

Approved on 7/11/2016

## Administrative Council Meeting Minutes

Tuesday, June 27, 2016

President's Office **1:00 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**

*Cindy Brown -Faculty Senate Representative*

*Bobbi Lunday-Recorder*

### **Guests**

*Erin Wood- Development/Community Relations Director*

## **1) CALL TO ORDER/REVIEW MINUTES**

### **a) Call to Order**

i) The meeting was called to order at 1:02 p.m.

### **b) Review of June 14, 2016 Minutes**

i) The June 14, 2016 minutes were reviewed and approved by council.

## **2) OLD BUSINESS**

### **a) Volunteers for 75<sup>th</sup>**

i) VP Goulding and Director Wood presented the plan for the 75<sup>th</sup> Anniversary Party which includes selling name engraved bricks for \$75. They requested VP's encourage their staff members to volunteer to help throughout the weekend.

### **b) 700.18 Emeritus Status Policy (HR)**

i) Council discussed criteria for granting Emeritus status. There was discussion about whether Emeritus Status should be granted to only those that want to continue to actively serve the institution in retirement. It was decided that Emeritus Status will be granted as an honor to those individuals that have long-term dedicated service records and not be conditional on continued service. Council discussed and agreed to approve the policy attached below.

### **c) Outline Use of \$109,000 Priority Needs Funding Next Year (President)**

i) VP Goulding explained that this endowment has existed for several years and has not been used. Recently a commitment from the pool was made to support Athletic scholarships for 2016-17. For the remaining pooled dollars, the Council agreed to place priority on costs for faculty qualifications, and recruitment. In future years, priority setting must take into account the restrictions that accompany the funds provided by the Challenge Match.

## **3) NEW BUSINESS**

### **a) 400.33 Tuition Waivers (HR)**

i) Policy approved (attached below).

### **b) 400.37 Cell Phone (Administrative Affairs)**

i) Policy approved (attached below).

- c) **800.02 Admissions: Standards, Requirements, Access, Application Process** (Student Services)
  - i) Adding a requirement that all students, including those applying for certificate and diploma programs, are required to complete an entrance exam like the ACT, SAT, or Compass per system office policy. Policy approved (attached below).
- d) **800.14 Attendance Policy** (Student Services)
  - i) Policy approved (attached below).
- e) **Academic Affairs update**
  - i) VP Halvorson reported he has been working on evaluations.
  - ii) He discussed concerns over the high cost for background checks for volunteers with council. They decided to refer to system policy to determine at what level the background checks would be necessary.
  - iii) VP Halvorson reported that conversion to the Blackboard platform is dependent upon legislative action/funding.
- f) **Administrative Affairs update**
  - i) VP Kenner reported the Administrative affairs office is working to stay current with requests from the System Office.
  - ii) Bids for repairing our electrical switch gear are going out now. KFI Engineering is in charge of the details.
- g) **Advancement Report**
  - i) VP Goulding reported that it appears likely the USDA grant will be funded and the College will be able to purchase a 3-D printer will become a reality.
- h) **President's update**
  - i) President Darling met with Devils Run's organizer Stan Orness, who requested permission to reserve LRSC's campus for a home base out of which to host the 25<sup>th</sup> Anniversary of Devils Run. This is part of his plan to avoid road construction scheduled for the Roosevelt Park area.

## 1) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
  - i) The meeting adjourned at 3:00 p.m. and the next meetings of the Administrative Council will be:
    - (1) Monday, July 11 @ 1:00p
    - (2) Tuesday, July 26 @ 9:00a

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT (Emeritus Status)	1200.03	5

REQUESTED ACTION:       CHANGE       ADD       REMOVE

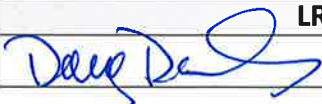
Text of Requested Change: (Continue on other side or attach a separate document.)
Attached.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
LRSC President	6/27/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
President Darling	6/27/2016

**ADMINISTRATIVE COUNCIL ACTION:**

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

LRSC PRESIDENT'S SIGNATURE	DATE
	6/27/16

*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 1200.03

COLLEGE EMPLOYEES: RECOGNITION OF SIGNIFICANT ACHIEVEMENT

1. Determination: The President and Administrative Council determine which achievements are significant. Input may be obtained from other Staff Welfare Committee and the Faculty Senate.
  2. Recognition: The President will present a suitably designed plaque and accompanying certificate of recognition to the selected employee at the Annual Banquet of the Community College Foundation, Annual Faculty and Staff Breakfast and/or during the annual Commencement Exercises.
  3. Teacher of the Year Award:
    - a. The Community College Foundation instituted a "Teacher of the Year" Award in 1983. This award is presented by the Community College Foundation at Commencement Exercises in May of each year.
    - b. Faculty eligible for this award must have taught at Lake Region State College at least half-time for two (2) full school years.
    - c. Faculty members are the only persons eligible to vote on this award. A memo will be sent out two (2) weeks before May graduation day. The Faculty has one week to vote, and ballots are due on the Friday before graduation. The Administrative Assistant to the President tallies votes.
    - d. The Community College Foundation makes arrangements for presentation of the award. The award has been an engraved silver service set. This silver service set should be ordered in April.
  4. Other achievements which merit recognition may be recognized by a letter of commendation from the President.
  - ~~5. Faculty Emeritus Status: The North Dakota University System of Higher Education has a system and policies relating to Faculty Emeritus status (See Section 430.2 of the NDUS Policy Manual).~~
  6. Burlington Northern Faculty Achievement Award: In May, 2000, this award was given to the recipient of the Community College Foundation Teacher of the Year Award. The Teacher of the Year will also receive the Burlington Faculty Achievement Award of "one thousand dollars (\$1,000) for travel to 'an approved conference, workshop or other professional development activity' to be used within the next two academic years."
  7. Honorary Associate Degree: Lake Region State College may grant an honorary associate degree according to NDUS policy (See Section 430.1).
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**History**

Administrative Council Approved 1200.03 (3)

## Section 1200.03 #5

### 5. Emeritus Status

- a. Achieving Emeritus status is to be viewed as the highest honor that Lake Region State College may bestow upon a retiring faculty member, administrator, or professional. The Emeritus status may be granted to retiring faculty, senior administrator or professional who have demonstrated leadership and service to the college and its communities.
- b. Criteria for Emeritus status may include, but are not limited to length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. Nominations for Emeritus status must be submitted within one year of retirement.
- c. Any Faculty/Staff Senate member may nominate a member for emeritus status. The documented nomination should include the following:
  - i. A paragraph describing why the individual merits this distinction (i.e. significant contributions to the institution, the state, and/or service to the faculty member's academic discipline).
  - ii. Date of initial appointment
  - iii. Length of service
  - iv. Date of retirement
- d. The nomination will be submitted to the President of the Faculty/Staff Senate who presents the nomination for a vote of the Faculty/Staff Senate. The Faculty/Staff Senate makes a recommendation for Emeritus status by a majority vote and sends its recommendation to the nominees' VP, who will make a recommendation to the LRSC President. The LRSC President makes the final decision. In the case of a senior administrator, any member of the Administrative Council may send a nomination directly to the LRSC President for approval.
- e. Benefits for Emeritus Status
  - i. Lake Region State College Emeritus ID card
  - ii. Retention of LRSC e-mail address
  - iii. Parking – special permission to park in visitor parking
  - iv. On-campus work space when available, shall be provided.
  - v. Consistent with their roles and responsibilities, college computing privileges will be retained.
  - vi. Upon invitation, may serve on college boards and committees.
  - vii. By nomination and a vote of the Faculty/Staff Senates, may retain membership.
  - viii. Faculty members who accept a part-time appointment after being awarded tenure in a full-time position shall continue to have such tenure recognized.



**POLICY AND PROCEDURE MANUAL  
CHANGE REQUEST FORM**

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
TUITION WAIVERS	400	33

REQUESTED ACTION:  CHANGE     ADD     REMOVE

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

Clarify types of courses, used same terminology as SBHE Policy 820. Changed fees paid as stated in SBHE Policy 820.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Human Resources	6/14/2016
SIGNATURE & TITLE OF SUBMITTER	DATE
<i>Jandi Lillehaugen</i>	6/14/2016

**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>	6/27/16

*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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- CCF / Advancement

Lake Region State College  
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SECTION 400.33  
TUITION WAIVERS

DEPENDENT TUITION WAIVER

The Staff and Faculty dependent tuition waiver will include a 50% tuition waiver at Lake Region State College covering all eligible dependents (child and spouse) of benefited employees. This will include students that are full and part-time on campus (LRSC or GFAFB campuses), dual credit, and online. The definition of dependent children will be the same as for receiving family health benefits. To be eligible, a family tuition waiver must be filed with the ~~Financial Aid Director~~ Human Resource Office prior to enrolling in a course or program.

FACULTY AND STAFF TUITION WAIVER

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. The Tuition Waiver Program is to provide an opportunity for an eligible employee to have the tuition waived for a course taken at any of the institutions of the North Dakota University System. Participation is voluntary and courses maybe taken for career development.
2. All benefited employees are eligible to receive the employee tuition waiver. Benefited employees are defined as an employee, including probationary employees, who work at least 20 hours per week and 20 weeks each year.
3. The waiver or payment shall be limited to no more than three academic classes during each calendar year for NDUS undergraduate and graduate courses as outlined below.
  - a. For on campus face to face academic classes at an institution within the North Dakota University System, a waiver will be applied with students responsible for non-covered fees and class materials.
    - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and eligibility approval.
      1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
  - b. ~~For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees. For off campus Face to Face, hybrid/blended, Independent Study, Online Asynchronous, Online Synchronous, or Interactive Video-based courses, Lake Region State College shall waive or pay, at a minimum, 50% of the cost, with the employee paying any remaining balance and for non-covered fees and class materials.~~
    - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and approval from Human Resources.
      1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
    - ii. Employee must present a structured plan of study that relates to Lake Region State College career development.

iii. Employees must submit an approved "Tuition Waiver Request" form to the Human Resources Office.

1. Tuition waiver requests approval will be granted subject to available funds.

c. For approved courses taken from non-NDUS institutions or at the request of LRSC, the assistance shall be determined by the employer.

d. Employees may be released from work for one class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.

d-e. This waiver does not apply to non-credit community or continuing education programs.

e-f. Lake Region State College will pay for a class once, if a passing grade is not received, the employee may have to pay the full tuition to retake the class.

f-g. Employees are enrolled in tuition waiver classes on a space-available basis. No classes will be created solely for employees receiving a tuition waiver.

g-h. An employee who has an overdue accounts receivable balance with any North Dakota State University System institution may not receive a tuition waiver.

4. Eligible employees taking a class for credit at Lake Region State College, with an approved tuition waiver, will have all fees waived, with the exception of CND, NDSA, program and course fees which shall be paid by the employee, NDSA and ConnectND fees.

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#### History

Administrative Council Approved 07/28/09

Administrative Council Approved 09/03/14





## Policies and Procedures

### SBHE Policies

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**SUBJECT:** 800s: Financial Affairs      **EFFECTIVE:** May 1, 2016

**Section:** 820 Tuition Waivers/Tuition Assistance

1. In addition to waivers provided under subsection 2 of this policy, institutions may adopt procedures providing for waiver of tuition and fees. Institutions are encouraged to use this authority to promote enrollment of a culturally diverse student body, including members of Indian tribes and economically disadvantaged students, for the benefit of all students and the academic community, to promote enrollment of graduate students and research, and for other purposes consistent with an institution's mission. Institutions may grant partial waivers or waive non-resident or resident tuition. Institutions may also waive tuition and fees as part of a program guarantee under which the institution guarantees that graduates or program completers are minimally qualified for at least entry-level positions in an occupation or job classification.

2. Institutions shall waive tuition or fees as follows:

- a. Tuition and fees of the student member of the Board;
- b. Pursuant to N.D.C.C. §§ 15-10-18.2 and 15-10-18.3, tuition and fees shall be waived for dependents of resident veterans who were killed in action, died of service-related causes, were prisoners of war or declared missing in action, subject to the limitations stated in those statutes;
- c. Pursuant to N.D.C.C. §§ 15-10-18.4 and 15-10-18.5, tuition and fees shall be waived for survivors of firefighters, emergency medical services personnel or peace officers who died as a direct result of injuries received in the performance of official duties, subject to the limitations stated in those statutes;
- d. Pursuant to N.D.C.C. ch. 37-07.1, tuition shall be waived for qualified members of the national guard, subject to the limitations stated in that chapter and national guard rules.

3. Employees:

a. Definitions:

- i. Benefited Employee: as defined in Board Policy 703.2.
- ii. Employee Tuition Waiver: the waiver of tuition for an employee.
- iii. Employer Paid Tuition Assistance: the payment, from one institution to another, of tuition charged for a course taken by an employee.
- iv. Campus of Employment: institution of employment, which includes affiliated entities approved by the President or Campus Dean.
- v. For-Credit Courses: instructional activities which result in the award of college credit that can be applied toward a college degree (Degree Credit) or which cannot be applied toward a college degree (Non-Degree Credit). Excludes Non-Credit Course, which does not result in the award of college credit.
- vi. Dependent: eligible dependents are defined as (1) the spouse of the employee (must be legally married as recognized by the state of North Dakota); (2) a child who is related to the employee as a natural child, a child placed for adoption, a legally adopted child, a child for whom the employee has legal guardianship, a stepchild, or a foster child, under the age of 26. Eligible dependents do not include the spouse of an adult dependent child.

b. For courses taken at the request of the employee, institutions shall waive or provide tuition assistance for benefited employees, limited to three approved for-credit undergraduate or graduate courses during each calendar year, in any combination of subsections 1, 2 and 3 as follows:

- i. For courses taken at the campus of employment regardless of delivery type: 100% tuition and fee waiver is provided, with the exception of the CND, NDSA, program and course fees which shall be paid by the employee.
- ii. For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees.
- iii. For NDUS office and Core Technology Services (CTS) staff who do

not have a campus of employment, the following applies:

- a. 100% tuition and fee waiver shall be provided for a traditional course, taken at any NDUS campus, with the exception that the employee shall pay the CND, NDSA, program and course fees. Traditional Course is a face-to-face course offering on a campus, where the employee and instructor are in person, including IVN courses where employee and instructor are physical face-to-face; and
- b. Employer shall provide a system-wide fixed 50% tuition assistance payment with the employee paying the remaining 50% of tuition and 100% of all fees, for all other courses.
- c. For approved courses taken from non-NDUS institutions, the assistance shall be determined by the employer, and is not subject to provisions of subsection 3.b., above.
- d. For courses taken at the request of the employer, from either a NDUS or non-NDUS institution, the waiver or assistance provided shall be determined by the employer, and is not subject to the provisions of subsection 3.b. above.
- e. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head, if it does not interfere with completion of essential job duties and essential work of the institution.
- f. Institutions have limited discretionary authority to grant tuition waivers or scholarships to benefited employee spouse and dependents, adhering to the below requirements:
  - i. Institutions will grant a minimum 50% tuition waiver for approved for-credit undergraduate or graduate courses, regardless of delivery method, to a qualifying spouse or dependent, as defined above.
  - ii. The benefit is available to the spouse or dependent at the employee's campus of employment only. NDUS office and Core Technology Services (CTS) employees are entitled to the same spouse and dependent tuition waiver benefits granted at any NDUS institution.
  - iii. The institution will verify the spouse or dependent relationship utilizing 3rd party documentation requested from the employee. Acceptable documentation includes, but is not limited to: a financial aid report, health insurance documentation or a tax transcript from the Internal Revenue Service. Verification documentation must be maintained as per established records retention policies.
  - iv. There is no limit on the number of qualifying dependents utilizing the benefit at any time.
  - v. If the spouse or dependent who qualifies for this benefit is also an employee of the same institution, the employee tuition waiver policy applies.
  - vi. In instances where married spouses work for the same institution, only one benefit is available to the dependent. As an example, if married spouses work for an institution that grants a 50% benefit to dependents, the benefit cannot be doubled for a 100% benefit.
  - vii. Funding source for the employee spouse or dependent waiver is at the discretion of the institution.
- g. The chancellor may adopt implementing procedures within the limits of this policy.
- h. A report of waivers and payments shall be prepared and presented to the Board annually.

REFERENCE: NDUS Procedure 820.1, NDUS Operating Protocol 820.1

**History:**

New policy, SBHE Minutes, December 10, 1987.  
SBHE Amendment, April 4, 2000.  
SBHE Amendment, March 30, 2001.  
SBHE Amendment, June 21, 2001.  
SBHE Amendment, June 17, 2004.  
SBHE Amendment, June 16, 2005.  
SBHE Amendment, June 26, 2014  
SBHE Amendment, May 14, 2015.  
SBHE Amendment, February 3, 2016.

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**SECTION 400.37  
CELL PHONE**

Lake Region State College recognizes that employees' performance of certain job responsibilities is enhanced by access to cell phones. If an LRSC cell phone and data plan are not provided, LRSC allows, but does not require, a department to pay an employee a taxable monthly payroll amount to defray expenses for business use of their personal cell phone. In some cases, an employee does not have an LRSC-owned cell phone and does not receive a monthly payroll amount but incurs business expenses on behalf of LRSC. LRSC may reimburse an employee for the costs exceeding the employee's personal plan if business usage causes the excess charge and the reimbursement does not occur on a regular basis.

1. Purpose: This policy outlines the use of cell phones for authorized employees of LRSC.
2. Goal: To comply with state policies while providing faculty and staff with the equipment they need to carry out their responsibilities.
3. Related Documents/Polices:
  - a. Office of Management and Budget Policy 523: Cell Phones.
  - b. NDCC 54-06-26: Use of state telephones by state officials and employees.
  - c. NDUS Procedure 1901.2
  - d. SBHE Policy 801.1: Mobile Phones and Other Mobile Computing Devices; Restrictions on use of State Phones.
  - e. Lake Region State College Fraud Policy
4. Procedures:
  - a. Stipend Plan
    - i. LRSC employees who meet the eligibility requirements for business use will be given a taxable allowance, depending on type of service, to cover a portion of a personally owned cell phone plan. Eligibility requirements are:
      1. The employee is required, as part of the job, to be readily accessible for frequent contact with college administrators, faculty, staff, or students; and
      2. The requirement for accessibility extends to considerable time away from campus, involves on-call responsibilities, or the employee's job limits his or her access to regular land-line telephones or data/Internet access that would satisfy the required business communication needs; and
      3. A strong business case can be made that supports the college incurring the cost of the service.
    - ii. The employee must retain an active cell phone plan and/or data plan as long as the allowance is in place. The employee agrees to notify their department head within five (5) days if he/she no longer meets eligibility requirements, fails to replace non-working, damaged, or lost devices, selects a lower-priced plan or fails to maintain a plan. Because the cell phone device is owned personally by the employee and the allowance provided is based on business use, the employee may use the cell phone and/or data plan for business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features as desired. The available options for stipend

plans are based on the type of cell phone plan and/or estimated business usage. The cost of the plan will be paid from the employee's department budget.

1. Voice and Text Plan – reimbursement of \$20.00
2. Voice and Data Plan – reimbursement of \$30.00

b. Essential Employee Plan - LRSC employees that are required to carry a cell phone at all times to maintain critical infrastructure of the college will be provided a LRSC issued cell phone and plan. The employee's office phone will be forwarded to their LRSC issued cell phone when off campus, unless prior arrangements have been made with their supervisor. These individuals include:

- i. President
  - ii. Physical Plant Director
  - iii. 2 Physical Plant Department Shared Phones
  - iv. CIO
  - v. Network Specialist
  - vi. Assistant Housing Director
  - ~~vi-vii.~~ 1 Resident Assistant Emergency Phone
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## History



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

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SECTION 800.02

ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

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

The following students are exempt from this admission requirement:

      1. Early Entry students will need to submit an unofficial high school transcript.

2. Transfer students who have completed an associate in arts or associate in science are not required to submit a high school transcript
- iii. An official transcript of any previous college.
  1. A transfer student on academic probation from another college will be admitted on academic probation.
  2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Director of Student Services for enrollment if they can document circumstances contributing to academic difficulty.
- iv. ~~Scores from ACT or other nationally recognized examinations. All students pursuing an associate in arts or associate in science degree are required to provide ACT or SAT scores prior to admission (ACT is preferred). Student pursuing an associate in applied science, diploma or certificate are encouraged to take the ACT or SAT exam.~~ **Placement Test Scores: All student pursuing a certificate, diploma and associate programs of study are required to submit placement test scores, preferably the American College Test (ACT) or Scholastic Aptitude Test (SAT). however, LRSC may accept a COMPASS or ACCUPLACER exam or another nationally approved exam in lieu of ACT or SAT.**

The following students are exempt from this admission requirement:

1. Students who will be age twenty-five (25) or older on the first day of admit term.
2. International students (excluding Canadian students).
3. Students who transfer in 24 or more semester credits.
4. Individual students may be granted exemptions by the Director of Student Services on a case by case basis.
- v. Admission requirement exemptions: Non-degree-seeking-students need to submit the Application for Admission and the non-refundable admission fee.
6. Immunizations: Students enrolled in credit-bearing courses at Lake Region State College must provide documentation of immunity to measles, mumps and rubella. Students enrolled only in distance learning, or other courses taught off campus, and students enrolled only in community education or non-credit courses are excluded from this policy.
  - a. Documentation of immunity means:
    - i. Evidence of two (2) doses of measles, mumps and rubella vaccine no less than one month apart from a licensed physical or health department official.
    - ii. Blood testing which proves immunity exists.
    - iii. A birth date prior to 1957.
  - b. Exemptions to the policy may be granted only when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's beliefs prohibits immunization.
7. Students applying to the Peace Officer Training Program, Nursing Program, and Speech Language Pathology Assistant Program must complete additional admissions requirements.
8. Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to enroll in subsequent semesters or receive an official transcript until the admissions file is complete.



## SECTION 800.02

### ADMISSIONS: STANDARDS, REQUIREMENTS, ACCESS, APPLICATION PROCESS

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

2. Transfer students suspended from other institutions will not be permitted to enroll until the required conditions for reinstatement are met at the suspending institution. Student may petition with the Director of Student Services for enrollment if they can document circumstances contributing to academic difficulty.
- iv. Placement Test Scores: All student pursuing a certificate, diploma and associate programs of study are required to submit placement test scores, preferably the American College Test (ACT) or Scholastic Aptitude Test (SAT). LRSC may accept a COMPASS or ACCUPLACER exam or another nationally approved exam in lieu of ACT or SAT.

The following students are exempt from this admission requirement:

1. Students who will be age twenty-five (25) or older on the first day of admit term.
  2. International students (excluding Canadian students).
  3. Students who transfer in 24 or more semester credits.
  4. Individual students may be granted exemptions by the Director of Student Services on a case by case basis.
  - v. Admission requirement exemptions: Non-degree-seeking-students need to submit the Application for Admission and the non-refundable admission fee.
6. Immunizations: Students enrolled in credit-bearing courses at Lake Region State College must provide documentation of immunity to measles, mumps and rubella. Students enrolled only in distance learning, or other courses taught off campus, and students enrolled only in community education or non-credit courses are excluded from this policy.
- a. Documentation of immunity means:
    - i. Evidence of two (2) doses of measles, mumps and rubella vaccine no less than one month apart from a licensed physical or health department official.
    - ii. Blood testing which proves immunity exists.
    - iii. A birth date prior to 1957.
  - b. Exemptions to the policy may be granted only when a licensed physician certifies that a student should not be immunized for measles, mumps or rubella, or if a student's beliefs prohibits immunization.
7. Students applying to the Peace Officer Training Program, Nursing Program, and Speech Language Pathology Assistant Program must complete additional admissions requirements.
8. Conditional Admissions: Students have one semester to complete their admission file. Students will be placed on admissions file hold and will not be allowed to enroll in subsequent semesters or receive an official transcript until the admissions file is complete.

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**SUBJECT:** 400s: Academic Affairs      **EFFECTIVE:** April 28, 2016

**Section:** 402.1.1 Standardized Test Scores

1. Except for those exempt under Policy 402.1.1 § 2, every applicant for admission into a baccalaureate program of study shall submit official ACT or SAT scores. Applicants who do not have an ACT or SAT score report may be admitted provisionally, but cannot register for courses in a second term until they satisfy this requirement.
2. Applicants to undergraduate certificate, diploma and associate programs of study are strongly encouraged to take the ACT or SAT. However, institutions may admit applicants using other approved placement resources detailed in NDUS Procedure 402.1.2.
3. The following students are exempt from the requirement in Policy 402.1.1 § 1:
  - a. Students 25 years old or older on the first day of class;
  - b. Students from countries other than the U.S. and Canada; and,
  - c. Students transferring 24 or more semester credits, excluding developmental coursework.

**Reference:** NDUS Procedure - [402.1.2](#)

**History:**

New Policy, SBHE Minutes, June 26-27, 1985.  
 SBHE Amendment, March 8-9, 1990.  
 SBHE Amendment, June 20-21, 2002.  
 SBHE Amendment, November 18, 2004.  
 Review by SBHE via email, November 24, 2004.  
 SBHE Amendment, June 17, 2010.  
 SBHE Amendment, April 28, 2016.



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

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**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.
4. **Some programs may have a more rigorous attendance requirement.**

**History**