

Approved on

Administrative Council Meeting Minutes

Monday, May 19, 2025

President's Office 1:00 p.m.

(Highlight in blue assignments that need to be completed)

PRESENT

Dr. Doug Darling - President

Lloyd Halvorson - Vice President for Academic/Student Affairs

Joann Kitchens - Vice President for Administrative Affairs

Erin Wood - Vice President for Advancement

Scott Sandy – Faculty Senate Representative

Jen Wignall - Recorder

Guests

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

- i) The meeting was called to order at 1:03 p.m.

b) Review of April 29, 2025, minutes

- i) The minutes of the previous meetings were reviewed and approved.

2) OLD BUSINESS

a) Athletic Training Facility Update (President)

- i) Nothing new to report.

b) Pearson Vue testing room (Administrative Affairs)

- i) VP Kitchens will be having a meeting with IT, Physical Plant and Adult Learning Center for next steps. There was also a request to order some new signage, VP Wood is working on that.

c) Gym Security (Academic/Student Affairs)

- i) Nothing new to report.

d) LRSC Presidential Search Timelines (Advancement)

- i) President Darling has not heard anything on the timeline. He did have a meeting with the Chancellor last week to try to push things along. The next board meeting is May 29th and VP Halvorson hoped they would have an update by then.

3) NEW BUSINESS

a) Part Time ESports (Administrative Affairs)

- i) VP Kitchens expressed Scott Dunbar is in need of some help with ESports. His workload is heavy and ESports is a five day a week commitment. He would like help two days a week to lighten his load. HR Lillehaugen ran some numbers as far as paying a second coach. Council agreed five nights a week is too much for one person. There were two options discussed regarding compensation. The most feasible being a contract as other coaches receive and pay the two coaches 60/40.

b) Policy 300.09 Policy Change Request (updates to manual) (Academic Affairs)

- i) All policies in the LRSC manual need to undergo a comprehensive review every five years to ensure they remain current. **Policy approved attached below.**

c) Post Tenure Review/Senate Bill 2003 (Academic Affairs)

- i) Vice President Halvorson would like to approve the change to policy 700.13 today. He suggests having a meeting with faculty in the Fall to have a round-table discussion and decide on any edits. **Policy approved.**

d) Stop Campus Hazing Act Policy 800.30/800.13 Edit and New 1500.21 (Academic Affairs)

- i) VP Halvorson gave an update on the Hazing information as part of the Clery Center to ensure safety on our campus. The policy must be in place June 2025 to be in compliance. In policy 800.30 there was an edit, and the hazing information was created as a new policy on its own. **All three policies approved & attached.**
- e) **Surgical Technology Program** (Academic Affairs)
 - i) VP Halvorson met with Altru and they would like a surgical technology program launched. BSC is the only campus with the program, and they are supportive of LRSC also having the program. This program would be mobility for theory; lab classes would be face to face. There is an individual interested in teaching all Surgical Tech courses, however the approval process is not complete. VP Halvorson will work with Human Resources to determine what type of funding is available. VP Halvorson will bring options back to President Darling.
- f) **Jenna Transfer to Launch** (Academic Affairs)
 - i) Jenna Brooks will be relocating to Grand Forks and is interested in taking the position at Launch! She has accepted the benefited adjunct faculty position. We will now have an opening for both Speech and English on campus. The position will be advertised as soon as possible due to timing.
- g) **Altru/Lake Region/Red River Press Release** (Academic Affairs)
 - i) There are two graduates from Red River High School who have been hired by Altru through the apprenticeship program, and they have been accepted to our nursing program. These are the first two students to be accepted for direct entry into the nursing program and hired as apprentices immediately following high school graduation. We will hold a press conference and get the word out in hopes of giving other students the same opportunities in the future.
- h) **Position Opening** (Advancement)
 - i) VP Wood has an opening in the Advancement Office. She would like to rehire and place the position in Student Services so the person can not only do general marketing, web, and social media, but also work more with Target X campaigns and recruitment marketing. The position currently has one more year of its temporary status and VP Wood asked it to be a permanent position as Wood does not have a large percentage of her job description in marketing since she became VP. VP Wood and Assistant VP Zehrer have discussed the position being in the admissions area and all agree. VP Wood will work with Sandi to move forward with the permanent position opening.
- i) **Discussion**
 - i) HLC review will take place in June-July of this year. VP Halvorson and Director Erickstad have been prepping for the review and are confident they will have a good report.

4) ADJOURNMENT

- a) **Upcoming Scheduled Council Meetings**
 - i) Wednesday, June 18, 1:00 p.m.
- b) **Adjournment**
 - i) The meeting was adjourned at 2:45 p.m.



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Policies and Procedure Manual	300	09

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

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

All policies and procedures contained in the LRSC Policy and Procedure Manual shall undergo a comprehensive review at least once every five years to ensure they remain current and relevant. The periodic review, along with any revisions resulting from the review, shall be documented in the 'History' section of the respective policy or procedure.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Brandi Nelson Digitally signed by Brandi Nelson Date: 2025.05.06 16:47:38 -05'00'	

ADMINISTRATIVE COUNCIL ACTION:

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

LRSC PRESIDENT'S SIGNATURE	DATE
	5/19/25

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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- Academic and Student Affairs
- CCF / Advancement

SECTION 300.09
POLICIES AND PROCEDURE MANUAL

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

History

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



9. Post-Tenure Review

- a. The Tenure Committee will conduct a post-tenure review of all faculty during the third year after their initial awarding of tenured status and at least every five years thereafter.
- b. In September of the relevant academic year, the Academic Affairs office shall notify the faculty member and the Tenure Committee of the required post-tenure review.
- c. By November 15th, the faculty member must submit a portfolio of updates since their last tenure review with the following:
 - i. Student evaluations and supervisory evaluations
 - ii. All classroom observation reports
 - iii. Any professional development attended, certifications issued, academic coursework completed, and/or credentials earned
 - iv. Any honors, awards, publications, research performed and/or leadership positions held
 - v. Any memberships and/or service to professional organizations
 - vi. Contributions to the college and community through involvement with community spirited organizations, co-curricular activities, campus committee assignments, and/or student clubs
- d. The Tenure Committee will review the portfolio of updates and prepare a letter to the VP for Academic Affairs ~~culminating committee~~ indicating ~~whether or not~~ if the faculty member is meeting ~~the or exceeding~~ expectations of teaching effectiveness, ~~fulfillment of professional responsibilities~~, continued scholarly growth, and ongoing service to the college and community (as described in Section 7 above). The Tenure Committee may request additional information if needed for clarification.
- e. ~~A culminating committee, consisting of the VP for Academic Affairs, the designated supervisor of the faculty member, and the Chair of the Tenure Committee will forward a letter to the President indicating concluding if the tenured faculty member is indicating if the faculty member meeting or exceeding expectations and shall identify any areas in need of improvement and recommend continuation of tenure and/or consequences, up to and including removal from position, as a result of an unsatisfactory review.~~
 - i. ~~Where the designated supervisor and the VP for Academic Affairs are the same, the Director of Academic Affairs shall serve as the second ranking administrator on the culminating committee.~~
 - ii. ~~A faculty member aggrieved by the policy adopted under this section, or the decision made, shall have the right to appeal following the institutional grievance procedure.~~

History

Executive Dean Approved 700.13 (8) 06/01/88
Administrative Council Approved 700.13 (8) 12/18/12
Administrative Council Approved 700.13 (9) 12/18/12
Administrative Council Approved Updates to (5g, 7d, 9c) 04/21/16
Administrative Council Approved Updates to (9) 02/10/2025
~~Administrative Council Approved updates to (9) (d & e) 05/19/25~~



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Student Conduct	800	30

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

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

Addition of "x" describing the new hazing policy.

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Lloyd Halvorson Digitally signed by Lloyd Halvorson Date: 2025.06.12 15:51:13 -05'00'	

ADMINISTRATIVE COUNCIL ACTION:

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 ☐ REQUEST TABLED FOR FURTHER REVIEW
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 ☐ REQUEST APPROVED WITH REVISIONS
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LRSC PRESIDENT'S SIGNATURE	DATE
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SECTION 800.30
STUDENT CONDUCT

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

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

The following are examples of academic dishonesty:

- a. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
 - Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
 - Looking at another student's test during an exam or allowing another students to look at your exam
 - Copying from another student's test or homework assignment with or without the other student's permission
 - Working with another student on a test or an assignment without authorization
 - Using unauthorized material (texts, calculators, smart phones, paper, websites, AI language models (i.e. ChatGPT), notes on computer) to obtain answers or information for a test
 - Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
 - Sharing answers for an assignment
 - Using AI to impersonate you in a classroom context, such as using the tool to compose discussion board prompts that were assigned to you or to complete group work assigned to you
 - Using AI to write entire sentences, paragraphs, or papers assigned to you
- b. Plagiarism is using someone else's work in part or whole and passing it off as the student's own whether intentionally or not intentionally.
 - Using exact words or phrases without citing the source

- Buying a paper from an online source or a person
 - Using a paper someone else has done either for you specifically or for another class
 - Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
 - Submitting work generated by an AI tool and passing it off as the student's own.
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit. This includes downloading course answers and writings uploaded online by previous students and uploading course assignments to websites outside of Blackboard and/or sharing course assignments/answers on external websites for the benefit of others.
- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
- Citing a statistic from a source without being sure if the numbers are correct
 - Combining sources but claiming only one of the sources
 - Forging of signatures on any form requiring another person's verification
 - Misrepresenting situations such as
 - claiming a member was present on a group project when he or she was absent or left early
 - claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
 - claiming a family event, illness, emergency or funeral when, in fact, there is none
 - submitting all or any part of an assignment statement to an AI online learning platform for iteration or improvement while incorporating any part of the AI generated response.

Consequences

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

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

2. Safe Campus: Lake Region State College strives to provide an environment free of all forms of abuse, criminal activity and intimidation.
- a. Minor Misconduct: Disciplinary action may be taken against a student who:
- i. Violates city ordinances or state or federal laws
 - ii. Possesses or uses fireworks on College property
 - iii. Has conduct that interferes with the operations of the College
 - iv. Takes or causes minor damages, to the property of another
 - v. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not

limited to, telephone, texting, email, computer, or online social media harassment.

- vi. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the possession or consumption of alcohol and/or marijuana
- vii. Misuses a student identification card
- viii. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
- ix. Possesses and/or uses unauthorized keys or otherwise trespasses on College property, including vehicles, rooms or apartments
- x. Tamper with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
- xi. Violates the LRSC Computer Use Policy/agreement (900.09.01)
- xii. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct
- xiii. Engages in conduct that violates the LRSC COVID-19 Preparedness and Response protocol, to include:
 - 1. Not wearing a mask when required to do so or in places where a mask is specifically required.
 - 2. Not social distancing as required and recommended.
 - 3. Engaging in unsafe behavior, on or off campus, that would tend to further the spread of COVID 19 such as attending large gatherings (more than 10 people) or attending on campus or off campus parties where social distancing and mask wearing is not occurring.

b. **Major Misconduct:** Major misconduct is any behavior or violation that may result in suspension, or expulsion from Lake Region State College. Disciplinary action may be taken against a student who:

- i. Commits two (2) or more minor misconduct violations
- ii. Violates the Sexual Misconduct/Title IX Compliance Policy (1500.15)
- iii. Violates the Sexual Harassment Policy (1500.08)
- iv. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another
- v. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exist.
- vi. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
- vii. Intentionally or recklessly causes significant damage to the property of another

- viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
 - ix. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
 - x. ~~Engages in any conduct considered hazing which creates a risk of injury to another, or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.~~ Violates the Anti-Hazing Policy (1500.21)
 - xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct
 - xii. Refusing to test for COVID-19 when required and requested to do so as a condition of living in the residence halls or participating on an athletic team. Refusing to cooperate with contact tracers as it applies to COVID-19 or refusing to abide by the isolation and quarantine requirements as it is described in the LRSC COVID-19 Preparedness and Response protocol or as directed to by public health authorities.
3. Retaliation Prohibited: A student, a group of students or a student organization shall not retaliate against any person who files a complaint or grievance; reports misconduct, participates as a witness in an investigation, or otherwise provides information to college officials. Retaliation can be classified as minor or major misconduct depending on the nature of the action.
4. Any person may file a verbal or written complaint with Assistant Vice President of Student Affairs against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.

History

Administrative Council Approved Updates 08/17/15

Administrative Council Approved Updates 09/15/15

Administrative Council Approved Updates 09/01/20

Administrative Council Approved Updates 11/16/24

update 5/19/25



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Consumer Information	800	13.01

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
General edits on clery act compliance and the addition of #7 regarding Hazing

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

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
SIGNATURE & TITLE OF SUBMITTER	DATE
Lloyd Halvorson <small>Digitally signed by Lloyd Halvorson Date: 2025.06.12 15:51:13 -05'00'</small>	

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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~~ www.studentaid.gov. Financial aid and scholarship information is available from the Financial Aid Office or online at: www.lrsc.edu
2. General information, including school academic programs, costs, facilities and policies, about LRSC is available in Student Affairs Office, college catalog, Student Handbook or online at www.lrsc.edu.
3. LRSC discloses annual student completion, graduation, transfer, retention and placement rates as required by the Student Right To Know and Campus Security Act. This information is available from the ~~Student~~ Academic Affairs Office and online at www.lrsc.edu.
4. LRSC discloses athletic participation rates and financial data related to athletics as required by the Equity in Athletics Disclosure Act. This information is available from the Athletic Department or ~~Student~~ Academic Affairs Office.
5. LRSC complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100-690, the Drug-Free Schools and Committees Act Amendments of 1989, and Public Law 101-226. Drug and alcohol abuse prevention information is available from the Counseling Office. The Drug-Free Workplace and Alcohol and Drugs (1500.15) policy shall be distributed annually.
6. LRSC complies with The Clery Act, a federal law requiring the college to disclose information about campus crime and safety policies to the public. LRSC publishes an Annual Security and Fire Safety Report. ~~The Campus Security and Fire Safety~~ The report includes three years' worth of Clery crime statistics and details about efforts taken to improve campus safety. ~~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 Affairs~~ Academic Affairs Office.

7. LRSC complies with the Stop Campus Hazing Act, a federal law requiring the college to publicly report hazing incidents and policy statements, in the campus Annual Security and Fire Safety Report, and maintain campus hazing transparency reports. Campus hazing transparency reports are updated on the campus website biannually and published annually in the Annual Security and Fire Safety Report.
8. Family Educational Rights and Privacy Act (FERPA) afford certain rights to students concerning their education records. Primary rights afforded are the right to inspect and review education records, the right to seek to have records corrected and the right to have some control over disclosure of information from records. FERPA policy (800.13) is included in the LRSC catalog. Additional information is available from the Registrar's Office.
9. LRSC discloses required information about each of its gainful employment programs to prospective students. Gainful employment disclosures are available on our website.
10. LRSC provides verified textbook pricing information for both required and recommended materials for all classes (online and on-campus) on the bookstore website or through Campus Connection.

All schools are required to have someone available during normal operating hours to help person's obtain consumer information. All Consumer information is available on the Lake Region State College's website at ~~http://www.lrsc.edu/admissions/~~.

History

Administrative Council Approved 12/21/15

Administrative Council Approved (5/1/25)



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
Anti Hazing Policy	1500	21

REQUESTED ACTION: ☒ CHANGE ☐ ADD ☐ REMOVE

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

Anti hazing policy (New)

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

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SECTION 1500.21
ANTI-HAZING

Lake Region State College prohibits all forms of hazing. Hazing is prohibited by North Dakota state law (per [NDCC Chapter 12.1-17-10](#)) and is considered a major misconduct offense at Lake Region State College (LRSC Policy 800.31: Student Conduct).

In compliance with the Stop Campus Hazing Act, enacted on December 23, 2024, hazing statistics will be included in Lake Region State College's Annual Security and Fire Safety Report, as well as through a Campus Hazing Transparency Report, published biannually on the LRSC public website.

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- a) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- b) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including

A student organization is defined as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Examples of hazing may include, but are limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law

It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report this knowledge. See LRSC Policy 800.31:

Student Grievance, for information on how to report major misconduct, and the process used to investigate major misconduct at Lake Region State College.

The college will provide education and programming, for students, faculty, and staff, around issues of hazing. Strategies to raise awareness may include face-to-face presentations, in-service or orientation sessions, in-person or online training programs, distributed resources (printed, email, website, social media), or awareness events. The president, chair or leader of a student organization is responsible for informing members of the organization of the college's hazing policy.

History

Administrative Council Approved New Policy 05-19-2025

The information for the Transparency Report must be maintained for a period of five calendar years from the date of publication of the most recent update; however, since the Clery Act requires institutions to retain their records supporting information in the ASR for seven years, we recommend retaining all data related to Clery Act reporting for seven calendar years.

The bill notes that institutions may want to educate the community on the purposes of, and differences between, the ASR and the Campus Hazing Transparency Report. Although the bill does not require institutions to make an update to the Transparency Report if there are no findings of a hazing violation since its most recent publication, it is helpful to still include language such as *"There were no findings of responsibility for hazing violations between xx/xx/xxxx and xx/xx/xxxx"* so the campus community is aware the institution is complying with the requirements but does not have any new information to share.

IV. Notification of and Education on Stop Campus Hazing Act Requirements

On each institution's public website, there must be a statement notifying the public of the annual availability of their hazing statistics, including a link to the institution's ASR, information about the institution's policies relating to hazing and applicable local, State, and Tribal laws on hazing, and the information required for the Campus Hazing Transparency Report.

V. Implementation Timelines

Below are timelines to adhere to when first implementing the Stop Campus Hazing Act requirements based on the law's date of enactment of December 23, 2024:

January 1, 2025	Institutions must begin to collect statistics on hazing incidents
June 23, 2025	Hazing policies (including prevention policies) must be in place
July 1, 2025	Institutions must start collecting information with respect to hazing incidents/violations
December 23, 2025	The Campus Hazing Transparency Report must be publicly available on the website of the institution (must be updated at least 2 times each year)
October 1, 2026	First ASR with hazing data

The implementation of the Stop Campus Hazing Act (SCHA) marks a significant step forward in addressing the persistent issue of hazing within higher education institutions. By mandating the collection and reporting of hazing incidents, as well as the creation of clear, transparent policies, this law ensures that colleges and universities are taking proactive measures to protect students and promote safe, respectful campus environments.

As institutions work to integrate these requirements into their operations, it is essential to foster collaboration across departments to ensure that the provisions of the SCHA are effectively enacted. Transparency and accountability are critical to preventing hazing, and by adhering to these guidelines, colleges and universities can create a culture of respect and inclusion while fulfilling their legal obligations.

By taking the necessary steps outlined in this guide, institutions will not only comply with the law but also contribute to a larger, shared effort to eradicate hazing and ensure that all students are treated with dignity and respect. The commitment to prevention, reporting, and accountability is vital for safeguarding the well-being of students and for building campuses where safety and integrity are prioritized.

II. Hazing Policy Statements in the Annual Security Report

The ASR must also include a statement of the institution's current policies related to hazing as defined by the institution. A policy statement is a summary of an existing policy; therefore, the institution's underlying policy as well as the policy statement in the ASR must address all the required components. The institution's hazing policy definitions may or may not use the Clery Act definition of hazing.

In addition to defining hazing, the policy statement must include:

- How to report incidents of hazing;
- The process used to investigate incidents of hazing; and
- Information on applicable local, State, and Tribal laws on hazing.

It must also include a statement of policy regarding prevention and awareness programs related to hazing that includes a description of research-informed campus-wide prevention programs designed to reach students, staff, and faculty, which includes:

- Information on the institution's hazing policy (as described above)
- Primary prevention strategies intended to stop hazing before hazing occurs, which may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

Implementation Steps:

- Develop or revise hazing policies on campus.
- Ensure the policy includes a definition of hazing, how to report incidents of hazing, and the process used to investigate incidents of hazing.
- Include information on applicable local, State, and Tribal laws on hazing. Distinguish between definitions that are a violation of policy versus those used in legal proceedings.
- Incorporate into existing hazing policy information regarding hazing prevention or develop a separate hazing prevention policy.
- Ensure the policy includes education on the institution's hazing policy or policies as well as primary prevention strategies intended to stop hazing before it occurs.
- Identify what prevention programs will be used for primary prevention of hazing.
- Establish a programming schedule for students, staff, and faculty.



at the heart of campus safety

STOP CAMPUS HAZING ACT

GETTING STARTED GUIDE

The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amends the Clery Act¹ to prioritize the prevention of and transparency about hazing incidents at colleges and universities. This guide provides information on what SCHA requires and how institutions can put these required practices in place.

I. Reporting Hazing in the Annual Security Report

By **October 1** of each year, colleges and universities must release their annual security reports (ASRs), which provide information on key campus safety policies and procedures, as well as campus crime statistics for specific incidents reported under the Clery Act. SCHA requires institutions to report Clery Act crime statistics for hazing incidents for the previous three calendar years.

How is hazing defined for Clery Act reporting?

"The term 'hazing', for purposes of reporting statistics on hazing incidents...means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - ◊ whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - ◊ causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - ◊ causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - ◊ causing, coercing, or otherwise inducing another person to perform sexual acts;
 - ◊ any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - ◊ any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - ◊ any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."
- **A student organization** is defined as "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

¹The Jeanne Clery Campus Safety Act, 20 U.S.C. § 1092(f) (2024)