures for the Rule

1. Verify identification for any student, faculty, or staff requesting services. The identification should be scrutinized to verify that it has not been altered or forged.
2. Verify that the picture on the identification provided matches the appearance of the customer presenting the identification.
3. Verify that the information on the identification is consistent with other information on file at the college, particularly on the customer's account.
4. Do not share any more information with a customer than is documented in the student system if there is a full FERPA restriction on the account. If additional information is requested, the student should be forwarded to the Registrar's office for assistance.
5. Report to upper management without assisting the customer if the College ID provided is the same as that submitted by another customer.
6. Report to upper management if an account is used in a manner not consistent with regular patterns of activity, i.e. if a student receives more than one Short Term loan at a time, or over the period of one term.
7. Call or email the customer if mail addressed to the customer is returned as undeliverable although transactions continue to be conducted with their account.
8. Notify upper management if an account has three different address changes in the past ninety (90) days.
9. Investigate and verify the correctness of unauthorized charges or transactions assessed by Student Financial Services in connection with a customer's account. If there are questions regarding the correctness of departmental charges, refer them on to the appropriate department for resolution.
10. Notify upper management immediately if the College is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened, discovered, or manipulated a fraudulent account for a person engaged in identity theft.
11. Do not provide any information to an individual claiming to be the victim of identity theft without them providing evidence of a Police Case Number or an FTC affidavit of identity theft. If a customer needs assistance of this type, the request must be in writing with detailed information requested as well as proof of positive identification and proof of claim of identity theft (policy report or FTC affidavit).
12. Ensure that customers who call are not given information on an account if they cannot provide the College ID and customer name. Be cautious about callers who attempt to get financial information without providing any substantive knowledge about the account.
13. Employees and students are requested to report all changes in name, address, telephone or marital status to the Human Resources and Registration and Records offices as soon as possible; they should periodically verify those persons listed as contacts in case of an emergency, and those persons designated as beneficiaries to life and/or retirement policies.
14. A FERPA disclosure statement is sent out to students each year informing them of their rights under FERPA. The student is required to give written authorization to the Registrar's Office if their information is permitted to be shared with another party. The student is given the opportunity to provide billing addresses for third party billing.
15. Occasionally, the College will extend short term credit to a student for payment of their tuition bill or other items which thus creates a covered account. The student signs a short term promissory note, which is stored in a secured area.

Human Resources Policy and Procedures for the Rule

1. Staff who have access to HR and Payroll data have received training that non-directory information regarding employees is not to be provided unless approved in writing by the employee.
2. The College's official personnel files for all employees are retained in the Human Resources office in a locked file cabinet. Employees have the right to review the information contained in their personnel file.
3. Personnel records are classified as open records according to the North Dakota Century Code (Chapter 44-04).
4. Access data in Lake Region State College's ConnectND system is restricted to those employees of the College with a need to know and for proper performance of their duties. These employees receive training related to FERPA and "Red Flag" regulations.
5. Social Security numbers are not used as identification numbers and this data is classified as confidential.
6. Every effort is made to limit the access to confidential information to employees on campus with a legitimate need-to-know. Employees, who have been approved access to the administrative information databases, understand that they are restricted to using the information obtained only in the conduct of their job functions. The inappropriate use of such access and/or use of administrative data may result in disciplinary action up to, and including, dismissal from the University.

Oversight of Service Providers

The College remains responsible for compliance with the Red Flag Rules even if it outsources operations to a third party service provider. The written agreement between the College and the third party service provider shall require the third party to have reasonable policies and procedures designed to detect relevant Red Flags that may arise in the performance of their service provider's activities. The written agreement must also indicate whether the service provider is responsible for notifying only the College of the detection of a Red Flag or if the service provider is responsible for implementing appropriate steps to prevent or mitigated identify theft. Written agreements will be kept in the Administrative Affairs office.

Plan Responsibility, Review, Updates, and Approval

Responsibility for Lake Region State College's Identity Theft Prevention Program is assigned to the Information Security Response Team (see Information Security Response Policy).

These positions will work together and be responsible for coordinating Lake Region State College's Identity Theft Prevention Program including the following:

1. Identify relevant patterns, practices, and specific forms of activity that are "red flags" signaling possible identity theft and incorporate those red flags into the program;
2. Respond appropriately to any red flags that are detected to prevent and mitigate theft.
3. The Identity Theft Prevention Program will be reviewed and updated regularly by this team. Changes will be approved by the President of Lake Region State College.
4. Identify training and education relevant to the Identity Theft Prevention Program.
5. The Information Security Response Team will conduct an annual report on the compliance and effectiveness of the program and make recommendations for changes. The report should be filed with the President. Should an employee identify a "red flag" (patterns, practices and specific activities that signal possible identity theft), they are instructed to bring it to the attention of the Information Security Response Team. The team will investigate the threat of identity theft to determine if there has been a breach and will respond appropriately to prevent

future identity theft breaches. Additional actions may include notifying and cooperating with appropriate law enforcement and notifying the student or employee of the attempted fraud.

6. If there is a pattern, practice or activity relating to a university system-supported application, the Information Security Response Team will consult with the NDUS CIO or NDUS Security.

History

Administrative Council Approved 07/14/09

Administrative Council Approved 06/11/15

SECTION 1500.04
CUSTOMER INFORMATION SAFEGUARDING PROGRAM

Purpose:
The Gramm-Leach-Bliley (GLB) Act of 2000 requires financial institutions to ensure the security and confidentiality of customer information. Universities and colleges are deemed to comply with the privacy provision of the Act if they are in compliance with Family Educational Rights and Privacy Act (FERPA) of 1974; however, universities and colleges are still subject to the requirements of administrative, technical and physical safeguarding of customer information. The written safeguarding program outlined below will address the administrative, technical and physical safeguarding of customer information. The objectives of the safeguards are as follows:

1. Ensure the security and confidentiality of customer information,
2. Protect against any anticipated threats or hazards to the security or integrity of such information, and
3. Protect against unauthorized access to or use of customer information that could result in substantial harm or inconvenience to any customer.

Scope:
This program applies to all members of the Lake Region State College community.

Related Documents/Policies:

Gramm Leach Bliley Act	http://www.ftc.gov/privacy/privacyinitiatives/glbact.html
Payment Card Industry Standards	https://www.pcisecuritystandards.org/standards/pci-dss/
PCI (Payment Card Industry) Compliance Policy	Lake Region State College Policy & Procedure Manual
Information Security Response Policy	Lake Region State College Policy & Procedure Manual
Identity Theft Prevention Program (Red Flag)	Lake Region State College Policy & Procedure Manual
North Dakota University System Policy Section 311: Public Records	https://ndus.edu/sbhe-overview/sbhe-policies/300-heading-policies
NDUS Procedure 1200 Series Information Security Procedures.	https://ndus.edu/sbhe-overview/ndus-procedures/1200-heading-procedures
Family Education Rights and Privacy Act (FERPA)	https://studentprivacy.ed.gov/ferpa

Definitions:

Customer Information	any record containing nonpublic personal information as defined in 16 CFR 313.3(n) about a customer of Lake Region State College, whether in paper, electronic or other form (16 CFR 314.2(b)).
Confidential Information	Confidential Information, further defined in the NDUS policy 1901.2, is information that is not to be publicly disclosed. The disclosure, use, or destruction of Confidential Information can have adverse affects on Lake Region State College and possibly carry significant civil, fiscal, or criminal liability.
Covered data and information	Student financial information and any other financial information required to be protected under GLB and includes both paper and electronic records.
Customer	Individual who obtains or has obtained a financial product or service from Lake Region State College that is to be used primarily for personal, family, or household purposes (16 CFR 313.3(e),(h)).
North Dakota Higher Education Computer Network (HECN)	The HECN is a cooperative effort among the eleven campuses of the North Dakota University System for the provisioning of enterprise-wide IT services

Responsibility for Lake Region State College's Customer Information Safeguarding Program is assigned to the Information Security Response Team (the Coordinators for the Customer Information Safeguarding Program) See Information Security Response Policy re: Team members. The Team consists of the Accounting Supervisor, Chief Information Officer, Director of Financial Aid, and Director of Marketing & Communications.

Risk Management:
Lake Region State College recognizes that there are both internal and external risks at three different levels: 1) ND Higher Education Computer Network (HECN), 2)Lake Region State College Information Technology Services (ITS) department, 3) other Lake Region State College department systems. These risks include but are not limited to:

1. Unauthorized access of protected information by someone other than the owner of the covered data and information
2. Compromised system security as a result of system access by an unauthorized person
3. Interception of data during transmission
4. Loss of data integrity
5. Physical loss of data in a disaster
6. Errors introduced into the system
7. Corruption of data or systems
8. Unauthorized access of covered data and information by employees
9. Unauthorized requests for covered data and information
10. Unauthorized access through hardcopy files or reports
11. Unauthorized transfer of covered data and information through third parties.

Lake Region State College recognizes that this may not be a complete list of the risks associated with the protection of customer information. Since technology growth is not static, new risks are created regularly.

Responsibilities:

Information Security Response Team	• Review & update this Customer Information Safeguarding Program regularly.
	• Work together and be responsible for coordinating LAKE REGION STATE COLLEGE's information security program, including the following:
	  ○ Identify reasonably foreseeable internal/external risks to the security that could result in unauthorized disclosure, misuse of information;
	  ○ Design and implementation of the safeguard program;
	• Regularly monitor and test the sufficiency of any safeguards in place to control risks in the following areas:
	  ○ Employee Management & Training;
	  ○ Information Systems; and
	  ○ Managing System Failures.

North Dakota Higher Education Computer Network (HECN)	• Obligations are addressed in SBHE Policy Section 1912: Public Records and NDUS Procedure Section 1912.1: Information Security Procedures.

Lake Region State College Information Technology Services (ITS) department systems	• Provide a secure computing environment for the faculty, staff and students of Lake Region State College, this includes but not limited to network infrastructure; file servers, and email systems.
	  • Access to the networking equipment is controlled by passwords. Physical access to the networking equipment is controlled by physical key, with only those people needing to maintain the infrastructure itself having access.
	  • The storage area on the file server consists of individual and shared directories. The individual storage is password protected for the specific individual account. Access to the administrative file server and shared areas for the department are authorized by the department and implemented by the system administrator.
	  • Access to covered data and information via computer information systems shall be limited to those employees who have a business reason to know such information. Each employee shall be assigned a user name and password in compliance with a password procedure. Databases containing personal covered data and information, including, but not limited to, accounts, balances, and transactional information, shall be available only to employees in appropriate departments and positions.
	  • Lake Region State College requires the deletion or change of administrative system access for terminating or transferring employees.
	  • Provide secure data transmission.
	  • When disposing of electronic devices -- wipe the data or physically

	destroy diskettes, tapes, hard drives etc • No passwords are maintained in plain text. No passwords are altered for an individual or given to an individual until it has been determined that that individual is the person entitled to access to the account.
Lake Region State College administrative departments and employees that have access to confidential customer information.	Management and control responsibilities for Lake Region State College departmental information systems and employees rest with the department heads and the chain of command shown in the Lake Region State College organizational chart. Management and control responsibilities fall under three general categories: A) Employee Management and Training, B) Information Systems, and C) Managing System Failures. A) Employee Management and Training The success or failure of any security plan largely depends on its employees. Because certain customer information (such as: social security numbers) is available to a large number of Lake Region State College employees via the administrative systems, risk of failure is slightly higher in this area. As a result of this risk, the following steps will be taken: • All departments shall check references and conduct criminal history background checks as required by law or SBHE or Lake Region State College policy prior to hiring employees. • Every employee with administrative computer system access to name and address information will be notified and reminded of Lake Region State College Information Security policies and the need to keep customer information confidential and properly safeguarded. • Employees will be reminded to take steps to maintain security & confidentiality of customer information, such as: -locking rooms and filing cabinets where records are stored -recognizing any fraudulent attempts to obtain customer information -limiting access to data in software programs • Impose sanctions for any breaches B) Information Systems Information systems include network and software, information processing, storage, transmission, retrieval and disposal. Department heads will notify employees annually of the following standards for information system security: • Store records in a secure area and only authorized employees have access • Store paper records in a room or file cabinet that is locked when unattended. • Store electronic customer information on a secure server, data is accessed with passwords and the server is in a secure area. • Dispose of customer information in secure manner. Shred customer information according to the retention periods. • Covered data and information such as customer information must be

	encrypted during transmission. Confidential data must be encrypted, whenever it is stored outside of a password protected centralized server. Confidential data may not be stored or backed up to DVD, CD, or other non-encrypted media. • No passwords are maintained in plain text. • All computers, DVD/CDs, diskettes, tapes, hard drives etc. should be returned to the ITS department for proper disposal. C) Managing System Failures An effective security management includes the prevention, detection and response to attacks, intrusions and system failures. Department heads will notify employees of the following Lake Region State College standards for managing system failures: • Takes steps to preserve security, confidentiality and integrity of customer information. • Store customer information on servers which backup the data regularly. Notify customer promptly if nonpublic information (NPI) is subject to loss, damage or unauthorized access. • Maintain systems and procedures to ensure that access is limited to authorized employees. • Notify ITS of a breach and move items around for priority.
Employees contracting with Service Providers	Follow PCI (Payment Card Industry) Policy

History
Administrative Council Approved 04/14/09

SECTION 1500.05
CODE OF CONDUCT

Lake Region State College (LRSC) is committed to ethical and professional conduct. It is the responsibility of each employee acting on behalf of LRSC, including student employees, to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties.

There may be instances when a policy or procedure appears difficult to interpret or to apply. In those cases, clarification should be sought through the employee's supervisor. If necessary, further questions should be directed to the administration office that has responsibility for the oversight of the policy.

This policy applies to all employees or contracted professionals of Lake Region State College.

Expectations – It is expected that all employees:

1. perform their duties conscientiously, honestly, and in accordance with the best interests of LRSC.
2. comply with applicable federal and state laws, SBHE, NDUS and LRSC policies and procedures.
3. will not use their position or the knowledge gained as a result of their position for private or personal advantage.
4. support an environment that is free of intimidation, threatening behavior, discrimination and/or harassment.
5. conduct themselves in a businesslike manner.
6. will be responsible and use good judgement when spending LRSC funds including reimbursable expenses.
7. follow the policies and procedures for recording, handling, and protecting money and other assets.
8. will not make, send, enter or distribute a false record or communication of any kind.
9. comply with applicable laws, regulations, SBHE policies and NDUS procedures concerning privacy, confidential records, access to open records and records retention.
10. make every effort to communicate completely, accurately, and in a timely manner.
11. only collect personal information necessary for LRSC business.
12. retain customer information for only as long as required by LRSC's records retention schedule.
13. will have a legitimate business reason for accessing information.
14. will only accept *de minimus* contributions, such as a purchase of a meal at reasonable value as part of a conference or other event with no conditions attached.
15. will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which LRSC has or is likely to have business dealings.
16. will not accept kickbacks and commissions from suppliers.
17. avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with LRSC, or that provides goods or

services to LRSC, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.

18. share responsibility for good public relations, especially at a community level.
19. must avoid outside activities that create an excessive demand upon their time and attention, thus depriving LRSC of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of LRSC.
20. separate their personal roles from their LRSC positions when communicating on matters not involving LRSC business. They may not use LRSC identification, stationery, supplies, and equipment for personal or political matters.
21. may not represent that they speak for LRSC, unless that is one of their duties or they are otherwise authorized to do so.
22. must take care not to compromise the integrity or damage the reputation of LRSC when dealing with the community.
23. will not engage in disruptive behavior; and will not engage in unlawful gambling.
24. will abide by the LRSC alcohol and drug policy and the requirements for presidential approval under SBHE policy 918.
25. will not possess any dangerous weapon, firearm (including handguns, rifles, and shotguns), or explosive device on property owned, leased, or under the control of LRSC unless expressly authorized by law. Faculty and instructors of the Peace Officer Training Program, a hunter education program, or other course or program approved by the President may possess approved dangerous weapons according to the approved curriculum. Sworn officers of the LRSC Police Department are also exempt from this policy when use or possession occurs in the performance of their official duties.
26. are prohibited from making threats of harm to others, in person, through a third person, in writing or by electronic means (social media, text, phone calls, etc.).
27. will not use public property or resources to perform unauthorized activities that disrupt the efficient and economical administration of LRSC.

Reporting - Employees shall report suspected violations of the Code of Conduct policy to their supervisor, the VP for Administrative Affairs, VP for Academic and Student Affairs, or the President. In addition, the NDUS has a fraud hotline and suspected violations may be reported anonymously by use of that hotline. Failure to report known or suspected violations is in itself a violation and employees may be subject to disciplinary action up to and including termination.

Investigations- Alleged violations of this Code of Conduct shall be investigated by the VP for Administrative Affairs, the VP for Academic and Student Affairs, other officer designated by the President or the NDUS at the request of the President. All employees shall cooperate in these investigations.

Discipline - If it is determined that the Code of Conduct or another policy has been violated, the offending employee may be subject to disciplinary action up to and including termination. In some circumstances, employee may be subject to civil and criminal charges and penalties.

Retaliation – The Code of Conduct prohibits retaliation against those who participate in reporting or investigating policy violations. Any person who retaliates against another may be subject to disciplinary action up to and including termination.

Acknowledgement - New employees will review the Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code of Conduct. All benefitted employees are required to annually certify in writing that they have read and are in compliance with the Code of Conduct.

History
Administrative Council Approved 06/15/10
Administrative Council Approved (1500.05, 2) 06/05/17
Administrative Council Approved 11/20/2018

Lake Region State College
Policy and Procedure Manual

SECTION 1500.06
LAKE REGION STATE COLLEGE REPORTING AND INVESTIGATING THEFT AND FRAUD

Purpose:
To assure all employees and contracted professionals of Lake Region State College understand the importance of identifying and reporting fraud, who they need to report it to, how it will be investigated, and how it will be resolved.

Scope:
This policy applies to all employees or contracted professionals of Lake Region State College.

Related Documents/Policies:

Lake Region State College Code of Conduct 1500.05	https://www.lrsc.edu/faculty-staff/policies-procedures-manual/section-1500-safety-and-security
SBHE Policy 308.1 (proposed)	https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/EYkroV0nwFVLk6aTOD_q_JwBxfqDw-rE65PwDrXxJ94Qtg
SBHE Policies Section 611 Employee Responsibility and Activities	https://ndus.edu/state-board-of-higher-education/sbhe-policies/600-heading-policies/
SBHE 615 Drug Free Workplace	https://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=70&SID=7
NDUS Procedure 615 Drug-Free Workplace	https://www.ndus.edu/makers/procedures/NDUS/default.asp?PID=305&SID=58

Lake Region State College employees are responsible for safeguarding College resources and ensuring they are used only for authorized purposes, in accordance with College rules, policies, and applicable law. All employees are responsible for reporting suspected theft, fraud, or unlawful or improper use of public funds or property.

1. As used in this policy, "theft, fraud or unlawful or improper use of public funds or property" includes:
    a. Stealing larceny or embezzlement;
    b. Making or altering documents or files with the intent to defraud;
    c. Purposely inaccurate accounting or financial reporting at any level;
    d. Fraudulent conversion or misappropriation of public resources, including funds, supplies or other property;
    e. Improper handling or reporting of financial transactions;

f. Authorizing or receiving compensation for goods not received, services not performed or hours not worked, including payment or receipt of a bribe, kickback or other unlawful or unauthorized payment.

2. Fraud Awareness
    a. All benefitted employees will receive training annually. The specific training will be directed by the Human Resource office.
    b. It is suggested that all non-benefitted employees also receive the training. However, the training will not be mandated for non-benefitted employees.
3. Procedures for reporting suspected or detected fraudulent activity
    a. An employee with knowledge or suspicion of theft, fraud or unlawful or improper use of public funds or property involving Lake Region State College or affiliated entities, shall report that information to a supervisor, the Accounting/Human Resource Supervisor in Administrative Affairs or the President. An employee with knowledge or suspicion of theft, fraud or unlawful use of public funds involving an immediate supervisor, shall report that information to an employee at a level above the immediate supervisor. As an alternate method, an employee may call the Eide Bailly Fraud Hotline at 866-912-5378 to report suspicious activity.
    b. Unreasonable failure to report such information as required may result in discipline, up to and including dismissal.
    c. The employee or supervisor who suspects fraudulent activity should not attempt to conduct an investigation.
    d. It is a violation of college policy to retaliate against an employee who, in good faith, reports dishonest or fraudulent activity.
4. Procedures for investigating suspected or detected fraudulent activity
    a. The Lake Region State College employees designated with responsibility for receiving and acting upon reports under this policy are the Accounting/Human Resource Supervisor for Administrative Affairs and the President. A supervisor or other person who receives a report of suspected theft or fraud shall report that information to the Accounting/Human Resource Supervisor or the President. The Accounting/Human Resource Supervisor shall inform the President, unless the President is implicated, in which case the Accounting/Human Resource Supervisor shall inform the General Counsel. If both the Accounting/Human Resource Supervisor and the President are implicated, the report shall be made to the ND University System General Counsel.
    b. The Accounting/Human Resource Supervisor shall take reasonable and appropriate action in response to receipt of a report, which may include an internal investigation, commission of an audit, referral to law enforcement officials, recommended policy or procedure amendments, a report summarizing findings or other steps. The Accounting/Human Resource Supervisor shall consult the NDUS General Counsel and information shall be kept confidential as directed by the General Counsel.
    c. The Accounting/Human Resource Supervisor, with assistance from the President as appropriate, has the primary responsibility for the investigation. If the investigation reveals that fraudulent activities have occurred, the Accounting/Human Resource Supervisor will issue a report to the appropriate administrative officials.
    d. Employee discipline, up to and including dismissal will follow College processes and procedures.
    e. Decisions to prosecute or involve appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the College President in consultation with the NDUS General Counsel.

f. The Accounting/Human Resource Supervisor is also responsible for periodic review of Lake Region State College internal control procedures, making recommendations for appropriate controls and staff training to minimize opportunities for theft or fraud.

History
Administrative Council Approved 05/11/11

Lake Region State College
Policy and Procedure Manual

SECTION 1500.07
SECURITY CAMERAS

1. Purpose

The purpose of this policy is to regulate the use of video recording equipment at Lake Region State College. For purposes of this policy, electronic video recording equipment is defined as observing persons, places, or activities in an unobtrusive manner with the aid of electronic devices such as video cameras, digital video recorders or network scanning systems. This policy applies to students, employees, and personnel of affiliated organizations conducting business on the properties owned or controlled by Lake Region State College.

2. Scope

This policy applies to all areas of Lake Region State College in the use of video recording equipment. This policy is not intended to cover the use of webcams unless the webcam is used for recording others in public spaces.

3. General Principles

1. The use of video recording equipment at Lake Region State College is limited to the following purposes:
    a. To deter criminal activity and assist in the investigation and prosecution of criminal activity.
    b. To deter violations and assist in the investigation of violations of Lake Region State College Policies, SBHE Policies, and NDUS Procedures.
    c. To assist in the investigation of accidents and to address safety issues.
    d. To identify individuals seeking entry into restricted locations.
2. Using video recording equipment for purposes not listed above undermines the purpose of these resources and is prohibited.
3. Only the incident on a filed report form may be investigated, and should unrelated violations be observed, approval to investigate shall be obtained separately.

4. Authorization, Storage, and Investigations

1. Data captured by video recording equipment will be stored for not less than 14 days and may then be written over and/or deleted according to data storage needs.
2. Video data may be retained indefinitely when it is part of an internal investigation, criminal investigation, court proceedings (criminal or civil), or as otherwise directed by the President, Vice President of Administrative Affairs, or the Vice President of Academic and Student Affairs.
3. Cameras will be restricted to indoor and outdoor areas available to the public and to public areas where access is restricted. Cameras will not be allowed in locker rooms, restrooms, classrooms, or private offices.
4. Cameras in the resident halls will be limited to those showing the entrances and exits and may not record the hallways showing the doors to individual rooms or restrooms.
5. The Director of Information Technology, the Director of Human Resources, and their designees will have access to view video recordings for investigative purposes.

6. The Director of Information Technology or their designee shall monitor video recording equipment on a regular basis for operational status and condition of all cameras.
7. Whenever approval is granted for video surveillance imaging to be copied and released to law enforcement or to a third party, the releasing individual will notify (email) the President, Vice President of Administrative Affairs, or the Vice President of Academic and Student Affairs.

5. Responsibilities

1. The Vice President of Administrative Affairs and/or the Vice President of Academic and Student Affairs, or their designees, have the responsibility for the following:
    a. Authorizing the use of video recording equipment, approving the installation (location) of new cameras, authorizing the removal of existing cameras, and approving the release of imaging to law enforcement or to a third party.
    b. Authorizing the Video Recording Equipment Request Forms for investigation.
2. The Director of Human Resources will receive and process the Video Recording Equipment Request Forms and will retain the investigative summary and digital recordings/pictures.

History

Administrative Council Approved 10/14/13
Administrative Council Approved 02/17/22

SECTION 1500.08
HARASSMENT

Lake Region State College will maintain a learning and working environment that is free from harassment of its employees and students, including student-to-student and other peer harassment. Any person engaging in inappropriate conduct will be in violation of this policy.

Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy.

Student-on-student harassment is a specific form of discrimination. LRSC may only discipline students for student-on-student harassment which meets one or more of the following criteria:

1. (i) Unwelcome verbal, written, or physical conduct directed to another student or a specified group of students; (ii) Conduct that is lewd, obscene, defamatory, unlawful, has the purpose of causing distress, or is based on the student's (or students') actual or perceived personal characteristics; and either (iii a) Conduct that objectively and subjectively creates a hostile or disruptive environment or substantially interferes with the student's educational work or (iii b) Conduct that is so severe, pervasive, or objectively offensive that it is reasonably likely, based on specific and documented facts, to create a substantial disruption to the educational environment or to effectively deny a student equal access to educational opportunities or benefits provided by the institution; or,
2. Conduct which violates North Dakota criminal laws prohibiting harassment, stalking, menacing, criminal coercion, or similar behavior.

Student-on-student discriminatory harassment is speech or expression that is unwelcome, targets the victim on the basis protected under federal, state, or local law, and is so severe, pervasive, and objectively offensive that a student effectively is denied access to educational opportunities or benefits provided by LRSC.

Sexual harassment is harassment, whether between individuals of the same or different sex, which includes unwelcome behavior or conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in university-sponsored programs or activities or the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in university-sponsored programs or activities. It has the effect of interfering with a person's work or a student's academic performance, or it creates an objectively hostile environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching (i.e. patting, pinching, hugging, repeated brushing against another employee's body or touching their clothing)
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
6. Suggesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or educational program status
7. Graphic verbal comment about an individual's body
8. Sexually degrading words, to describe an individual
9. Display in the workplace or in public areas of sexually suggestive objects or pictures
10. Requesting or demanding sexual favors
11. Physical assault

If harassment occurs:

1. Anyone who experiences sexual harassment should let the offender know immediately and firmly state that such behavior is unwelcome.
2. Any person who alleges harassment by any faculty, staff or student at Lake Region State College may file a complaint directly to:
    a. Their immediate supervisor
    b. Human Resource Director
    c. The Vice President for Academic and Student Affairs
    d. The Vice President for Administrative Affairs
    e. The President
3. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with LRSC's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
4. The complaint will be documented, investigated, and resolved in accordance with Equal Opportunity Employment guidelines, Title VII and Title IX principles.
5. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

Employee Responsibilities

All employees are required to prevent sexual/unlawful harassment in the workplace. Employees must immediately report any perceived incident of harassment or retaliation.

Supervisor Responsibilities

Supervisors are responsible to make every effort to prevent sexual/unlawful harassment in their respective work areas. Supervisors must take immediate action to deal effectively with harassment and inappropriate behavior once such behavior has been brought to the supervisor's attention. This includes documenting the incident, reporting it to their supervisor or the Human Resource Director, and initiating an investigation when directed.

LRSC will investigate complaints of harassment or inappropriate behavior in a timely, thorough, and discreet manner and will take appropriate corrective and disciplinary action.

Institutions under the control of the State Board of Higher Education shall not discipline or impose sanctions on any students for harassing conduct or expression unless the speech meets the definition of either student-on-student harassment or student-on-student discriminatory harassment. LRSC may not utilize the disciplinary process to sanction or discipline student speech that constitutes protected conduct except as provided in those definitions.

Notwithstanding, LRSC may respond to student-on-student speech or expression which does not meet these definitions by taking constructive, non-punitive actions to promote a welcoming, inclusive environment.

Sanctions:

1. A substantiated charge against a faculty or staff member at LRSC will be dealt with through disciplinary procedures up to and including, termination.
2. A substantiated charge against a student at LRSC will be dealt with according to student disciplinary procedures, including suspension or expulsion.
3. Anyone who is found to have intentionally made a false report of harassment or who fails to cooperate in the investigation of a complaint will be subject to disciplinary actions up to and including termination, suspension, or expulsion.

History
Administrative Council Approved 04/25/00
Administrative Council Approved 07/07/15
Administrative Council Approved 03/23/16
Administrative Council Approved 06/30/21

SECTION 1500.08.01
CONSENSUAL RELATIONSHIPS

Lake Region State College discourages consensual relationships, i.e., amorous, romantic, or sexual relationships, between faculty and students, staff and students, supervisors and subordinates, and students who have an authority relationship over other students. This policy is in effect when one individual has a control, power, authority, or responsibility position over another. Lake Region State College expressly prohibits any form of sexual harassment of employees and students when a previous consensual relationship ceases to exist or such a relationship is rejected by one of the parties.

If the parties do engage in a consensual relationship as defined above, the person in the authority position is obligated to report the relationship to his or her department head or supervisor immediately. Failure to report the relationship or any significant delay in reporting may be cause for disciplinary action. Documentation of the reporting and any subsequent actions taken by the department head or supervisor, such as advising the parties of the potential for sexual harassment charges if the relationship ends, is required.

History
Administrative Council Approved 07/07/08
Administrative Council Approved 07/17/15

SECTION 1500.09
TITLE IX AND SEXUAL HARASSMENT

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.

   Lake Region State College prohibits all crimes of sexual misconduct as defined in this policy. This includes Violence Against Women Act (VAWA) offenses of dating violence, domestic violence, sexual assault and stalking. For purposes of complying with the Clery Act requirements, any violation meeting the definition of a Clery Act crime is reported on the Annual Security Report.

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. *Consent*. Words or actions showing a clear, knowing and voluntary agreement to engage in sexual activity.
      i. Consent from sexual partners must be obtained. If confusion or ambiguity on the issue of consent arises anytime during sexual activity, consent must be clarified.
      ii. Consent may not be inferred from:
         1. Silence, passivity or lack of active resistance.
         2. A current or previous dating or sexual relationship.
      iii. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
      iv. Consent can be withdrawn by clear communication at any time.
   e. *Dating Violence*. Includes but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Dating violence is 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.

f. *Day.* A business day when Lake Region State College is in normal operation.

g. *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.

h. *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 under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred,
   v. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
   vi. any person against whose acts the complainant is protected by N.D.C.C. ch. 14-07.1.

i. 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.

j. *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.

k. *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.

l. *Incest*. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

m. *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.

n. *Respondent*. An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

o. *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.

p. *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.

q. *Sexual Offense*. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
r. *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.
    i. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
    ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
    iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
s. *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).
t. *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 Student Affairs, Casey Zehrer 701-662-1608; Casey.Zehrer@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):
        - Licensed professional counselors and other medical providers
        - Local rape crisis counselors
        - Domestic violence resources
        - Local or state assistance agencies
        - Clergy/Chaplains
        - 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:
        1. Lake Region State College does not discriminate on the basis of sex in its education program or activity.
        2. Title IX and 34 C.F.R. 106 require Lake Region State College not to discriminate on the basis of sex.
        3. This requirement to not discriminate extends to admission and employment.
        4. 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.** Any person may report violation of this policy. 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. Reporters have the option to notify law enforcement authorities, to be assisted by campus authorities in notifying law enforcement authorities.

8) **Preservation of Evidence.** Individuals are strongly encouraged to take immediate steps to preserve all evidence that might support a future report or an investigation by the police, by LRSC, or both. Such evidence may include:
    a. forensic sexual assault examination,
    b. clothing, sheets or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags),
    c. electronic exchanges (e.g., text messages, emails, and Facebook, Instagram, Snapchat or other social media posts, to the extent that they can be captured or preserved),
    d. photographs (including photographs stored on smartphones and other devices),
    e. voice-mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation, and/or
    f. electronic and photographic evidence that may be lost through the upgrade or replacement of equipment (including smartphones), software and/or accounts or may simply be lost to the passage of time.

9) **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.

10) **Rights and Options**. Individuals have the right to:
    a. make a report to local law enforcement,
    b. have disclosures of sexual misconduct, including dating violence, domestic violence, sexual assault, or stalking, treated seriously,
    c. decide whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by LRSC,
    d. participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard,
    e. be treated with dignity and to receive courteous, fair, and respectful health care and counseling services,
    f. be free from any suggestion that a complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations,
    g. not be required to unnecessarily repeat a description of the incident,
    h. be protected from retaliation,
    i. have access to at least one level of appeal of a determination,
    j. be accompanied by an adviser of choice who may assist and advise a complainant or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process, and
    k. exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process, and
    l. receive written notification of this policy.

11) **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.

1. *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.

1. 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.
2. 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.

1. **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.
2. Lake Region State College must maintain confidentiality with respect to supportive measures unless disclosure is required to implement the supportive measures.
3. The Title IX Coordinator shall coordinate the effective implementation of supportive measures.
4. 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.

1. 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.

12) **Grievance Process**.

a. **Formal Complaint and Notice of Allegations.**

1. 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 constitution 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.
2. 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**.

1. 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.
2. 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.
3. 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.

4. 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.

c. **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:
    1. To provide appropriate intake of and initial guidance pertaining to complaints
    2. To act as an advisor to the parties
    3. To investigate complaints
    4. To serve as a hearing facilitator
    5. To serve as a decision-maker regarding the complaint
    6. To serve on an appeal panel

d. **Investigation**.
    1. Lake Region State College is required to investigate every filed formal complaint unless the complaint is subject to dismissal, below.
    2. 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.
    3. 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.
    4. 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).
    5. 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.
    6. 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.
    7. 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.
    8. 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.

9. 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.
10. 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.

e. **Dismissal**.
    1. **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.
    2. **Permissive Dismissal**.
        a. Lake Region State College may dismiss the formal complaint if, at any time during the investigation or hearing:
            i. 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;
            ii. The respondent is no longer enrolled or employed by Lake Region State College; or
            iii. 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.
    3. **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**.

1. 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.
2. 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.
3. 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.
4. 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.
5. *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.
6. *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.
7. *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.
8. 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.

h. **Determination Regarding Responsibility**.

1. *Standard of Evidence.* All decisions in grievance processes under Title IX shall require a determination of responsibility based on the preponderance of the evidence.
2. 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.
3. 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.
4. The Title IX Coordinator shall be responsible to implement any remedies provided by the written determination.

13) **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. These may include, but are not limited to:
    a. Written warning
    b. Limited access to campus
    c. Suspension or expulsion
    d. Counseling or training
    e. Restitution
    f. Performance improvement
    g. Loss of privileges or wages
    h. Class or job reassignment
    i. Termination

14) **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.

15) **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:
        1. Procedural irregularity that affected the outcome of the grievance process.
        2. 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
        3. 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.
        4. 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:
        1. Notify the non-appealing party in writing when an appeal is filed and implement appeal procedures equally for both parties.
        2. 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.
        3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
        4. Issue a written decision describing the result of the appeal and the rationale for the result; and
        5. 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.

16) **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.

17) **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.

18) **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.

19) **Bystander Intervention**. To create cultural change on campus, it's important that the entire campus community is actively addressing issues contributing to sexual violence. Here are some safe and positive options for bystanders:
    a. Talk to your friends honestly and openly about sexual assault.
    b. Don't be a bystander – if you see something, intervene in any way you can.
    c. Trust your gut. If something looks like it might be a bad situation it probably is.
    d. Be direct. Ask someone who looks like they may need help if they're okay.
    e. Get someone to help you if you see something – enlist a friend, RA, bartender, or host to help step in.
    f. Keep an eye on someone who has had too much to drink.
    g. If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
    h. Recognize the potential danger of someone who talks about planning to target another person at a party.
    i. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
    j. Creating a distraction, drawing attention to the situation, or separating them.
    k. Understand that if someone does not or cannot consent to sex, it's rape.
    l. Never blame the victim.
    m. If you are a victim or survivor, or helping someone in that situation go to www.notalone.gov to get the resources and information you need. You can also call the National Sexual Assault Hotline at 1-800-656 HOPE.

20) **Training**.
    a. LRSC will provide prevention and awareness training to all incoming students and new employees. Additional training opportunities will be available on an ongoing basis for both students and employees. The training will:
        i. Clearly state that the institution prohibits dating violence, domestic violence, sexual assault, stalking and hazing.
        ii. Define these behaviors consistent with federal and state law.
        iii. Detail how to respond to misconduct complaints, the procedures to file a complaint and the importance of confidentiality.
        iv. Promote risk reduction and safe bystander intervention strategies.

v. Provide information on recognizing warning signs, health relationships, consent, and how to access resources.

b. Students living in the residence halls are required to complete prevention and awareness training within their first semester. Completion of this training is required in order to continue living in campus housing.

c. 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 activity;
   iii. How to conduct an investigation and grievance process, including hearing, appeals, and information resolution processes, as applicable;
   iv. How to serve impartially, including by avoiding prejudgment of facts at issue, conflicts of interest, and bias.

d. 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.

e. Investigators must also be trained on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

f. All materials used to train the foregoing individuals must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

21) **Recordkeeping**.

a. Lake Region State College shall retain, for a period of seven years, records of:
   1. 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.
   2. Any appeal and the result therefrom.
   3. Any informal resolution and the result therefrom.
   4. 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.

22) **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.

23) **Resources for Support.** Confidential access to resources, reporting options, services, advocacy and medical treatment is available through on campus counseling, off-campus advocates and counselors, and medical providers. A list of these resources is available on the college website or from the Title IX Coordinator.

    Protection Orders and Restraining Orders are court orders and, thus, Lake Region State College is not able to issue them. LRSC will assist both the respondent and the complainant (or any member of the LRSC community impacted by an order of protection), by helping the parties understand the availability of an order, the potential content and parameters of an order, and the consequences for violating an order. LRSC will also assist a protected party in determining the arrest of an individual violating an order of protection.

24) **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.

25) **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.

26) **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.

History
Administrative Council Approved 07/09/2015
Administrative Council Approved 1500.09 (9) 12/2021/2015
Administrative Council Approved (3,e & o) 03/23/2016
Administrative Council Approved 10/09/2017
Administrative Council Approved 07/09/2019
Administrative Council Approved 08/12/2020
Administrative Council Approved 09/17/2021
Administrative Council Approved 09/28/2023
College Council Approved 9/30/2025

SECTION 1500.09.01
PREGNANT AND PARENTING STUDENTS

LRSC does not discriminate against students on the basis of sex, including a student's pregnancy, childbirth, false pregnancy, termination, or recovery therefrom. This policy will apply to all students regardless of gender or marital status.

Student Responsibility
If a student will be requesting accommodations, the student should initiate discussions with their advisor and instructors as soon as possible, but no later than three months prior to the anticipated delivery date. If adopting a child, this discussion should take place as soon as possible.

Depending on the academic program, timing of birth/adoption, and level of support necessary to care for a newborn, a student may find it more advantageous, both academically and personally, to withdraw from school rather than utilizing this policy. It is the student's decision to stay in school or withdraw.

LRSC Responsibility
LRSC will educate students and employees about the Title IX requirements related to excused absences. LRSC will provide pregnant students with the same special services it provides to students with temporary medical conditions. LRSC will require faculty to excuse a student's absence due to pregnancy or childbirth for as long as the student's doctor deems necessary. Students will retain their academic and extracurricular status as before the accommodations originated.
LRSC protects pregnant and parenting students from harassment. Complaints of this nature will follow the grievance procedures in Policy 1500.09 (Sexual Misconduct & Title IX Compliance).

Academic Accommodations
The Disability Services Coordinator will work with the student, advisor, and instructors, to create the accommodations plan. The accommodations plan will detail the type of academic engagement and progress expected from the student, as well as, any expectations from the academic program. Students may appeal decisions regarding accommodations. The appeal of the decision must be made in writing and submitted to the Director of Academic Affairs who will have final decision making authority.

Parenting Students
Parenting students may be allowed excused absences to take their children to doctor's appointments or to take care of a sick child. It is the student's responsibility to contact the instructor (prior to the absence whenever possible) to request an excused absence. Students are responsible for mastery of material and completion of assignments missed. Failure to do so may affect grades regardless of the reason for the absence. Should these absences exceed twice the number of credit hours for the course, the student must contact the Disability Services Coordinator.

Athletic Department
All members of the LRSC Athletic Department will follow the NCAA model policy regarding pregnant and parenting student athletes. The text of that policy will be included in each coach's handbook.

History
Administrative Council Approved 02/01/16
Administrative Council Approved 05/01/19

SECTION 1500.10
SIGNIFICANT INFECTIOUS DISEASES

Lake Region State College will follow the policies and recommendation of the Center for Disease Control of the U.S. Public Health Service and the North Dakota State Health Department and will work in cooperation with local health authorities to prevent the spread of and promote through education the prevention of significant infectious diseases. Significant infectious diseases for the purposes of this policy are defined as Acquired Immune Deficiency Syndrome (AIDS,) AIDS-Related Complex (ARC,) and Hepatitis B.

1. AIDS: Prohibiting Discriminations Against faculty, staff, students or others using Lake Region State College services.
    a. Notification to Lake Region State College:
    A College employee or student diagnosed as having AIDS and who wishes to be covered by this policy or who requests accommodations should notify the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs shall request the President to convene the Significant Infectious Disease (SID) Committee.
    b. Significant Infectious Disease Committee:
        i. The Significant Infectious Disease Committee shall review and make recommendations regarding any reasonable accommodation for or workplace restrictions on a faculty or staff member diagnosed as having AIDS. Similarly, the SID Committee shall review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other College activities of a student diagnosed as having AIDS. The College shall abide by the recommendations of the SID Committee, except that the President retains the right to modify or reject the Committee's recommendations.
        ii. The SID Committee shall be composed of the following: The Vice President of Academic and Student Affairs, Ramsey County Public Health Physician, and Affirmative Action Officer, one representative as appropriate from Academic Affairs, Administrative Affairs, Operations, or Student Affairs. The President shall appoint a chairperson either from the Committee or as the President's designee.
        iii. The Committee shall consult with or request assistance from those College administrators most closely related to the accommodation requested by the individual. Additional assistance or information may be requested from the individual's physician and from the North Dakota State Health Officer.
    c. Faculty/Staff:
    Faculty or staff members diagnosed as having AIDS shall be protected from discrimination in their employment and shall be considered as handicapped persons with a life-limiting disease as defined by the Rehabilitation Act of 1973.
    d. Students:
    Students diagnosed as having AIDS shall be protected from discrimination in their educational program, housing accommodation, food service, and related Student Affairs or opportunities. They shall be considered as handicapped persons with a life-limiting disease.

e. Services Provided by the College:
   College faculty/staff or students, as a part of their work or educational program, shall not discriminate against AID-diagnosed individuals in services offered, rendered or provided by the College.
f. Protocol:
   AIDS-related protocol established by the Center for Disease Control, USPHS, shall serve as the primary but not exclusive source of information in reviewing individual cases. Applicable federal and state laws, rules and regulations as well as College equal opportunity policies covering handicapping conditions shall be followed in applying this policy.

2. AIDS-Related Complex:
   No special employment or educational discrimination provisions are recommended for persons with AIDS-related complex (ARC).
3. Hepatitis B:
   No special employment or educational discrimination provisions are recommended for persons with hepatitis B except that standard medical protocol for prevention and treatment shall be followed.
4. Preventive Medical Protocol:
   The College shall adopt standard medical preventive protocol procedures to protect specific employee groups or students who may have potential exposure to such significant infectious diseases either in the workplace or in an educational setting.
5. Confidentiality:
   Information regarding any person affected by infectious disease as defined within this policy shall be treated with the same confidentiality as provided for all medical records under College policy. Any request for information regarding persons affected by infectious disease, is to be directed to the President who will act as spokesperson for the institution.

History

SECTION 1500.11
BOMB THREAT

If you observe a suspicious object or potential bomb on campus, do not touch the object. Clear the area and immediately call 911 then notify the Vice Presidents and President.

- For a bomb threat, immediately call 911 then notify the Vice Presidents and President. Any person receiving a phone call bomb threat should obtain the following information from the caller:
    - When is the bomb going to explode?
    - Where is the bomb located?
    - What kind of bomb is it?
    - What does the bomb look like?
    - Why did you place the bomb?

- Keep talking to the caller as long as possible and record the following:
    - Time of the call.
    - Age and sex of the caller.
    - Speech pattern, accent, possible nationality, etc.
    - Emotional state of the caller.
    - Background noise.

- Do not activate the building alarm. Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off.
- Due to the special nature of a bomb threat, evacuation procedures, rally points, and gathering sites for evacuees are restricted and have not been provided.
- When Police arrive, follow their instructions exactly. Law enforcement personnel, with the help of college personnel will conduct a search appropriate to the situation.

In the case of a bomb threat, only the President or the President's designee has the authority to order the evacuation of a facility or part of a facility, or to allow others to enter or remain in an evacuated area. Department heads, faculty, and staff may not order an evacuation or remain in or enter an evacuated area without permission.

Police will often make a recommendation to the President on an appropriate course of action (evacuate, don't evacuate decisions), however, in the event of an actual emergency where lives and property are in imminent danger, police may order the evacuation of a building, a wing, or the entire campus. All personnel shall follow the instructions given to them by police officers during such an investigation.

For more information, view the Homeland Security Bomb Threat Checklist.

History
Administrative Council Approved 07/27/2022

Lake Region State College
Policy and Procedure Manual

SECTION 1500.12
CRISIS COMMUNICATION PLAN

Lake Region State College will coordinate crisis communications with campus constituents and off-campus communities, including media. The extent of the response will depend on the nature of the crisis and the need for updates. The Vice President of Advancement also will be the primary spokesperson and media contact. Vice Presidents may also be asked to speak to departments as well.

If needed or mandated by the President, the Vice President of Advancement s will set up a crisis communication center in its offices to remain open 24 hours a day during a crisis. If the President is unavailable, one of the Vice Presidents will serve as lead college official. During an emergency, the Vice President of Advancement and/or President will serve as the college's spokesperson. College employees, including student employees, will be given the spokesperson's name and phone number for referral of media phone calls.

The Vice President of Advancement is responsible for setting up media conferences. When a press conference is called, the President and Vice President of Advancement will attend, as well as any third parties to assist with their questions. Media will be required to check in with the President's Office prior to media conferences.

Members of the crisis team may be available for interviews related to their specific areas with the assistance with them Vice President of Advancement.

Phases of Response:

1. Instant Response
    a. The President's Office, working with the Vice President of Advancement will provide official statements and updates to employees and students.
    b. The President's Office, working with the Vice President of Advancement will provide official statements and updates to media.
    c. A crisis hot-line phone with the latest information on the situation will be created if necessary. The phone number will be made available to the public.
    d. E-mail, LRSC social media accounts and the Lake Region State College website will also be used to send campus-wide advisories.
    e. Vice President of Advancement office will gather needed data and prepare official news releases.
    f. The crisis communication team will be kept apprised of breaking news.

2. Continuing Coverage / Follow-up Period
   Throughout the crisis, the Vice President of Advancement will:
    a. Keep the public, media and constituents informed of the situation.
    b. Instruct the public on how to obtain further advice or information.
    c. Follow up meetings will be held to analyze reaction and response improvements.

The crisis team is the same as the ERP (Emergency Response Plan), which can be found in the Continuity of Operations Plan (COOP).

Team Members:

President
Vice President of Administrative Affairs
Risk Manager / Emergency Manager / Continuity Coordinator
Vice President of Advancement
Director of Information Technology
Director of Academic Affairs
Vice President of Student Affairs
Chief of Police
Director of Physical Plant
Director of Dining Services
Director of Housing
Director of College Care for Kids
Dean of CTE Division
Dean of Academic Division
Dean of Nursing & Allied Health Division

All staff will report their status to a team member in the event of a catastrophic event.

History
Administrative Council Approved COG Leader & Alternate 07/18/08
Administrative Council Approved 06/12/17
Administrative Council Approved 04/16/2018
College Council Approved 08/12/2026

SECTION 1500.13
EMERGENCY NOTIFICATION SYSTEM

Lake Region State College uses an Emergency Notification System (ENS). This system allows the campus to contact students, employees, and on-campus entities during an emergency. The emergency notification system will require emergency notification information from students, employees, and on-campus entities. This information is how the campus can contact the employee, student, or designated person. LRSC employee participation in the emergency notification system is mandatory and all employees, including student employees, are required to provide emergency contact information.

The responsibility to make the decision to close Lake Region State College due to weather/emergency rests with the college President. Lake Region State College administrative staff at the Grand Forks Air Force Base has the authorization to make the appropriate call for LRSC classes at the GFAFB Education Center. The President may coordinate with designated personnel before making the decision to close campus, cancel classes, delay start time etc.

In the President's absence the responsibility will go to the:

1. Vice President for Administrative Affairs
2. Vice President of Student Affairs

Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in Policy 1912 and may be released only as provided in that policy.

Emergency notification contact information will come from ConnectND, and is updated monthly. This removes former employees and students from the system.

To eliminate misuse of the emergency notification system, only designated personnel will have access to deploy the system. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities.

The emergency notification system is only for emergencies as defined in NDUS Policy 1902. Lake Region State College's Loss Control Committee defines certain emergencies that warrant system use. According to NDUS system requirements, LRSC will conduct unannounced emergency notification tests at least once each fall, spring, and summer semester. A log is maintained of all notifications describing the exercise, date, start and end time.

Employees are required to review their emergency notification information annually. In addition, employees will receive reminders bi-annually to update their records. Emergency notification information may include campus email, campus phone, home phone, home cellular phone, and work cellular phone. Employees can opt-in for SMS "texting" capabilities. LRSC's Human Resources will gather emergency information from non-campus personnel such as the childcare center, Devils Lake Police Department, and the Devils Lake Fire Department, and other campuses based at LRSC.

Additional emergency notifications not outlined by the Loss Control Committee can be deployed if necessary by designated personnel (if situation fits NDUS Policy 1902). Campus emergency procedures will be available for employees on the shared information drive. LRSC will use campus email and website for detailed updates, unless the situation requires redeployment.

During an emergency, LRSC employees and students are asked to refer all media inquiries to LRSC's Vice President of Advancement or President's Office.

Students, employees, and visitors should report all emergency situations to the LRSC Risk Management Office or Plant Services Director.

Students will have the ability to add and update their information in Campus Connection. The portal will allow students to enter campus phone, cellular phone, email, texting information, and home phone. The system will periodically remind students to review their information. In addition, students can receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in Campus Connection.

Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed by faculty. If a faculty member instructs students to turn their cell phones off, the faculty member must be able to receive emergency notifications through a registered cell phone, or other means of receiving emergency messages at all times students are required to turn off their phones.

Students' emergency notification information, or contact information such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information that is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA) However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institution records used for other purposes, that information contained in the other institution records is directory information and not confidential, unless a student has exercised the student's right to refuse to permit disclosure of directory information.

History
Administrative Council Approved 07/18/2008
Administrative Council Approved 12/08/2014
Administrative Council Approved Update 07/07/2015
Administrative Council Approved Update 09/28/2015
College Council Approved 08/12/2026

SECTION 1500.14
KEY CONTROL

Purpose
Lake Region State College prescribes procedures for access to college facilities and to assist key holders in maintaining the security of LRSC. It is the responsibility of each Key Holder to ensure proper procedures are followed to maintain the security of LRSC buildings and facilities to which they have access. Key Holders are responsible for physically securing access points upon entering or leaving a room or facility after operational hours.

Definitions
The term "keys" within this policy pertains to all LRSC key systems, including manual and electronic access devices installed in any LRSC facility. The term "Key Holder" refers to staff, faculty, students, contractors, support service personnel and anyone else who holds keys to LRSC buildings and facilities. The term "keyed off the building master" within this policy refers to any room that is keyed differently than the master key of the building in which the room is located.

Article 1 General Provisions

1.1 Keys are issued through Lake Region State College Plant Services and remain the property of Lake Region State College.
1.2 Any exemption to this policy may be made only with permission from the LRSC Administrative Council.
1.3 Rooms may be keyed off the building master key system if a written request has been submitted by the department responsible for said room and the request has been approved by the Lake Region State College Administrative Council.
1.4 The Lake Region State College Plant Services Director shall have access to all areas, including rooms keyed off the building master, unless such access has been restricted by the Lake Region State College Administrative Council.
1.5 It is a violation of this policy to attempt duplication of Lake Region State College keys by anyone other than Lake Region State College Plant Services lock shop personnel. Duplicated keys will be confiscated.
1.6 It is a violation of this policy to alter any Lake Region State College locking system by anyone other than the Lake Region State College Plant Services staff. The installation of alternate locking devices is also forbidden. The devices will be removed and the department or key holder responsible for the violation will be charged for all costs incurred.
1.7 Situations requiring special security measures will be coordinated with the Lake Region State College Plant Services department.

Article 2 Requesting and Issuance of Keys

2.1 A key request form, obtained from the Lake Region State College Plant Services Director, must be signed by the direct supervisor of the intended key holder and submitted to the Lake Region State College Plant Services Director for all requests for keys.

2.2 Key holders can request keys only for those rooms and areas to which they are assigned responsibility. A Key receipt form, obtained from the Plant Services Director, must be signed by the key holder upon issuance of keys.
2.3 Only one outside door, sub-master or master key will be issued to any key holder. Issuance of building master keys requires the approval of the Lake Region State College Administrative Council.
2.4 All incomplete, illegible, incorrect or unsigned forms will be returned to the requesting key holder.
2.5 A key inventory system will be maintained by Lake Region State College Plant Services.

Article 3 Key Returns

3.1 All keys no longer needed by the key holder shall be collected by their direct supervisor and returned to the Lake Region State College Plant Services Director. Direct supervisors shall also notify IT to deactivate electronic proximity cards and fobs. It is a violation of this policy to transfer keys to any other individual or to be left with the department.
3.2 A key-return receipt will be issued to the key holder when keys are returned. The keys will then be removed from the key holder's inventory record.

Lost/Stolen/Non-Returned Keys

If a key is lost or stolen, it is the responsibility of the Key Holder to immediately notify the LRSC Plant Services Director and their direct supervisor. Repeated loss of keys or failure of timely notification of loss may result in disciplinary action up to and including termination of employment. Failure to return keys upon termination of employment my result in a fine and/or theft of property charges.

History

Administrative Council Approved 07/18/08
Administrative Council Approved 04/27/21

SECTION 1500.15
ALCOHOL AND DRUGS

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 or designee, 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 Vice President of Student Affairs 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 Vice President of Student Affairs, 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.

History
Administrative Council Approved 05/22/15
Administrative Council Approved 09/15/15
Administrative Council Approved 08/30/17
College Council Approved 08/12/2026

Lake Region State College
Policy and Procedure Manual

SECTION 1500.15.01
CDL DRUG AND ALCOHOL TESTING

Lake Region State College requires that all employees who are approved drivers with CDL status meet the requirements set out in Federal Motor Carrier Safety Administration ("FMCSA") Drug/Alcohol Policy in compliance with 49 CFR, Part 382. It is the policy of LRSC to require all approved drivers with CDL status to submit to drug and alcohol screening. The screening involves pre-employment, random, post-accident, reasonable suspicion, and return-to-duty testing requirements. Testing will be conducted by a third-party administrator with Lake Region State College drivers added to a consortium maintained and administered by the third-party for purposes of random testing.

Current employees in positions that require a Commercial Driver's License (CDL) will be required to undergo drug and alcohol testing under the following circumstances:

1. Pre-employment
2. A random testing program
3. Post-accident
    a. Accident involved the loss of human life
    b. A person is injured and receives medical attention away from the scene
    c. One or more vehicles received disabling damage as a result of the accident
4. Reasonable suspicion
5. Return-to duty following a violation of DOT drug/alcohol testing regulations
6. Follow-up testing as directed by a Substance Abuse Professional (SAP) from the faculty and staff assistance program

Employees who do not pass the test, or those who refuse to test, are subject to disciplinary action up to and including termination.

LRSC's drug and alcohol testing policy is given to applicants and employees in positions that require a Commercial Driver's License. Receipt of this document must be acknowledged in writing by the applicant or employee.

History
Administrative Council Approved 09/09/2022

Lake Region State College
Policy and Procedure Manual

SECTION 1500.16
EQUAL OPPORTUNITY STATEMENT AND NONDISCRIMINATION

Discrimination is defined under applicable federal and state law. In general, unlawful discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy.

Lake Region State College is an equal opportunity institution that does not discriminate on the basis of 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 Director, 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 Director, 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.

This notice must be included in all departmental publication such as bulletins, announcements, manuals, publications, guidebooks, brochures, pamphlets, catalogs, application forms or recruitment materials describing or inviting participation in programs at Lake Region State College.

History
Administrative Council Approved 06/11/16
Administrative Council Approved 03/23/16

SECTION 1500.17
COMMITMENT TO DIVERSITY

In our effort to create a positive living and learning environment for all student regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status, we are committed to fully respecting, supporting, and celebrating the diversity which exists in and around our campus.

The campus community consists of students, faculty, staff and administrators and it is our belief that all community members have a responsibility, individually and collectively, to create an environment that is respectful, supportive, and inclusive of all people. As the demographics of our community continues to change, all community members must share in the commitment to provide equal opportunity for all individuals regardless of race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status.. All Residential Life Staff are committed to teaching and learning the skills necessary to eliminate stereotypes and prejudice in order to provide a living, learning, and working environment which is respectful and supportive of all Lake Region State College students, staff and faculty.

We acknowledge that our society carries historical and divisive biases based on race, religion, age, color, sex, disability, sexual orientation, gender identity, genetics, national origin, marital status, political belief or affiliation, and economic or perceived social status. Therefore, we will make a concerted effort to change attitudes towards and make accommodations for people who come to us from various cultures, different ages, and differing abilities. We strive to eliminate misinterpretation of verbal and non-verbal communication patterns, different standards of time, cultural and familial relationships, varying work norms, and concepts of team and leadership style. We also seek to promote awareness through education and constructive strategies for resolving conflict.

Diversity enriches the ability of Lake Region State College to accomplish its academic mission by broadening and deepening the educational experience through interactions of students and faculty from multiple backgrounds and perspectives. Diversification offers social participation and mutual understanding to all students, regardless of their heritage, orientation, or situation. It provides equality of access and opportunity so that every segment of our community can contribute to and benefit from our institution.

We are committed to the enforcement of policies that promote the fulfillment of these principles, including those prohibiting discrimination, harassment, and sexual misconduct.

We will strive to eliminate verbal or written abuses, intimidations, or hostile remarks against any member of our community that constitute harassment under Lake Region State College's Harassment Policy .

History
Administrative Council Approved 03/23/16
Administrative Council Approved 12/05/16

SECTION 1500.18
CAMPUS SAFETY

1. **Law Enforcement Authority**
   The Lake Region State College Police Department exists under authority granted by N.D.C.C. 15-10-17.1 and the State Board of Higher Education Policy 916. The licensed and sworn peace officers employed by LRSC have full powers of arrest pursuant to N.D.C.C 44-08-20.
   a. The Lake Region Sate College campus falls under the jurisdiction of several law enforcement agencies willing and able to assume primary jurisdiction over the response to and investigation of criminal activity on campus. As such, officers of the Lake Region State College Police Department shall:
      i. When on campus, proactively respond to a crime in progress that threatens the safety and/or security of campus based persons or property.
      ii. At all times and for all cases relinquish investigative authority and jurisdiction to the city police, county sheriff, and/or highway patrol upon their arrival to campus.
      iii. Assist those law enforcement agencies as requested during any investigation or call for service.
      iv. Notify the appropriate law enforcement agency in any instance where the officer makes a criminal arrest or responds to a crime in progress or other emergency on campus.
      v. Provide a written narrative (copied to the LRSC Chief of Police) to the appropriate law enforcement agency whenever they take official action as a peace officer, use force, recover evidence, or otherwise have information that needs to be included in an official police report.
   b. The President shall issue a *Notice of Appointment* and administer the *Oath of Office* to one licensed peace officer to serve as the Chief of Police. The Chief of Police shall issue a *Notice of Appointment* and administer the *Oath of Office* to any other licensed peace officers employed by LRSC.
   c. LRSC Peace Officers shall at all times maintain a current ND Peace Officer License and comply with all requirements for licensure and training established by the ND Peace Officer Standards and Training Board. Officers shall adhere to all legal requirements regarding the enforcement of laws, jurisdictional authority, and use of force.
   d. The LRSC Chief of Police shall establish and maintain an up to date policy handbook that must include, at a minimum, the department's policy on the use of force, emergency vehicle operations, and weapons carry/qualification standards.
   e. The LRSC Police Chief Training shall:
      i. Oversee the licensing and training of the Peace Officer Training Program's employed training supervisors to ensure continued compliance with ND POST standards.
      ii. Serve on the Loss Control Committee.
      iii. Serve as the LRSC Police Department's primary liaison with other law enforcement agencies.
      iv. Prepare the Annual Security and Fire Safety Report.

v. Coordinate, provide, and/or delegate the delivery of annual safety training to LRSC faculty, staff, and students.
vi. Help manage the LRSC safety and security responsibilities under the Clery Act.
vii. Serve as the primary Campus Safety Authority (CSA).

2. Campus Safety

Lake Region State College works closely with the Devils Lake Police Department (DLPD). When incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information. There is a cooperative agreement between LRSC and DLPD stating that the DLPD will notify LRSC if it determines that LRSC student(s) have been involved in any alcohol or drug-related occurrence off campus.

Campus safety is managed by the Loss Control Committee. Throughout the academic year, the committee works closely with the Director of Physical Plan, the Risk Manager, and the LRSC Police Chief to identify and address campus safety and security concerns. The committee meets regularly to review issues related to locks, alarms, lighting, communications, and other measures that help maintain a safe and secure campus environment.

Due to the design of the campus and the extremely short distance between the entrances to campus housing and student parking areas, a formal safety escort program is not in place at Lake Region State College. The Housing Director shall make relevant safety information available to students who inquire about escorts and/or who express a need for one. Students who become afraid due to clearly identifiable circumstances or who witness suspicious behavior on campus should report those observations to the police, to the RA on duty, and to the Housing Director.

Safety escorts will be provided by the institution if recommended as part of an interim measures requirement as recommended by the VP of Student Affairs and/or approved by the Title IX Coordinator. In these cases, the directive shall indicate who will provide the escort and when such escort should be made available. A provided escort can never be interpreted to guarantee safety and will not be provided by a police officer, unless that officer is already on campus and on-duty.

The Student Senate Advisor and/or Housing Director shall periodically assess the perception of safety on campus and the level of need for safety escorts. This can be done via discussion with Student Senate leadership, a resident hall survey, and/or through an analysis of crime information from our Annual Security and Fire Safety Report.

3. Campus Access

During business hours, the college (excluding residence halls) is open to students, employees, and visitors. During non-business hours, access to all College facilities is by key or electronic key card, if issued, or by admittance via the Residence Life staff. Residence halls are secured 24 hours a day.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, the Bookstore, and Student Affairs. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Employees, when acting as advisor to a group of students, must not leave the building or room until all students using the facilities have left. Students must not be made responsible for locking up after an activity.

4. Crime Prevention and Safety Awareness Programing

Crime prevention and safety awareness programs encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Lake Region State College provides educational opportunities for students and employees. Program topics may include, but are not limited to: personal safety, VAWA crimes (dating violence, domestic violence, sexual assault, stalking), Title IX, anti-hazing, substance abuse, inclusivity training, human trafficking safety, fire safety, emergency response, and active shooter preparedness. Programing may include: face to face presentation, online training programs, awareness events, printed material, table displays, safety webpages and weblinks, social media posts, and emails.

Lake Region State College employees have access to an Employee Assistance Program (EAP). This is a work-based program that offers confidential assessments, counseling, referrals, and educational resources.

Policies related to student safety are included in the Student Handbook, which is made available to all students. The annual safety report is made available on the college website and sent to all students and staff each year.

5. Timely Warnings

Lake Region State College will issue a timely warning notice in the event of a Clery Act crime that occurred on or near campus that may pose a serious or ongoing threat to members of the campus community. The warning will be issued through the college emergency notification system to all employees and currently enrolled students.

a. A timely warning notice will be issued when there is a threat to the safety and security of persons for the following Clery Act crimes:
    1. Aggravated assault
    2. Arson
    3. Burglary (involving violence)
    4. Domestic violence, dating violence, stalking
    5. Manslaughter
    6. Motor vehicle theft
    7. Murder
    8. Robbery
    9. Sexual offenses
    10. Any other crime in which the victim was chosen on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information, sex, age, creed, marital status, veteran's status, political belief or affiliation, or disability.
b. Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria: (1) nature of the crime; (2) continuing danger to the campus community; (3) possible risk of compromising law enforcement efforts.
c. The President is responsible for deciding if a timely warning notice will be issued and the LRSC Chief of Police or designee will develop and issue the notice. In the President’s

absence the responsibility will go to: (1) Vice President of Administrative Affairs; (2) Vice President of Student Affairs.

d. If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time. In some cases, information may be kept confidential to avoid compromising an ongoing investigation.
e. LRSC is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.

6. Reporting Criminal Offenses

Students, faculty, staff, and visitors are encouraged to report all crimes and any suspicious activity in an accurate and timely manner to an identified campus safety authority (CSA) *and* local law enforcement. LRSC encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report. For emergencies call 9-1-1. The Primary CSA is the LRSC Police Chief. Additional CSAs include but are not limited to:

- Faculty assigned to the Peace Officer Training Program
- Vice President of Student Affairs (701-662-1508)
- Director of Academic Affairs (701-662-1553)
- Risk Manager (701-662-1543)
- Athletic Director (701-662-1508)
- Title IX Coordinators (701-662-1509 or 701-662-1543)
- Director of Student Success & TRIO Services (701-662-1529)
- Vice President of Administrative Affairs (701-662-1502)
- Physical Plant Director (701-662-1521)
- Director of Housing (701-662-1525)
- Counselor (701-662-1546)
- Dean of Academic Division (701-662-1691
- Dean of CTE Division (701-662-1626)
- Dean of Nursing and Allied Health Division (701-662-1646)

Individuals filing a report may request confidentiality. LRSC will evaluate the request and determine the extent to which confidentiality may be maintained. LRSC must weigh the request for confidentiality against its desire to protect the safety and security of the entire campus. Therefore, with the exception of the counselor, LRSC cannot guarantee absolute confidentiality. All crimes reported, other than those reported to the counselor, are included in the annual disclosure of crime statistics.

7. Disclosure of Crime Statistics

The LRSC Chief of Police prepares the annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college web site. This report is prepared in cooperation with the local law enforcement agencies surrounding on campus and off campus sites, the Director of Peace Officer Training, the Title IX Coordinator, Director of Housing, Director of Athletics, Director of Academic Affairs, and Vice President of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to designated campus security authorities (CSA) and local law enforcement agencies. Each year, an e-mail notification is made to all faculty, staff, and enrolled students. Copies of the report may also be obtained by calling 701-662-1600.

Lake Region State College employs one counselor who, when acting as such, is not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

8. **Disclosure to Victims of Alleged Crimes**
   Lake Region State College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any investigation conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, LRSC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

9. **Registered Sex Offenders**
   The Campus Sex Crimes Preventions Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted, registered sex offenders enrolled at, or employed by, institutions of higher education. The act requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. Out-of-state sex offenders are required to register if they work or attend school in North Dakota. The state then provides this information to law enforcement authorities in the jurisdiction where the institution is located.

   The law requires LRSC to advise the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. The North Dakota Sex Offender website is available via Internet pursuant to North Dakota Century Code section 12.1-35-15 at https://sexoffender.nd.gov/laws.

History
Administrative Council Approved 09/28/15
Administrative Council Approved 12/05/2016
Administrative Council Approved 10/31/2023
College Council Approved 08/12/2026

SECTION 1500.19
EMERGENCY RESPONSE

The Vice President for Administrative Affairs or designee, as delegated by the president, is responsible for directing emergency management operations. The designee identifies other departments, units, and individuals responsible for providing emergency response and critical support services, and describes their respective roles and responsibilities. The president or designee assesses the danger and potential threat the event may pose to the safety of the campus community. If a significant emergency or dangerous situation is confirmed, the designee shall take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process. In the event that notification many compromise efforts to assist a victim, contain the emergency, respond to the emergency, to otherwise mitigate the emergency, a notification may not be issued. The Loss Control Committee shall create and maintain an emergency response plan.

LRSC has a variety of ways of disseminating emergency information to the larger community, including, but not limited to:

- Public Media
    - Local radio stations are notified of any disasters or emergencies occurring on the campus.
    - The Vice President of Advancement coordinates connections with all major media outlets to provide emergency notifications.
- Mass Calling and Notification
    - The emergency notification system allows designated personnel to send a recorded voice message, e-mail, and text message simultaneously from a remote site. This message will be sent to the entire campus community and will contain important information about the emergency. When the system is activated, one or more of the following alerts are sent depending on the contact information the recipient has provided.
        - Voice Call - Individuals who have provided their phone numbers are called and a prerecorded voice message is played.
        - Email - An email is sent to all individuals who have provided email addresses.
        - Text message - Individuals who have provided cell phone numbers are sent a text message.
- Warning Sirens
    - Warning sirens are strategically placed in and around the City of Devils Lake to sound in the event of a tornado warning. The sirens are tested on this system every Wednesday at 6:00 p.m.
- Building Evacuation Alarms
    - Every campus building has an evacuation alarm. Buildings may also be equipped with a voice public address system by which instructions may be given.
- LRSC Website
    - The Vice President of Advancement will update the LRSC website with pertinent information and instructions in the event of a disaster or emergency.

- Email Transmission
    - A mass email may be sent to the campus community with pertinent information and instructions in the event of a disaster or emergency.

The following is a list of individuals or organizations responsible for carrying out these procedures:

- President
- Vice President of Administrative Affairs
- Risk Manager
- Vice President of Advancement
- Loss Control Committee

LRSC will publish a summary of its emergency response procedures in conjunction with at least one emergency notification test each calendar year.

History
Administrative Council Approved 09/28/15
College Council Approved 08/12/2026

SECTION 1500.20
WORKPLACE VIOLENCE

Violence, threats, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include, but is not limited to, oral or written statements, gestures, expressions that communicate a direct or indirect threat of physical harm, or acts of violence against person or property.

If you observe or experience such behavior by anyone on LRSC property, or while working off-site, report it immediately to a supervisor or manager. A supervisor who receives a report of workplace violence must take immediate action on such reports. The supervisor responsible, if additional action is needed, for referring the issue to the appropriate Vice President for investigation and follow-up action.

Threats or assaults that require immediate action by law enforcement should be reported first to police.

History
Administrative Council Approved 12/21/17

SECTION 1500.21
ANTI-HAZING

Lake Region State College prohibits all forms of hazing. Hazing is prohibited by North Dakota state law (per NDCC Chapter 12.1-17-10) and is considered a major misconduct offense at Lake Region State College (LRSC Policy 800.31: Student Conduct).

In compliance with the Stop Campus Hazing Act, enacted on December 23, 2024, hazing statistics will be included in Lake Region State College's Annual Security and Fire Safety Report, as well as through a Campus Hazing Transparency Report, published biannually on the LRSC public website.

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

a) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
b) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

A student organization is defined as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Examples of hazing may include, but are limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law

It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report this knowledge. See LRSC Policy 800.31: Student

Grievance, for information on how to report major misconduct, and the process used to investigate major misconduct at Lake Region State College.

The college will provide education and programming, for students, faculty, and staff, around issues of hazing. Strategies to raise awareness may include face-to-face presentations, in-service or orientation sessions, in-person or online training programs, distributed resources (printed, email, website, social media), or awareness events. The president, chair or leader of a student organization is responsible for informing members of the organization of the college's hazing policy.

History
Administrative Council Approved 05/19/25