

Approved: with/out correction on 1/5/16 ATTACHED POLICIES

Administrative Council Meeting Minutes

December 21, 2015

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

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan- Faculty Senate Representative

Bobbi Lunday- President's Assistant/Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 1:38 p.m.

b) Review of December 7, 2015 Minutes

i) The minutes of the December 7, 2015 meeting were reviewed and approved.

2) OLD BUSINESS

a) Faculty Qualifications (Student Services) 1:38-2:25 (45min)

i) VP Halvorson has been working with Registrar Johnson, Instructional Services Director Nelson, and Distance Ed Director Driessen on the Faculty Qualifications policy. The proposal they are drafting will be designed to allow a three year window of time for full time benefited faculty to become qualified.

b) 800.04 Classification of Students (Student Services)

i) **Approved.**

c) 800.05 Credit Hours and Contact Hours (Student Services)

i) **Approved.**

d) 800.11 Student Health Insurance (Student Services)

i) **Approved.**

3) NEW BUSINESS

a) 800.13.01 Consumer Information (Student Services)

i) **Approved.**

b) 800.14 Attendance Policy (Student Services)

i) **Approved.**

c) 800.15 Withdrawal From College (Student Services)

i) **Not approved.** Need clarification of "withdrawing from college" as opposed to "dropping all courses."

d) 800.16 Grading System (Student Services)

i) **Approved with revision.** Reinsert "carrying no credit" in paragraph 1, line 4.

e) 800.17 Establishing Prior Credit (Student Services)

i) **Approved.**

f) 800.18 Grade Point Average and Academic Progress (Student Services)

We enhance lives and community vitality through quality education.

- i) **Approved with revisions.** In paragraph two, line 8. Change the word “me” to “met”.
- g) **800.19 Change of Student Enrollment** (Student Services)
 - i) **Not approved.** Returned to review wording.
- h) **800.20 Graduation Requirements** (Student Services)
 - i) **Approved with revision.** Reject change made to 800.20.1.C.
- i) **800.21 Transcripts and Transferring** (Student Services)
 - i) **Approved.**
- j) **800.22 Student Government** (Student Services)
 - i) **Approved with revision.** In #2.a. Change the word “government” to “senate”.
- k) **800.23 Student Clubs and Organizations** (Student Services)
 - i) **Request not approved.** Returned for wording review.
- l) **800.24 Intramural Recreation Program** (Student Services)
 - i) **Approved.**
- m) **800.25 Use of College Facilities** (Student Services)
 - i) **Request not approved.** Rewrite #3, clarify.
- n) **800.26 The Den** (Student Services)
 - i) **Approved with revision.** Strike last sentence in #1.
- o) **800.27 Weight Room** (Student Services)
 - i) **Approved.**
- p) **800.31 Student Complaint and Grievance Procedures** (Student Services)
 - i) **Approved.**
- q) **1000.09 Weight Room Use and Rental** (Student Services)
 - i) **Not Approved.** Need further discussion on authority to schedule and authority to determine users of the weight room facility and responsibility to maintain/replace equipment.
- r) **1500.09 Sexual Misconduct and Title IX Compliance** (Title IX Coordinator-Lillehaugen)
 - i) **Approved.**
- s) **700.03.01 and 700.03.1.2.2.3 Faculty Communication Proficiency** (Faculty Senate-Moser)
 - i) **Approved.**
- t) **700.04.1-700.04.5 Salaries** (Faculty Senate-Moser)
 - i) **Approved with revision.** Strike first sentence of #1.
- u) **700.05.1 Insurance** (Faculty Senate-Moser)
 - i) **Approved.**
- v) **700.06.2 and 700.06.3 Position Description** (Faculty Senate-Moser)
 - i) **Approved with revision.** # 3 stays policy until something new is proposed to take its place.
- w) **700.07.5.a Teaching Policies** (Faculty Senate-Moser)
 - i) **Approved.**
- x) **700.08.2 Field Trips** (Faculty Senate-Moser)
 - i) **Approved.**
- y) **700.09.1b,c,d,e, and 700.09.2.a.i Faculty Evaluation** (Faculty Senate-Moser)
 - i) **Approved.**
- z) **700.10 Faculty Records** (Faculty Senate-Moser)
 - i) **Approved.**
- aa) **700.11.01.4 and 700.11.01.7 Faculty Senate Professional Growth Committee Guidelines** (Faculty Senate)
 - i) **Approved.**
- bb) **700.11.4 Faculty Development** (Faculty Senate-Moser)
 - i) **Approved.**

cc) **Administrative Affairs**

- i) VP Kenner met with NDUS Office officials and other university system peers to discuss guidelines for what can or cannot be cut in response to the potential appropriation allotment. All NDUS institutions were informed they should plan for a minimum of a 2.5% budget reduction.

4) ADJOURNMENT

a) **Upcoming Scheduled Council Meetings**

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

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

SECTION 800.04
CLASSIFICATION OF STUDENTS

1. Enrollment Status:
 - a. Full-time student: ~~One~~ a student who is enrolled in ~~twelve (12)~~ or more semester credit hours ~~of credit for the semester.~~
 - b. Part-time student: ~~One~~ a student who is enrolled in fewer than ~~twelve (12)~~ semester hours of credit hours for the semester.
 - i. Three-quarter time student: a student who is enrolled in 9 to less than 12 credit hours for the semester.
 - ii. Half-time student: a student who is enrolled in 6 to less than 9 credit hours for the semester.
 - iii. Less than half time student: a student who is enrolled in less than 6 credit hours for the semester.
 2. Class Level:
 - a. Freshman: ~~One~~ a student who has completed ~~with under less than twenty four (24) or more~~ cumulative semester credit hours.
 - b. Sophomore: ~~One~~ a student who has completed ~~with twenty four (24)~~ or more semester credit hours.
 3. 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.
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History

Administrative Council Approved 07/30/08

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

**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.
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History

Administrative Council Approved 07/30/08

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

SECTION 800.05
CREDIT HOURS AND CONTACT HOURS

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

1. **One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class work each week for approximately 15 weeks for one semester; 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.**

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

History

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Policy and Procedure Manual**

SECTION 800.05
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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.
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History

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

SECTION 800.11
STUDENT **HEALTH** INSURANCE

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

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

SECTION 800.11
STUDENT HEALTH INSURANCE

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

Lake Region State College
Policy and Procedure Manual

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.

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 our college catalogue, annual Student Handbook and on our website at: <http://www.lrsc.nodak.edu/student/default.asp?ID=676>~~ online at www.lrsc.edu.

1. ~~Basic 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.studentloans.ed.gov.** Financial aid and scholarship information is available from the Financial Aid Office ~~or at 701-662-1516 or online at: <http://www.lrsc.edu/student/default.asp?ID=468>~~
2. General information, **including school academic programs, costs, facilities and policies,** about Lake Region State College LRSC is available in the Lake Region State College Student Services Office at 701-662-1514, College Catalog, Student Handbook **or online and on our the website at www.lrsc.edu.**
3. ~~The Student Right To Know Act~~ LRSC discloses annual student completion, graduation, transfer, **retention and placement** rates ~~including rates for the general student body as well as student athletes as required by the Student Right To Know and Campus Security Act.~~ This information is available from the Student Services Registrar's Office at 701-662-1515 **and online at www.lrsc.edu.**
4. ~~The Equity in Athletics Disclosure Act~~ 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 Student Services Office at 701-662-1514. ~~A link to the federal report is available from the LRSC Website at: <http://www.lrsc.edu/student/default.asp?n=676>~~
5. ~~Drug and alcohol abuse prevention information is available from the Lake Region State College Counseling Office located in Student Services.~~ Lake Region State College 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. A copy of The Drug-Free Workplace and Alcohol and Drugs (1500.15) school policy is shall be distributed annually. in faculty and staff handbooks. Single copies may be obtained from the Personnel Office 701-662-1550 or accessed from the LRSC website at <http://www.lrsc.edu/student/default.asp?ID=676>**

6. ~~The Cleary (The Campus Security and Fire Safety Report Act): The Campus Security Report~~ informs the public of campus crime prevention programs, crime-reporting procedures and provides a three-year statistical history of criminal activity on campus. A copy of the ~~Campus Security Report~~ is published and updated annually on the college website at ~~<http://www.lrsc.edu/student/default.asp?ID=676>~~ www.lrsc.edu/student-life/campus-safety-and-security. A printed copy is available upon request from the Student Services Office. ~~Counseling Office at 701-662-1518.~~
 7. Family Educational Rights and Privacy Act (FERPA) afford certain rights to students concerning ~~then-~~ **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 ~~Lake Region State College~~ **LRSC** catalog. Additional information is available from the Registrar's Office at ~~701-662-1515~~.
 8. **LRSC discloses required information about each of its gainful employment programs to prospective students. Gainful employment disclosures are available on our website.**
 9. **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.**
 10. 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 at: <http://www.lrsc.edu/admissions/>
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History

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

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 at 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.studentloans.ed.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 Services 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 Student Services 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 Student Services 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. The Campus Security and Fire Safety Report informs the public of campus crime prevention programs, crime-reporting procedures and provides a three-year statistical history of criminal activity on campus. A copy of the report is published and updated annually on the college website at www.lrsc.edu/student-life/campus-safety-and-security. A printed copy is available upon request from the Student Services Office.
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8. LRSC discloses required information about each of its gainful employment programs to prospective students. Gainful employment disclosures are available on our website.

9. 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.
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Lake Region State College
Policy and Procedure Manual

SECTION 800.14
ATTENDANCE POLICY

1. Regular attendance is ~~required~~ **expected** of Lake Region State College students. Instructors **are responsible to** ~~will~~ explain their attendance policy **and how it applies to their** ~~in each~~ 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 ~~excused~~ 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. ~~Absences in excess of two (2) per hour of course credit may result in an administrative withdrawal.~~ **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 campus course(s) at least once OR failure to log into their online course(s).**
2. When the number of absences exceeds double the credit hours for a course **by the last day to drop the courses with record** ~~and the instructor initiates the withdrawal process, the Request for Administrative Withdrawal form must be turned in to the Registrar in the Student Affairs Office,~~ **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** ~~by Administrative withdrawal~~ has the right to appeal the action. An appeal for re-admittance from a student ~~suspended~~ **dropped** for excessive absences must be presented in written form within five days of ~~the postmarked date on the student's notification from the Registrar. The Faculty Senate Curriculum and Academic Standards Committee will review the appeal. It is strongly recommended that the student appealing and the instructor of the class be in attendance at the meeting.~~ **The LRSC academic appeals procedure (800.31) will be followed.**

History

**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 campus course(s) at least once OR failure to log into their online course(s).
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.

History



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
WITHDRAWAL FROM COLLEGE	800	15

REQUESTED ACTION: CHANGE ADD REMOVE

<p>Text of Requested Change: (Continue on other side or attach a separate document.)</p> <p>See attached paperwork</p> <p style="color: red; font-size: 1.2em;">Language ?</p> <p style="color: red; font-size: 1.2em;">Can you withdraw from College on Web?</p>
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HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
<p style="font-size: 1.5em; color: blue;">Stephanie Shock</p> <p>Director of Admissions & Enrollment Management</p>	12/18/2015

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<p style="font-size: 1.5em; color: blue;">Doug [Signature]</p>	12/21/15

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

- Faculty Senate President • Staff Senate President

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

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

Lake Region State College
Policy and Procedure Manual

SECTION 800.15
WITHDRAWAL FROM COLLEGE

- ~~1. A student who voluntarily withdraws from college must first contact the Counseling Office to obtain a **complete the Withdrawal from College form found on the website or in the Student Services Office.**~~
- ~~2. The student must follow withdrawal procedure and will be considered officially withdrawn only after this procedure is completed.~~
3. The institution shall make available a procedure for withdrawing from classes on their website and in the Student Services Offices. The student will be considered withdrawn only after the withdrawal process is completed.
4. The last day to withdraw and the withdrawal refund dates will be made available on the LRSC website.
5. Any tuition refund or credit will be determined **based on** ~~by~~ the date ~~the~~ *of Withdrawal from College* form is ~~completed and filed~~ **submitted to** the Registrar.
6. ~~Neglect~~ **Failure** to officially withdraw from the College may result in a grade of "F" recorded on the transcript for all courses enrolled.
7. Students who are dismissed from a program for not following program requirements may be removed from all program specific courses and are not considered to have been withdrawn from college. Students dismissed from a program are not eligible for tuition refunds.

History

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

SECTION 800.15

WITHDRAWAL FROM COLLEGE

1. The institution shall make available a procedure for withdrawing from classes on their website and in the Student Services Offices. The student will be considered withdrawn only after the withdrawal process is completed.
 2. The last day to withdraw and the withdrawal refund dates will be made available on the LRSC website.
 3. Any tuition refund or credit will be determined based on the date the *Withdrawal from College* form is submitted to the Registrar.
 4. Failure to officially withdraw from the College may result in a grade of "F" recorded on the transcript for all courses enrolled.
 5. Students who are dismissed from a program for not following program requirements may be removed from all program specific courses and are not considered to have been withdrawn from college. Students dismissed from a program are not eligible for tuition refunds.
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History

Lake Region State College
Policy and Procedure Manual

SECTION 800.16
GRADING SYSTEM

1. A traditional grading system of using A, B, C, D and F, is used for most credit courses. "A" indicates work of exceptional quality, "B" indicates above average work, "C" indicates average work, "D" indicates work which is unsatisfactory below average but carries credit, and "F" indicates unsatisfactory work carrying no credit. An Incomplete ("I") is given when, for a valid reason, work cannot be completed as scheduled. Some credit courses use an alternative grading system of Satisfactory "S" and Unsatisfactory "U".
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. If a student withdraws from a course by the Last Day to Add/Drop a Course Without Record, the course will not be recorded on the student's transcript. If a student withdraws from a course by the Last Day to Drop a Course With Record, the grade is recorded as "W".
4. An Incomplete "I" is given when a student is unable to complete a course within the allotted time over which the course is scheduled and arrangements have been made with the instructor before the end of the term.
5. Grade Point Average (GPA) is determined by dividing the total number of honor points earned by the total number of credits hours with honor points. Courses with grades of "W", "I", "P", "S", "U", "AU" and Academic Skills Center (ASC) courses are not included in computing the grade point average.
Quality of work is indicated by grade Honor points are defined calculated as follows:
"A" – 4 honor points 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
6. 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.
7. If a student repeats a course, the record of both the original and the repeated course will be retained recorded on the student's record transcript, but only the honor points earned and credit gained in the last retaking will be used in computing the cumulative grade point average.
8. 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.~~

9. GPA types:

- a. Term: calculated using LRSC coursework for a term
 - b. Cumulative: calculated using LRSC coursework plus transfer coursework
 - c. Institutional: calculated using cumulative LRSC coursework
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History

SECTION 800.16
GRADING SYSTEM

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 2. If a student withdraws from a course by the Last Day to Add/Drop a Course Without Record, the course will not be recorded on the student's transcript. If a student withdraws from a course by the Last Day to Drop a Course With Record, the grade is recorded as "W".
 3. An Incomplete "I" is given when a student is unable to complete a course within the allotted time over which the course is scheduled and arrangements have been made with the instructor before the end of the term.
 4. Grade Point Average (GPA) is determined by dividing the total number of honor points earned by the total number of credits hours with honor points. Courses with grades of "W", "I", "P", "S", "U", "AU" and Academic Skills Center (ASC) courses are not included in computing the grade point average.
Honor points are defined as follows:
"A" – 4 honor points 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
 5. If a student repeats a course, both the original and the repeated course will be recorded on the student's transcript, but only the honor points earned and credit gained in the last retake will be used in computing the grade point average.
 6. GPA types:
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History

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

**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

~~Credits earned at regionally accredited institutions are accepted in transfer, however, only those that apply to the student's major at LRSC are recorded on the transcript. All work used to meet graduation requirements at LRSC will be used in determining the scholastic GPA for a transfer student. Students with credit from institutions that are not regionally accredited may petition for special consideration.~~

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. Table of Accepted Courses

~~An explanation and table of accepted courses and scores for CLEP and AP appears on the NDUS Web site: <http://.ndus.edu/students/default.asp?ID=376>.~~

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 ~~and who have earned a minimum score of three on the Advanced Placement Examination~~ 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. ~~College Level Examination Program (CLEP) Credit~~

~~A national program that affords the student an opportunity to obtain college recognition for his/her formal or informal preparation prior to attending college. Generally, colleges and universities accept CLEP credit; however, students who plan to transfer should contact the receiving school to clarify limitations. Lake Region State College will permit a total of fifteen (15) semester credit hours from alternate credit earning options toward any program, including CLEP and/or life experience credits. A student must be enrolled at LRSC to receive CLEP credit. Students may not take CLEP subject exams after enrolling in the course. Lake Region State College is an open test center site and will test anyone who is properly registered.~~

4. ~~Advanced Placement Credit~~

~~Student who have completed certain College Entrance Examination Board (CEEB) or Advanced Placement (AP) courses in high school and who have earned a minimum score of 3 on the Advanced Placement Examination will be awarded college credit according to the policy of the North Dakota University System.~~

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 for this knowledge and ability at the post-secondary level. ~~Articulated credits may not transfer to other post-secondary institutions.~~ To articulate a high school course, a student must complete the course at an articulating high school, a student will need complete the appropriate signatures as requested on the articulation form for obtained in the Instructional Services Office and pay the associated fees for articulation. Generally, students who are enrolled full time and have completed course work in computer science, keyboarding, sign language and early childhood may wish to articulate these courses. 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.

~~5. Military Service Experience~~

~~Enrolled students who have earned additional college level work for credit in the United States Armed Forces Institute. Programs may request that their scores be presented to the Registrar in the Student Affairs Office. The credit will be evaluated using the Guide to the Evaluation of Educational Experiences in the Armed Services.~~

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 Program Credits

The Challenge Program is designed to ~~free grant credit for mastery of the material included in selected courses. students from taking courses where content has already been mastered.~~

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.~~

1. A non-refundable fee is assessed for each challenge. Credit is granted for courses successfully challenged at the "C" level or better.
2. The procedure for challenging a course is:
 - i. ~~Obtain an Application for Credit by Examination form from the Academic Affairs Office. The student must submit in writing a request to challenge the selected course and submit to the Instructional Services Office.~~
 - ii. ~~Complete the form and present it to the instructor. If approval is obtained, present it to the Vice President of Academic and Student Affairs. The Director of Instructional Services and/or the Registrar will determine if the course is appropriate for challenge.~~
 - iii. ~~If approved, the Director of Instructional Services will secure an instructor to prepare and administer the examination or other education activity.~~
 - iv. ~~Present the approved request to the Administrative Services Office and pay any fees due.~~
 - v. ~~Return the completed form to the Academic Affairs Office and obtain the Credit by Examination Report form.~~
 - vi. ~~Student will make arrangements with the approved instructor to take the examination.~~

- a. The instructor forwards the grade to the Registrar located in the Student Affairs Office. 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

~~Students that have documented military or industrial training and/or life experience may request an evaluation to determine if college credit can be assigned. It is the student's responsibility to provide documentation of learning experiences that is complete and sufficient for assessment. The Registrar's Office uses a number of nationally recognized resources as guides to the process of evaluation and assigning credit to student learning experiences. Life experience credits are limited to fifteen (15) credits for all degrees with the exception of Technical Studies which has a limit of twenty two.~~

~~/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

**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 Instructional Services 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:

- c. 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
- d. 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 Instructional Services Office.
 - ii. The Director of Instructional Services and/or the Registrar will determine if the course is appropriate for challenge.
 - iii. If approved, the Director of Instructional Services will secure an instructor to prepare and administer the examination or other education activity.
 - iv. Present the approved request to the Administrative Services 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

SECTION 800.18
GRADE POINT AVERAGE AND ACADEMIC PROGRESS

1. All students must meet or exceed the following ~~cumulative~~ **institutional** grade point average (GPA) standards to remain a student in good standing:

Period of Enrollment	Credits Attempted	cumulative Institutional GPA	Term GPA
End of first semester	6-19 credit hours	1.50	1.50
End of second semester	20-34 credit hours	1.60	1.50
End of third semester	35-49 credit hours	1.75	1.50
End of fourth semester	50 or more credit hours	2.00	1.50

2. Students who fail to maintain the above minimum ~~cumulative~~ **institutional or term** 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~~ **institutional GPA** 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~~ **LRSC** or from any institution of higher education must petition for ~~conditional~~ **probational** reinstatement. **Students who have met the institutional GPA requirements but who fail to complete any courses for a semester may be placed on academic warning.**
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~~ **excluded** 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.

SECTION 800.18

GRADE POINT AVERAGE AND ACADEMIC PROGRESS

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

Credits Attempted	<u>Institutional GPA</u>	<u>Term GPA</u>
6-19 credit hours	1.50	1.50
20-34 credit hours	1.60	1.50
35-49 credit hours	1.75	1.50
50 or more credit hours	2.00	1.50

2. Students who fail to maintain the above minimum institutional or term grade point average will be placed on probation for the following semester of enrollment. A student on probation will generally be restricted to 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 institutional GPA for two 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 LRSC or from any institution of higher education must petition for probational reinstatement. Students who have met the institutional GPA requirements but who fail to complete any courses for a semester may be placed on academic warning.
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 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 excluded 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.

SECTION 800.19

~~CHANGE OF REGISTRATION~~ CHANGE OF STUDENT ENROLLMENT

Students wishing to make changes in their ~~registration~~ enrollment may add or drop classes using Campus Connection consistent with the allowed dates and/or other restrictions. Students who are attempting to make adjustments to their schedule which require overrides or other permission must contact the Registrar's office for assistance. ~~must obtain a Drop/Add form from the Student Affairs Office.~~ An ~~registration~~ enrollment change is not official until the student makes the successful change in Campus Connection or presents the Add/Drop form complete with appropriate signatures to Student Services 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 dropped prior to the last date to "drop without record" do not appear on the student's transcript. Classes dropped after the last date to "drop without record" and prior to the "last date to drop" appear as a "W" grade on the student's records. Important dates such as add, drop and withdraw dates are dependent on the length and the nature of the course. Students wishing to drop all of their classes must withdraw from LRSC following LRSC Policy 800.15. ~~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

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

**SECTION 800.19
CHANGE OF STUDENT ENROLLMENT**

Students wishing to make changes in their enrollment may add or drop classes using Campus Connection consistent with the allowed dates and/or other restrictions. Students who are attempting to make adjustments to their schedule which require overrides or other permission must contact the Registrar's office for assistance. An enrollment change is not official until the student makes the successful change in Campus Connection or presents the Add/Drop form complete with appropriate signatures to Student Services and the change is made. Classes dropped prior to the last date to "drop without record" do not appear on the student's transcript. Classes dropped after the last date to "drop without record" and prior to the "last date to drop" appear as a "W" grade on the student's records. Important dates such as add, drop and withdraw dates are dependent on the length and the nature of the course. Students wishing to drop all of their classes must withdraw from LRSC following LRSC Policy 800.15.

History

**Lake Region State College
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SECTION 800.20
GRADUATION REQUIREMENTS

1. All candidates for graduation must:
 - a. File an *Intent to Graduate* form from the Registrar in the Student Services Office
 - b. Clear all college obligations
 - c. Earn a minimum of fifteen (15) the last 15 semester hours of credit from Lake Region State College
 - 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 ~~sixty (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 A 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

3. Associate in Science (AS) Degree: ~~Consists primarily of diverse, introductory level courses in academic and professional areas with an emphasis in math, science and health science. This degree prepares students for transfer to baccalaureate programs.~~ An Associate in Science Degree will be granted to a student who has satisfactorily completed ~~sixty (60)~~ semester hours with an institutional grade point of 2.0 in an academic curriculum which includes:

Minimum of sixty (60) semester hours	
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 Minimum of 2 departments	6 semester hours
Arts/Humanities Minimum of 2 departments	6 semester hours

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

English 110/ 111 and one of the following ENGL 120/ 121 , COMM 110, ENGL 105, BOTE 214/ BOTE 214 and ENGL 210	6 semester hours
Humanities and/or Social Science Art, Economics, Language, History, Music, Philosophy, Political Science, Psychology, Social Work, Sociology, Theater, Advanced courses in English, Humanities, Spanish	6 semester hours
Science, Mathematics, and/or Computer Science Biology, Science, Chemistry, Mathematics (other than MATH 100), Physics, Computer Science/Computer Information Systems, Astronomy, Geology	6 semester hours
Health, Physical Education and Recreation	2 semester hours

5. Diploma: The candidate for a Diploma must complete sixty (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 for one degree.

History

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

SECTION 800.20

GRADUATION REQUIREMENTS

1. All candidates for graduation must:
 - a. File an *Intent to Graduate* form in the Student Services Office
 - b. Clear all college obligations
 - c. Earn the last 15 semester hours of credit from Lake Region State College
 - 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	9 semester hours
(COMM 110 is required)	
Mathematics, Science and Computer Science	10 semester hours
Minimum of 2 departments	
A Lab Science is required	
Health, Physical Education and Recreation	2 semester hours
Social Science	9 semester hours
Minimum of 2 departments	
Arts and Humanities	9 semester hours
Minimum of 2 departments	

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

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 and one of the following	6 semester hours
ENGL 120, COMM 110, ENGL 105, BOTE 214	

Humanities and/or Social Science Art, Economics, Language, History, Music, Philosophy, Political Science, Psychology, Social Work, Sociology, Theater, Advanced courses in English, Humanities, Spanish	6 semester hours
Science, Mathematics, and/or Computer Science Biology, Science, Chemistry, Mathematics (other than MATH 100), Physics, Computer Science/Computer Information Systems, Astronomy, Geology	6 semester hours
Health, Physical Education and Recreation	2 semester hours

5. Diploma: The candidate for a Diploma must complete sixty (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 for one degree.

History

Lake Region State College
Policy and Procedure Manual

SECTION 800.21

TRANSCRIPTS AND TRANSFERRING

1. Transcripts

Lake Region State College subscribes to a transcript ordering service called the ~~n~~National Student Clearinghouse. 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 ~~will also be able to~~ **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.**

Current Students

~~Currently enrolled LRSC students may order official transcripts directly from the National Student Clearinghouse site through Campus Connection. An unofficial transcript may be obtained free of charge anytime via Campus Connection.~~

Former Students

~~Former LRSC students may log on to the National Student Clearinghouse secured site by going to www.getmytranscript.com. First time visitors will need to create a personal profile and user ID/password, which may be used for future orders.~~

Note: A transcript will not be issued if a student has outstanding financial, library or admission obligations to the college. The outstanding obligation must be satisfied within 60 days of the receipt of the request. After 60 days, the **transcript** order will be cancelled and students will need to place a new transcript request.

2. Transfer Credits from LRSC

- a. ~~Students attending Lake Region State College generally are pursuing one of two educational purposes; a career and technical track or an academic transfer track with the intention of completing a baccalaureate degree at another institution. Lake Region State College is accredited by the Higher Learning Commission. Students in an academic transfer track should plan their curriculum in light of the curriculum requirements at the baccalaureate degree granting institution. Students changing their educational track should expect that some credits previously completed may not apply in the new educational program. 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. Students, with the counseling of their faculty advisor, should consult baccalaureate college catalogs in order to select from the various departments elective courses which will best satisfy the requirements of the specific institution to which they intend to transfer. Acceptance of transfer credits is based on the transfer policy of the receiving institution. A grade of "D" may disqualify credit in a given subject upon transfer.~~

b. Transfer Admissions Policy

~~Students transferring to a North Dakota University System four year institutions should refer to aware of the SBHE Policy 402.4 and NDUS Procedure 402.4 in regard to Transfer Admissions transfer students. Admissions Policy adopted by the State Board of Higher Education. "Transfer students from junior colleges to North Dakota state supported, degree granting institutions under the Board of Higher Education must have achieved~~

academic standards equivalent to comparable resident students in that institution, and must complete a minimum of sixty semester hours or ninety quarter hours of their baccalaureate degree requirements at degree granting institutions. Transfer credits from two-year colleges will be counted only in those courses that are offered at the degree granting institutions as freshman or sophomore courses. The above stipulations do not apply to career and technical programs."

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

Lake Region State College
Policy and Procedure Manual

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. Note: A transcript will not be issued if a student has outstanding financial, library or admission obligations to the college. The outstanding obligation must be satisfied within 60 days of the receipt of the request. After 60 days, the transcript order will be cancelled and students will need to place a new transcript request.

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. Transfer Admissions Policy

Students transferring to a North Dakota University System four year institutions should refer to SBHE Policy 402.4 and NDUS Procedure 402.4 in regard to ~~Transfer Admissions~~ transfer students.

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

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

SECTION 800.22

STUDENT GOVERNMENT

1. **The Student Senate is the governing body for students at LRSC.**
 2. Purpose:
 - a. ~~The student government provides for student involvement in College decisions and for communication and acts as an intermediary between College administration and students.~~
 - b. **Student government provides for supervision of student activity funds senate administers the distribution of the student activity fees and is responsible for informing the student body of the distribution of such funds. Information about fee distribution will be available during the fall and spring semesters.**
 - c. **LRSC Student Senate serves as the coordinating body for student activities.**
 - d. ~~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.~~
 3. ~~Student Activity Cards: The Lake Region State College I.D. card serves as an activity ticket for Lake Region State College student activities.~~
 4. ~~The updated Student Senate Bylaws~~ **Constitution are can be found in Chapter 14: Internal and Affiliated External Organizations. Policy 1400.03.**
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History

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

SECTION 800.22

STUDENT GOVERNMENT

1. The Student Senate is the governing body for students at LRSC.
 2. Purpose:
 - a. The student government provides communication and acts as an intermediary between administration and students.
 - b. Student senate administers the distribution of the student activity fees and is responsible for informing the student body of the distribution of such funds. Information about fee distribution will be available during the fall and spring semesters.
 - c. LRSC Student Senate serves as the coordinating body for student activities.
 3. The Student Senate Constitution can be found in Policy 1400.03.
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History



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
STUDENT CLUBS AND ORGANIZATIONS	800	23

REQUESTED ACTION: CHANGE ADD REMOVE

<p>Text of Requested Change: (Continue on other side or attach a separate document.)</p> <p>See attached paperwork</p> <p><i>Review wanted</i></p>

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	<i>12/18/2015</i>
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Stephanie Stock</i> Director of Student Services	<i>12/18/2015</i>

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>[Signature]</i>	<i>12/21/15</i>

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

- Faculty Senate President • Staff Senate President

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

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

SECTION 800.23

STUDENT **CLUBS** AND 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.~~

1. **LRSC Student Clubs**

- a. All clubs on campus must have the approval of the Student Senate and the college administration before campus facilities can be used for meeting purposes and to be eligible to receive Campus Activity Board (CAB) funds.
- b. Student clubs must present a copy of their bylaws and a list of executive officers to the Student Senate before receiving approval and recognition as a student club.
- c. All clubs on campus must have an advisor who is a faculty or staff member at Lake Region State College.
- d. If an advisor is accompanying a student club on a college approved trip, the advisor is deemed to be acting in official college capacity and all reimbursements would be paid by the club.
- e. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
- f. The advisor will assist the club in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects are subject to review by the college administration.

2. **LRSC Student Organizations**

- a. All organizations on campus must have the approval college administration.
- b. All organizations on campus are assigned an advisor by the college administration.
- c. If an advisor is accompanying a student organization on a college approved trip, the advisor is deemed to be acting in official college capacity and all reimbursements would be paid by the organization.
- d. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
- e. The advisor will assist the organization in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects are subject to review by the college administration.

SECTION 800.23

STUDENT CLUBS AND ORGANIZATIONS

1. LRSC Student Clubs

- a. All clubs on campus must have the approval of the Student Senate and the college administration before campus facilities can be used for meeting purposes and to be eligible to receive Campus Activity Board (CAB) funds.
- b. Student clubs must present a copy of their bylaws and a list of executive officers to the Student Senate before receiving approval and recognition as a student club.
- c. All clubs on campus must have an advisor who is a faculty or staff member at Lake Region State College.
- d. If an advisor is accompanying a student club on a college approved trip, the advisor is deemed to be acting in official college capacity and all reimbursements would be paid by the club.
- e. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
- f. The advisor will assist the club in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects are subject to review by the college administration.

2. LRSC Student Organizations

- a. All organizations on campus must have the approval college administration.
- b. All organizations on campus are assigned an advisor by the college administration.
- c. If an advisor is accompanying a student organization on a college approved trip, the advisor is deemed to be acting in official college capacity and all reimbursements would be paid by the organization.
- d. Advisors are not expected to subsidize organizations by providing free transportation, meals, etc.
- e. The advisor will assist the organization in requesting funds from the Student Senate in a sufficient amount to cover costs or should conduct fundraising projects to raise needed funds. Fundraising projects are subject to review by the college administration.

Lake Region State College
Policy and Procedure Manual

SECTION 800.24

INTRAMURAL RECREATION PROGRAM

1. ~~Philosophy: Recreational activities provide an excellent opportunity for students to further their physical development and social interaction. Such activities provide an avenue for students to expand their focus beyond academics. Participation in intramural activities enhances the student's total educational experience.~~
2. Schedules: Intramural Recreation Program schedules for each semester shall be available to all students. ~~at the beginning of each semester. These schedules will also be posted on the Intramural Bulletin Board. It is each team's responsibility to check this board regularly to determine dates of current and upcoming events.~~
3. 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 ~~(1)~~ game.
 - ~~b.~~ A student who has been suspended for violation of the Unsportsmanlike Conduct **Policy Statement** is not eligible to participate in ~~any phase of the Intramural Recreation Program.~~ Reinstatement may be obtained by petitioning ~~the office of the Vice President of Academic and Student Affairs.~~ **Director of Student Services.**
 - ~~c.~~ ~~All students must sign up for activities of their choice by the designated date.~~
 - d. Members of a team must play in at least ~~fifty percent (50%)~~ of the league games to be eligible for the final tournament.
4. 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.
5. 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 ~~(2)~~ intramural games at which time he/she must petition the ~~Vice President of Academic and Student Affairs.~~ **Director of Student Services** to continue participation.
 - b. ~~Additional disciplinary action~~ **Misconduct reports** may be initiated **filed** by the Intramural Director **with the Director of Student Services** for any unsportsmanlike conduct.
6. Forfeit Policy: Intramural teams/individual participants not ready to play in an event within ~~fifteen (15)~~ **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.
7. 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 ~~twenty-four (24)~~ hours before the regularly scheduled game. The director may make allowances for unforeseen circumstances.
8. 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 ~~four o'clock (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 ~~nine o'clock (9) a.m.~~ 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.
9. Health and Injuries: Lake Region State College does not accept responsibility for injuries or health problems which may result from intramural competition.
-

History

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 Director of Student Services.
 - c. Members of a team must play in at least 50% of the league games to be eligible for the final tournament.
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 Director of Student Services to continue participation.
 - b. Misconduct reports may be filed by the Intramural Director with the Director of Student Services for any 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.

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

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 "Student Chautauqua Gallery, Heritage Hall Conference Room and Colonial Room Use and Rental" for proper procedure.~~
 2. Students and student clubs and 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. See LRSC Policy 1000.02.
 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.
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History

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

SECTION 800.25

USE OF COLLEGE FACILITIES

1. Students and student clubs and 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. See LRSC Policy 1000.02.
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History

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

SECTION 800.26

~~LOWER DECK RECREATION ROOM~~ THE DEN

1. ~~The primary purpose of the Lower Deck~~ The Den is a recreational facility for student use. Students, faculty, staff and their families will be given first priority for use of the Lower Deck The Den. This facility is administered and funded by the Student Senate.
 2. Generally, The Den is not reserved for a student club, organization or any other group if other students will be excluded or restricted from use.
 3. Student clubs or organizations may use The Den for events or meetings but the doors must remain open and no student may be excluded while the student club or organization is using The Den.
 4. Requests for use of the Lower Deck 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.
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History

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

SECTION 800.26

THE DEN

1. The Den is a recreational facility for student use. Students will be given first priority for use of The Den. ~~This facility is administered and funded by the Student Senate.~~
 2. Generally, The Den is not reserved for a student club, organization or any other group if other students will be excluded or restricted from use.
 3. Student clubs or organizations may use The Den for events or meetings but the doors must remain open and no student may be excluded while the student club or organization is using The Den.
 4. 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 weeks prior to the date requested.
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History

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

**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.
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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.~~
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History

**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 Director of Student Services 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 Director of Student Services 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.
 - b. The Director of Student Services will approve or disapprove the appeal based the circumstances presented and the research conducted.
 - c. If approved, the Director of Student Services shall coordinate with the Registrar and Business Offices for appropriate action to adjust the student's account
 - d. The Director of Student Services 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 Director of Students Services to the Vice President of Academic and Student 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 Vice President of Academic and Student Affairs. If this informal discussion does not achieve resolution of the grievance, the student may request a formal interview 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 Director of Student Services or designee shall be 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 is not satisfied with the decision of the Director of Student Services, the student may file a formal review request to the Vice President of Academic and Student Affairs in writing and within 10 calendar days of the date of the decision.
 - ii. The Vice President of Academic and 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 Director of Student Services or designee shall be 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 1500.09 will be followed.
 - b. During the investigation ~~and hearing~~, 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 notifying~~ information about the right to have a support person, advocate or attorney, at the student's expense and initiation, to fully participate in the process. ~~and~~
 4. ~~that can be waived if the accused consents to a shorter notice period. The notice process may be waived during an emergency suspension process.~~
 - ii. Have an opportunity to present evidence and respond to allegations,
 - iii. Be provided with timely access to information,
 - iv. 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 Director of Student Services 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 Director of Student Services 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. ~~Recommend consequences~~
- 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 and Student Affairs and must be made within one year of receiving the written notification from the Director of Student Services.
 - 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 and Student 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 a 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

**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 Director of Student Services 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 Director of Student Services 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.
 - b. The Director of Student Services will approve or disapprove the appeal based the circumstances presented and the research conducted.
 - c. If approved, the Director of Student Services shall coordinate with the Registrar and Business Offices for appropriate action to adjust the student's account
 - d. The Director of Student Services 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 Director of Students Services to the Vice President of Academic and Student 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 Vice President of Academic and Student Affairs. If this informal discussion does not achieve resolution of the grievance, the student may request a formal interview 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 Director of Student Services or designee shall be 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 is not satisfied with the decision of the Director of Student Services, the student may file a formal review request to the Vice President of Academic and Student Affairs in writing and within 10 calendar days of the date of the decision.
 - ii. The Vice President of Academic and 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 Director of Student Services or designee shall be 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 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 expense 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 Director of Student Services 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 Director of Student Services 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.
 - e. Decide the appropriate sanctions to be imposed. 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 and Student Affairs and must be made within one year of receiving the written notification from the Director of Student Services.
 - 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 and Student 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 a 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.
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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

Lake Region State College
Policy and Procedure Manual

SECTION 1000.09
WEIGHT ROOM USE AND RENTAL

The primary purpose of the Weight Room is for student use. Students, employees and their families are given first priority for use of the Weight Room.

1. ~~Scheduling responsibility: Athletic Director~~ The Athletic Director is responsible for scheduling and maintaining the facility and equipment.
2. ~~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.~~ Instructors and coaches are given first priority to schedule the weight room.
3. ~~The weight room will not be rented to individuals for any purpose.~~ Requests for use of the weight room use by individuals or 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

Lake Region State College
Policy and Procedure Manual

SECTION 1000.09
WEIGHT ROOM USE AND RENTAL

1. The primary purpose of the Weight Room is for student use. Students, employees and their families are given first priority for use of the Weight Room.
2. The Athletic Director is responsible for scheduling and maintaining the facility and equipment.
3. Instructors and coaches are given first priority to schedule the weight room.
4. Requests for use of the weight room by individuals or groups not affiliated with the College will be considered on a case-by-case basis.
5. All posted rules and regulations must be followed.

History

If criminal activity is involved, students and employees may contact:
Devils Lake Police Department - Lake Region Law Enforcement Center
222 West Walnut Street, Devils Lake, ND 58301, 701-662-0700

If an individual chooses to file a report with the police for sexual misconduct, it is important not to destroy physical evidence. An evidence collection kit, preventative treatment for sexually transmitted diseases, treatment of injuries and other health services can be obtained from any of the medical providers listed in Section 5c.

- 8) **CONFIDENTIALITY:** Individuals may request confidentially. The Title IX Coordinator will evaluate the request and determine the extent to which confidentiality may be maintained. LRSC must weigh the requests for confidentiality against its desire to protect the safety and security of the entire campus. Therefore, with the exception of the individuals identified as advocates in Section 5, LRSC employees cannot guarantee absolute confidentiality.
- 9) **RESOLUTION:** Misconduct complaints may be resolved formally or informally. LRSC will attempt to complete the investigation within 60 days. During this process, the complainant and the accused shall:
 - a. **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 accused. 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.**
 3. **Of information about the right to have a support person, advocate or attorney, at the student's expense and initiation, to fully participate in the process;**
 - b. Have equal opportunity to present evidence **and respond to allegations,**
 - c. Be provided with timely access to information,
 - d. Be informed of the outcome, the sanction (if any) and the right to appeal.
 - ~~e. Have equal opportunity to present evidence,~~
 - ~~f. Be provided with timely access to information,~~
 - ~~g. Be allowed a support person, advocate, and/or attorney who may fully participate in the process, and~~
 - ~~h. Be informed of the outcome, the sanction (if any) and the right to appeal.~~
- 10) **INFORMAL RESOLUTION:** Except in cases of sexual misconduct or any misconduct that may result in a student's suspension or expulsion, complainants may choose to pursue an informal resolution. Informal resolution is entirely voluntary and must be agreed upon by the complainant and accused. The Title IX Coordinator will assign an investigator to oversee this process. In cases where the accused agrees to informal resolution, the investigator shall gather the necessary information and recommend an appropriate sanction (if any) to the Director of Student Services. The Director of Student Services shall decide the appropriate sanction to be imposed. No appeal is allowed.
- 11) **ADJUDICATION PROCESS**
 - a. **Investigation Process**
 1. The Title IX Coordinator shall be responsible to assign each formal complaint to a two-person investigation team.
 2. The investigation team shall recommend interim measures to the appropriate campus supervisor, and in the case of students, the Director of Student Services.
 3. Interim measures will be communicated in person (when possible) and in writing to both the complainant and the accused. These may include, but are not limited to:
 - a. Assistance moving safely between campus buildings,
 - b. Issuing a no contact order to the complainant and/or accused,
 - c. Moving the complainant and/or accused to different campus housing,
 - d. Altering the class schedule of the complainant and/or accused,

12/14/15

To Administrative Council:

The Policy and Procedure Committee and Faculty Senate are requesting your consideration of the Following 10 items (See Policy Sections highlighted below)

Key:

Yellow Highlighted words in **red** are new additions needing Administrative Council Approval

Red-Strikethrough to be eliminated and

Blue Highlighted words in black to be changed – and addressed later in academic year

Lake Region State College
Policy and Procedure Manual

SUBJECT: FACULTY
SECTION: 700. Index

Section 700.01	General
Section 700.02	North Dakota University System of Higher Education
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	Retirement
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



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Communication Proficiency	700	700.03.1 and 700.03.1.2.2.3

REQUESTED ACTION: CHANGE (B) ADD REMOVE(A)

Text of Requested Change: (Continue on other side or attach a separate document.)
 See Attached Form: Summary:
 A. Update Language First Page of Policy
 B. Remove Table 2 – References to Graduate Students not applicable here at LRSC
 C. Change “Department/units are” to “LRSC is” the department faculty are not involved in the documentation of communication proficiency. Note: Is Numbering Consistent here?

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	12/14/15
Faculty Senate President, Tammy Riggin	12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i>	12-14-15
<i>Tammy Riggin</i>	12-14-15

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT’S SIGNATURE	DATE
<i>Doug S</i>	12/21/15

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

- Faculty Senate President
- Staff Senate President

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

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

SECTION 700.03.01 **See Separate 700.03.01 P and P Manual Change Request Form**
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
 - 1.1 **New Faculty and Other Instructional Staff:**

The minimum qualifications for the position will include “effective oral and written communication skills.
 - 2.1.1 Validating written communication proficiency:

Candidates **who are formally interviewed** 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, **the search committee LRSC** may wish to specifically request that letters of reference include comments concerning communication. **Members of the search committee 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 **who are formally interviewed** may be required to make an oral presentation suitable for evaluating communication proficiency. **Members of the search committee 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.

DELETE TABLE 2:

Table 2 provides information concerning the relationship between TSE scores and duties that Faculty are allowed to perform.

Table 2 Relationship Between Minimum TSE Scores and Allowable Teaching Responsibilities

250 Classroom Instructor	Responsible for developing and delivering lecture materials to undergraduate students. The overall plan for the course is the responsibility of a full-time faculty member, but the specific classroom material is the responsibility of the graduate student. The graduate student presents new material to students and evaluates their performance through testing, etc.
225 Laboratory Teaching Assistant	Responsible for guiding undergraduate students during the performance of laboratory experiments, assuring that the experiments are carried out safely. The experiments performed and the laboratory instruction sheets are the responsibility of the full-time faculty member. The graduate assistant reviews material that is pertinent to the experiment, answers questions that arise, and oversees the students' experimental procedure. He/she also grades the laboratory reports that are submitted.
225 Recitation Teaching Assistant	Responsible for working assigned homework problems in front of a class of 20 to 30 students and answering questions students ask about these problems. Full written solutions to the homework are prepared by the faculty member responsible for the lecture part of the course. The Recitation Teaching Assistant is given these solutions to study several days before the recitation class meets.
225 Tutor	Responsible for assisting students to develop understanding of concepts and other material covered in courses. Tutors students on a regularly scheduled basis or during scheduled office hours. Meets with course instructor on a weekly basis to discuss potential difficulties in course content.
225 Grading Assistant	Responsible for grading papers and problems submitted by students to a full-time faculty member in a lecture course. The full-time faculty member is responsible for selecting the assigned homework to be graded. The grader has no direct contact with the students.

2.2.3 ~~Temporary Instructional Staff:~~

~~Departments/units are LRSC is responsible for determining and documenting the communication proficiency of temporary or part-time instructional staff who are not hired through an open search process. 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



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Salaries	SECTION 700.04	SECTION 700.04.1 to .5

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p>See Attached Form: Summary:</p> <p style="margin-left: 20px;">A. Updating language and deleting practices no longer in place</p> <p style="margin-left: 20px;">B. Note Eliminated 700.04.4 not present procedure used</p> <p style="color: red; font-size: 1.2em; margin-top: 20px;">Strike first sentence of #1</p>

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair Faculty Senate President, Tammy Riggin	12/14/15 12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
	12-14-15 12-14-15

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|--|
| <input type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST Tabled FOR FURTHER REIVEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input checked="" type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: <u>12/21/15</u> |

LRSC PRESIDENT'S SIGNATURE	DATE
	12/21/15

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

- Faculty Senate President
- Staff Senate President

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

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

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

**SECTION 700.04 See Separate 700.04 P and P Manual Change Request Form
SALARIES**

- ~~1. The Annual Faculty Evaluation will be completed in accordance with the State Board of Higher Education 605.6 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. The recommended salary for a faculty member is subject to approval to the North Dakota University System of Higher Education.~~
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 filled out to reflect a faculty member's initial placement within these categories. The G(g)uidelines 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 determined by the Faculty Senate with approval from the President. See Part-time Faculty Category and Pay in the is outlined in Salary Administration Policy Chapter 400.35 and is determined by the President in consultation with the Faculty Senate.
4. ~~Faculty members must submit annually to the Payroll Office all withholding and other forms required for payroll purposes. Salary checks cannot be issued unless these items are on file.~~

Note to Re-number 5. and 6. to 4. and 5.

5. 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 University System of Higher Education NDUS and approved by the Vice President of Administrative Services.
 - 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.

6. Faculty members on a nine 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

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

**SECTION 700.05 See Separate 700.05 P and P Manual Change Request Form
INSURANCE**

The following types of insurance programs are available for faculty members. Details are available from the Administrative Services 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: ~~Blue Cross Blue Shield~~ 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



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Position Description	700.06	700.06.2 and 700.06.3

REQUESTED ACTION: CHANGE ADD REMOVE

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

See Attached Form: Summary:

A: Place Details of Syllabus in Faculty Handbook

B. Remove - Place Selection and Ordering Textbooks in Faculty Handbook

C. Note to Re-number remaining policies

Keep #3 until something new takes it's place.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	12/14/15
Faculty Senate President, Tammy Riggan	12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i> <i>Tammy Riggan</i>	12-14-15 12-14-15

ADMINISTRATIVE COUNCIL ACTION:

- REQUEST APPROVED REQUEST Tabled FOR FURTHER REIEW
 Date: _____
- REQUEST NOT APPROVED REQUEST APPROVED WITH REVISIONS
 Date: 10/01/15

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug DeS</i>	12/21/15

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

- Faculty Senate President • Staff Senate President

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

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

Lake Region State College
Policy and Procedure Manual

SECTION 700.06 **See Separate 700.06 P and P Manual Change Request Form**
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 comprises of minimum of thirty-five (35) hours per week on instruction and office time.
2. Revision and update of program curriculum, keeping course syllabus 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.**
 - a. ~~The syllabus should contain the following:~~
 - i. ~~Catalog description~~
 - ii. ~~Materials of instruction~~
 - iii. ~~Course objectives~~
 - iv. ~~Major Units~~
 - v. ~~Hours~~
 - vi. ~~Grading~~
 - vii. ~~List of competencies to be learned (vocational only)~~
 - viii. ~~General education goals~~
 - ix. ~~Assessment tools~~
 - b. ~~See Course Syllabus Model Cover Sheet in Faculty Handbook.~~

- ~~s. 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) with distance delivery and for cost efficiencies for students.~~

Selection of Textbooks needs to be in Faculty Hand Book not here. There is a need to discuss Update this procedure. President Tammy Riggins to send to a Committee?

Note to Re-number the following

4. Maintenance of class attendance records of the students.
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 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. Serve 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 College administrative procedures.

Propose
Something
New
Prior to
Deletion

11. Cooperation with administration, counselors, and other personnel in class scheduling and development of library and instructional resources.
 12. Service on committees of the College in keeping with abilities and interests.
 13. Recognition of the College'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 instruction division and the College as a whole.
 15. The adherence to the Lake Region State College Faculty Handbook. (See Faculty Handbook)
 16. Other duties assigned by the Vice President of Academic and Student Affairs.
-

History

Administrative Council Approved 700.06 (3) 08/21/01



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Teaching Policies	700.07	700.07.5.a

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See Attached Form: Summary: A: Update position titles B. Note: 5.c is not included in any change request at this time

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	12/14/15
Faculty Senate President, Tammy Riggan	12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i> <i>Tammy Riggan</i>	12-14-15. 12-14-15

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Davey DeS</i>	12/21/15

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

- Faculty Senate President
- Staff Senate President

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

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

SECTION 700.07 **See Separate 700.07 P and P Manual Change Request Form**

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 ~~Academic Outreach Officer at 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). Work In Progress Committee of Dan Driessen, John Cowger, and Brandi Nelson

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 Instructional Services 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

Lake Region State College
Policy and Procedure Manual

SECTION 700.08 See Separate 700.08 P and P Manual Change Request Form

FIELD TRIPS

1. 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.
 - ~~2. Faculty members must ascertain that proper insurance coverage is available for all concerned.~~
-

History



**POLICY AND PROCEDURE MANUAL
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Evaluation	700.09	700.09.1.b,c,d,e and 700.09.2.a.i

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See Attached Form: Summary: A: Consistency of language in title of the evaluation B: 700.09.2.a.i is the present practice

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	12/14/15
Faculty Senate President, Tammy Riggin	12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i> <i>Tammy Riggin</i>	12-14-15 12-14-15

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Doug D...</i>	12/11/15

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

- Faculty Senate President
- Staff Senate President

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

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

Lake Region State College
Policy and Procedure Manual

SECTION 700.09 **See Separate 700.09 P and P Manual Change Request Form**
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 Chapter 700.13)

1. Faculty Evaluations

- a. A supervisory evaluation will be conducted each year when a classroom observation evaluation is not scheduled. Lloyd working on this. Check with President Tammy Riggins want to go through a Committee
- b. A ~~Classroom~~-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 over - 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 option 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 ~~classroom~~ observation evaluation.
- d. Within one (1) week, the supervisor will meet with the faculty member to review the ~~classroom~~ 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 ~~classroom~~ 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
 1. ~~Years 1 and 2 - Two classes each semester~~
 2. ~~Years 3 through 6 - 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 option 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 handed out 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

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

SECTION 700.10 **See Separate 700.10 P and P Manual Change Request Form**

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 Services Office with the exception of student evaluations which are on file in the Academic Affairs Office. Faculty tenure portfolios are maintained by the faculty. ~~Faculty rank portfolios are maintained in the President's Office in the master file 601.7 Faculty Rank.~~

History



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Faculty Senate Professional Growth Committee Guidelines	700.11.01	700.11.01.4 and 700.11.01.7

REQUESTED ACTION: CHANGE ADD REMOVE

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

See Attached Form: Summary:

A: Update description to replace specific year

B: Clarification of faculty presentation and committee end of the year report - Note in blue added "during the" to complete sentence.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Faculty Senate Policy and Procedure Committee, Melissa Moser, Chair	12/14/15
Faculty Senate President, Tammy Riggin	12/14/15
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Melissa Moser</i>	12-14-15
<i>Tammy Riggin</i>	12-14-15

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
<i>Deleg De S</i>	12/21/15

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

- Faculty Senate President
- Staff Senate President

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

SECTION 700.11.01

FACULTY SENATE PROFESSIONAL GROWTH COMMITTEE GUIDELINES

1. The Professional Growth Plan is to be separate from the Faculty Evaluation Program.
 2. The intent of the Professional Growth Committee will be to promote professional development for improvement in faculty member's teaching ability and 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 fifty dollars (\$450).
 3. 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.
 4. Each member may apply for a maximum of \$3,000 over a two-year period. (The new two-year period begins fall, ~~2003~~ odd numbered years).
 5. 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.
 6. Application for funds must be accompanied by an approved Request for Absence from Campus from before consideration.
 7. Faculty will do a ~~post-response presentation~~ presentation (during the) fall in-service of the academic year following the year in which funds were used. ~~by the end of April. and~~ The Professional Growth Committee will present a final aggregate report to the Faculty Senate and Administration ~~at the May Faculty Senate meeting by the end of the standard contract year~~. The Lake Region State College Professional Growth Plan shall be monitored and records maintained by the Professional Growth Committee.
-

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

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 See Chapter 700.11.01. Faculty requesting funds must submit the *Application for Professional Development Funds*.
4. **At the Professional** Growth Committee's December meeting **closes**, 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 due date. 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